

**PROFESSIONAL DEVELOPMENT COMMITTEE MEETING NOTES
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
January 13, 2015**

Present: Ashley Lajoie, Joe Esquivel, Jennifer Holst, Olivia Long, Sophia Spiteri, Peder Nielsen
Via Conference: Sharon Oxford
Chair: Michael Shanahan
Approved: February 24, 2015

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Review of December 4, 2014 Committee Notes	Committee members reviewed and approved the December 5, 2014 meeting notes.	N/A	Committee Members
Professional Development Plans	Members discussed and revised the L.E.A.D. Academy Presentation. Presenters are: <ul style="list-style-type: none"> • Introduction: Peder Nielsen • Personal Professional Development Plan Roll-Out: Ashley Lajoie, Sophia Crocker • Lynda.com Introduction/Campaign: Matthew Moore, Sharon Oxford, Ashley Chelonis • Management Expectations/Needs: Joe Esquivel, Krista Mendelsohn, Peder Nielsen • Establishment of Professional Development Benchmarks: Leanne Colvin, Olivia Long, Patti Blair 	Ms. Blair will distribute the final presentation draft of members for feedback. Members will update their sections and submit to Ms. Blair by Friday, January 16, 2015. Presenters will meet prior to January 23 to review the presentation.	
Classified Employee of the Year <ul style="list-style-type: none"> • Agree on Criteria • Applications Due 12/31/14 • Nominating Committee 01/15 • Announce Site Finalists Date - TBD • Board Approval 02/15 • Submit to State Chancellor 03/15 	Mr. Shanahan will announce the finalists on January 14. Ms. Holst will send an "all user" e-mail to announce the site selections for "Employee of the Year." Dr. Moore will call each site "Employee of the Year."		Michael Shanahan
Campus Tours Organization of tours - who, what, where, why	Tabled to the next meeting.		Committee Members