



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
April 6, 2016, at 1:00 p.m.; DAC – Lakin Board Room**

In Attendance: Andrea Ingley, Michael Shanahan, Peder Nielsen, Cheryl Manley
Via Skype: Ashley Chelonis, Joe Esquivel, Krista Mendelsohn, Eric Lopez
Date Approved: May 4, 2016

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Open Meeting	The meeting began at 1:08 p.m.	N/A	N/A
Approve 03.02.16 Minutes	The proposed minutes were approved.	Finalize/add to webpage.	Ms. Holst
Open Discussion Items			
a. VCCCD Training & Tours	<ul style="list-style-type: none"> • Dr. Gillespie initially approved Ventura College as host for next event July 14 or 21. Mr. Esquivel and Mr. Nielsen to coordinate to determine final date/location soon. Proposed topics: <ul style="list-style-type: none"> ○ Hiring: Provisional, Professional Experts, Student Workers; 20 min. presentation/20 min. breakout; Presenters: Sarah Ayala, HR, and Linda Fa’asua, Oxnard College Financial Aid. Ms. Ingley to coordinate with Michael Arnoldus. (Forms: completing them correctly, where do they go? Where to address questions? Who makes decisions?) ○ NEOGOV; 45-min presentation by <i>Janice Endo</i> of HR. Michael Arnoldus’s staff to work on this. ○ Managing Student Workers; 20 min. presentation, 20 min. breakout; by <i>Michael Shanahan</i>. <ul style="list-style-type: none"> a. Set up Student Workers for success b. Introductory meeting c. Manage issues that may arise (e.g., tardiness, lies on timesheet, performance management) • HR to request Dina Pielael film the next event if available. • Ms. Doud/Ms. Mendelsohn to present on Training & Tours program at state classified employees conference; Mr. Nielsen to present on 9 plus 1. 	<ol style="list-style-type: none"> 1. Begin event planning 2. Confirm presenters 3. Request event filming 	<p>Joe Esquivel Peder Nielsen</p> <p>Andrea Ingley</p> <p>Ms. Holst</p>
b. Classified Professional Development Budget	<p>The committee reviewed budget information.</p> <ul style="list-style-type: none"> • Ask Purchasing if requisitions can go in now for July event. • Mr. Nielsen proposed using this budget to pay for attending state conference. Mr. Shanahan believes it more appropriate for the colleges to cover that, as this budget is intended for broader staff 	<ol style="list-style-type: none"> 1. Bring ideas for next year’s programs and budgetary needs. 2. Request marketing 	<p>Committee</p> <p>Ms.</p>



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	<p>development, but discussion can continue.</p> <ul style="list-style-type: none"> Ms. Mendelsohn will request a committee logo for any printed material from marketing. Mr. Nielsen proposes planning quarterly Training & Tours from this budget, at approximately \$1,000 each. Annual districtwide Classified Staff Retreat was proposed. Next time, the committee will plan for next fiscal year. 	<p>develop logo</p> <p>3. Discuss purchasing with Business Services</p>	<p>Mendelsohn</p> <p>Ms. Holst</p>
<p>c. Committee Webpage Content</p>	<ul style="list-style-type: none"> <u>Accomplishments</u> - Mr. Esquivel and Mr. Nielsen. Our accomplishments as a committee, and then what happened at the colleges. <u>College recognitions</u> - Ms. Mendelsohn. Add links if they exist. Mr. Nielsen recommends Classified Senate Presidents send award photos to CSI for recognition. Award photos can be added to Board presentation next year. Recognitions can also be listed on our website. <u>Training & Tours</u> - Ms. Holst to add event materials. 	<p>Continue work on webpage.</p>	<p>Committee members as described.</p>
<p>d. Lynda.com</p>	<ul style="list-style-type: none"> Suggestion to develop a visibility campaign. Ms. Chelonis will request administrator permission to obtain campaign materials from Lynda.com. Webpage may need to follow campaign, instead of reverse. Perhaps film a testimonial on using the service. 	<p>Request administrator permission from IT.</p>	<p>Ms. Chelonis</p>
<p>e. Personal Professional Development Plans</p>	<p>Committee members are encouraged to provide their stories with the PPDP, especially if convincing supervisor was challenging.</p>	<p>Provide to Ms. Holst for the webpage.</p>	<p>Committee Members</p>
<p>f. Classified Employee Success Manual</p>	<p>Congratulations to Ms. Doud on a great job developing the Moorpark College Classified Employee Success Manual. The committee resolves to adopt her work and asks that it be modified as appropriate by the Ventura College and Oxnard College Classified Senates. It was proposed to change the manual date to a date created or reviewed as this will not change every year. Oxnard College and Ventura College representatives will discuss with their Classified Senates, work on it through the summer, with plans to review updates in September, with a status check in July. In future, this could be generically adapted for the District, but for now, it will remain college-specialized. Attribution for all the work done by Ms. Doud should appear in the manual.</p>	<p>Review Moorpark College Classified Employee Success Manual for adaptation by Oxnard College and Ventura College.</p>	<p>Classified Senates.</p>
<p>Next Meeting</p>	<p>The meeting ended at 2:59 p.m. The next meeting will be May 4, 2016, at 1:00 p.m.</p>	<p>N/A</p>	<p>N/A</p>

[Notes By: Jennifer Holst]