



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING**  
**DAC – Lakin Board Room**  
**June 29, 2015, at 9:30 a.m.**

**In Attendance:** Marla Ward, Matthew Moore, Michael Shanahan, Olivia Long, Peder Nielsen, Sophia Crocker  
**Via Telephone:** Jennifer Clark, Leanne Colvin, Joe Esquivel  
**Notes Taken By:** Jennifer Holst  
**Date Approved:** August 5, 2015

Agenda Item	Notes	Action/Completion Timeline	Responsibility
<b>Open Meeting</b>	The meeting started at 9:35 a.m.	N/A	N/A
<b>May 27, 2015, Meeting Notes</b>	May 27, 2015, meeting minutes were approved without objection.	Finalize and post on new webpage.	Ms. Holst
<b>Annual CLI Statewide Meeting</b>	Senate Presidents should discuss conference travel funding with the College Presidents. The purpose is to have districtwide VCCCD presence at statewide meetings and capitalize on classified leadership development. Ms. Long suggested volunteering at the June annual meeting in Ventura as a way to attend inexpensively.	Discuss conference funding with college presidents.	Classified Senate presidents.
<b>Webpage</b>	<p>The committee discussed creation of a Classified Professional Development Committee webpage as a place to communicate our work. This included:</p> <ul style="list-style-type: none"> <li>• Posting responsibility</li> <li>• Posting guidelines</li> <li>• Content suggestions:               <ul style="list-style-type: none"> <li>○ Committee agendas and minutes</li> <li>○ PPDP</li> <li>○ Statewide Classified Information</li> <li>○ Summary of CLI statewide meeting.</li> <li>○ Listing of districtwide and college-specific professional development activities</li> <li>○ Committee names</li> <li>○ College webpages</li> <li>○ <i>Get MOoVin'</i></li> </ul> </li> </ul>	<p>HR to create webpage for agendas/minutes.</p> <p>Continue discussion at next meeting.</p>	<p>Ms. Holst</p> <p>Committee Members</p>



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	<ul style="list-style-type: none"> <li>○ Clearinghouse information</li> <li>○ Classified Employee of the Year</li> <li>○ Other ongoing projects</li> <li>○ Activity calendar</li> </ul> <p>For now, HR will add a page to the HR Department website and upload minutes, agendas, etc. Discussion will continue at the next meeting.</p>		
<b>Campus Tours</b>	<p>The committee discussed campus tours and decided to form a subcommittee to develop a written proposal delineating the purpose, scope, etc. of campus tours. Olivia Long for Ventura College, Leanne Colvin for Moorpark College, and Sophia Crocker for the DAC volunteered. An Oxnard College volunteer is needed.</p>	<p>Subcommittee to develop written proposal for campus tours.</p>	<p>Subcommittee Members</p>
<b>MyLearningPlan</b>	<p>MyLearningPlan is geared toward K-12 teacher development. Dave Fuhrmann of IT needs more information about the committee's needs to make a recommendation. For discussion next time.</p>	<p>Discuss at next meeting.</p>	<p>Committee Members</p>
<b>2016 Classified Employee of the Year Award Program</b>	<p>The proposed brochure was approved and will be printed and distributed in July.</p>	<p>Print and distribute brochure.</p>	<p>Ms. Holst</p>
<b>Personal Professional Development Plan Roll-Out</b>	<p>As representatives, committee members should talk to people and remind them about the PPDP. The form is digital and on HR Tools. Some colleges may hold workshops on how to complete the form.</p> <p>For accreditation tracking and reporting purposes, it was suggested we roll out PPDP and then send out a survey in a year to see who started, who finished, and why. For next time, think about what college and districtwide targets/goals.</p>	<p>Discuss at next meeting.</p>	<p>Committee Members</p>
<b>Lynda.com</b>	<p>Trail to next meeting.</p>	<p>Discuss at next meeting.</p>	<p>Committee Members</p>



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<p><b>Committee Vision Statement/Charge/Membership</b></p>	<p>Next time, bring mission statement samples and think about:</p> <ul style="list-style-type: none"> <li>• Committee roles</li> <li>• Committee membership</li> <li>• Committee purpose</li> <li>• What do we want the committee to be?</li> <li>• What do the colleges want the committee to be?</li> <li>• How does the committee fit in to what the colleges are doing locally?</li> <li>• What is more effective centralized and what is more effective distributed out?</li> </ul> <p>This should be decided before we launch the webpage. At this point the webpage will be a collection of what we are doing: minutes/agendas.</p> <p>Look for grant money. But first a spending plan should be developed for any potential funding.</p>	<p>Bring mission statement samples to the next meeting.</p> <p>Look for opportunities for grant money.</p>	<p>Committee Members</p>
<p><b>Select Regular Monthly Meeting Date</b></p>	<p>This committee should have a regular meeting date. Think of best dates and send to Ms. Holst.</p>	<p>Look for best possible regular meeting date.</p>	<p>Committee Members</p>