

**PROFESSIONAL DEVELOPMENT COMMITTEE MEETING NOTES
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
November 5, 2014**

Present: Krista Mendelsohn, Sharon Oxnard, Leanne Colvin, Joe Esquivel, Peder Nielsen, Jennifer Holst, Matthew Moore, Victory Kitamura, Marla Ward, Olivia Long, Ashley Lajoie, Ashley Chelonis
Guest: Jolene Rellergert of Lynda.com
Chair: Michael Shanahan
Approved: December 5, 2015

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Lynda.com Presentation	<p>Ms. Jolene Rellergert provided an overview of Lynda.com. There are over 3,000 courses available at various skill levels – beginning, intermediate, and advanced.</p> <p>PDC members discussed ways in which to roll-out Lynda.com at the sites, such as announcements through the employee portal and email. Members also discussed incentives for usage and completed training.</p> <p>There was an extensive discussion on the development of playlists, incorporation of an introduction to lynda.com during new employee orientation, and an introduction of lynda.com during the January 30, 2015 L.E.A.D. Academy.</p>	<p>Site representatives were identified.</p> <p>Ms. Rellergert will provide marketing materials to use in our www.lynda.com promotion/roll-out.</p> <p>Promotion and roll-out discussion is ongoing.</p>	Committee Members
Review of September 26, 2014 Meeting Notes	Committee members reviewed and approved the September 26, 2014 meeting notes.	Approved.	Committee Members
Training - Update <ul style="list-style-type: none"> • Microsoft Office 2013 • Adobe Acrobat Professional • Track Training Update 	<p>Mr. Kitamura provided an overview of the Adobe Acrobat Professional training plan.</p> <p>Members discussed tracking training through the portal. Ms. Chelonis will work with Mr. Kitamura on this item.</p>	Ongoing.	Victory Kitamura Dave Fuhrmann

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Professional Development Plans <ul style="list-style-type: none"> • L.E.A.D Academy 01.30.15 • Site Roll-Out Plans 	Professional Development Committee members will provide a presentation during the January 30, 2015 L.E.A.D. Academy on the following items: <ul style="list-style-type: none"> • Personal Professional Development Plan Roll-Out: Ashley Lajoie, Sophia Crocker • Lynda.com Introduction/Campaign: Matthew Moore, Sharon Oxford, Ashley Chelonis • Establishment of Professional Development Benchmarks: Leanne Colvin, Olivia Long, Patti Blair • Management Expectations/Needs: Joe Esquivel, Krista Mendelsohn, Peder Nielsen 	Mr. Nielsen will complete a marketing work order for a professional development committee logo and a final Personal Professional Development Plan. Ms. Holst will distribute a PowerPoint presentation template. Members should submit presentation content to Ms. Lajoie by December 8 to meet the December 15 Human Resources L.E.A.D. Academy deadline.	
Classified Employee of the Year <ul style="list-style-type: none"> • Agree on Criteria • Applications Due 12/31/14 • Nominating Committee 01/15 • Board Approval 02/15 • Submit to State Chancellor 03/15 	Members discussed employees who may like to participate in the final Districtwide selection committee. PDC members will submit names of those individuals to the next meeting. Two representatives from each site will participate in the selection process of the District Classified Employee of the Year.	Follow-up next PDC meeting.	Committee Members
Campus Tours Organization of tours - who, what, where, why	Ongoing discussion.	Ongoing.	Committee Members
November Professional Development Summit – November 12	Some PDC members are attending the Professional Development Summit in Pasadena on November 12.	Members will provide the committee with an update during the next PDC meeting.	

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Board of Trustees Presentation	Ms. Long and Ms. Mendelsohn will provide Trustees with an overview of the Districtwide Professional Development Committee activities during the November 11 Board of Trustees. PDC members reviewed the draft presentation and provided feedback.	PDC members encouraged each other to attend the November 11 Board Meeting at Ventura College, Guthrie Hall.	Committee Members