



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING**  
**DAC – Lakin Board Room**  
**March 2, 2016, at 1:00 p.m.**

**In Attendance:** Andrea Ingley, Michael Shanahan

**Via Skype:** Ashley Chelonis, April Doud, Joe Esquivel, Krista Mendelsohn, Matthew Moore, Sharon Oxford

**Notes Taken By:** Sarah Howell

**Date Approved:** April 6, 2016

Agenda Item	Notes	Action/Completion Timeline	Responsibility
<b>Open Meeting</b>	The meeting began at 1:12 p.m.	N/A	N/A
<b>Approval of Minutes: Feb. 3, 2016</b>	The minutes were approved without changes.	Finalize/post on webpage.	Ms. Holst
<b>Open Discussion Items</b>			
<b>a. February Board Meeting Presentation Recap</b>	The committee discussed the February Board of Trustees' meeting presentation, which was positive, captured the committee's actions and progress, and was followed by the Classified Employee of the Year award.	N/A	N/A
<b>b. 2016 Classified Employee of the Year Award</b>	At the February Board of Trustees' meeting, Trustee Kennedy described each campus nominee and Kerry Mehle was announced as the 2016 VCCCD Classified Employee of the Year. The Chancellor's Office will now forward his name to the State Chancellor's Office for the statewide award.		
<b>c. VCCCD Training &amp; Tours Recap</b>	<p>April Doud recapped the March 1, 2016, inaugural VCCCD Training &amp; Tours event at Moorpark College. Approximately 50 employees attended. The topic was <i>Learn and Share Best Practices for Budgets, Time Sheets, Travel, Mileage, and Requisitions</i>. Presentations were given by:</p> <ul style="list-style-type: none"> <li>o <b>Allam Elhussini</b> (MC) Accounting Technician: <i>Timesheet Tracking</i></li> <li>o <b>Beth Thompson</b> (DAC) Accounts Payable Supervisor: <i>Travel/Mileage Processing &amp; Tracking</i></li> <li>o <b>David Casas</b> (OC) Accounting Technician: <i>Requisition Processing and Tracking</i></li> </ul> <p>Post-event survey resulted in positive feedback.</p>		



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	<p>Suggestions for future events include: hiring procedures, student/professional experts, personal service contracts, emergency and lockdown.</p> <p>Ms. Doud noted there was more than enough time for each topic. For future events, it may be helpful to require the speaker's PowerPoint presentations in advance to more accurately determine time allotment.</p> <p>The committee will determine a way to report on the event's progress to management.</p> <p>The committee will send a follow up letter on committee letterhead to the college presidents, VPs, and EVPs, thanking them and sharing the feedback from the event. Everyone's name will be on the letterhead, and Michael Shanahan will sign on behalf of the committee.</p> <p>The Training and Tours will take place three times a year, in spring, summer, and fall, with the next event scheduled for Thursday July 14 or 21, at Ventura College, organized by Mr. Esquivel and possibly Peder Nielsen. Tentative topics and presenters:</p> <ul style="list-style-type: none"> <li>• <i>Hiring: Provisional, Professional Experts, Student Workers</i>; 20 min. presentation, 20 min. breakout; Sarah Ayala, possibly with an employee from Financial Aid</li> <li>• <i>NEOGOV Unveiling</i>; 45-min presentation by Janice Endo</li> <li>• <i>Managing Student Workers</i>; 20 min. presentation, 20 min. breakout; Michael Shanahan</li> </ul>	<p>Draft follow up letter</p> <p>Begin event reservations</p> <p>Confirm presenters</p>	<p>Michael Shanahan</p> <p>Joe Esquivel Peder Nielsen</p> <p>Andrea Ingley</p>
<p><b>d. Committee Webpage Content</b></p>	<p>Several committee members are having technical difficulties with Drupal access, so webpage work is delayed. The following should be developed on the webpage:</p> <ul style="list-style-type: none"> <li>• Lynda.com section by Mr. Moore;</li> </ul>	<p>Continue work on webpage.</p>	<p>Committee members as described.</p>



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	<ul style="list-style-type: none"> <li>• Accomplishments section by Mr. Esquivel and Mr. Nielsen.</li> <li>• PPDP section by Ms. Oxford.</li> <li>• Ms. Mendelsohn will compile a list of college recognitions for classified employees for Ms. Holst to add on the webpage.</li> <li>• Upload photos from the Inaugural Training and Tours event.</li> </ul>		
<b>e. Lynda.com</b>	Mr. Moore provided Lynda.com statistics. There have been 150 total users, with 600 log-ins to date. Mr. Moore will e-mail the full usage report, including number of visits and categories of training.	Send Lynda.com statistics to committee before next meeting.	Mr. Moore
<b>f. Personal Professional Development Plans</b>	The committee members are asked to work on their own PPDPs as examples for the website. Ms. Doud provided her PPDP, which should now be added to the website.	Committee members to finish your own PPDP and send to Ms. Holst for the PPDP webpage.	Committee Members
<b>g. Online Classified Employee Handbook</b>	This item will now be titled, "Classified Employee Success Manual." Each site is working on a site-based unique manual. Moorpark College has circulated the core materials to the classified staff for review.	Continue work on online Classified Employee Success Manual. Send core materials to Committee for review.	Committee Members April Doud
<b>Next Meeting</b>	The meeting ended at 2:44 p.m. The next meeting is scheduled for April 6, 2016, at 1:00 p.m.	N/A	N/A