



CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
DAC – Lakin Board Room
December 2, 2015, at 1:00 p.m.

In Attendance: Sophia Crocker, Michael Shanahan

Via Skype: Tracie Bosket, April Doud, Krista Mendelsohn, Matthew Moore, Sharon Oxford

Notes Taken By: Sarah Howell

Date Approved: January 6, 2016

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Open Meeting	The meeting started at 1:10 p.m.	N/A	N/A
Approval of November 4, 2015, Meeting Minutes	Ms. Doud moved to approve the November 4, 2015, meeting minutes. Ms. Oxford seconded, with no objections.	Finalize and post on webpage.	Ms. Holst
Open Discussion Items			
a. Classified Professional Development Committee Webpage	The committee reviewed the webpage edits, and approved.	N/A	N/A
b. Committee Vision Statement, Mission Statement and Charge	Ms. Crocker will continue to work on content for the committee's goals, derived from both the vision statement and current CPDC projects, and will email to the committee for review.	Send goals to committee. Review committee goals.	Ms. Crocker Committee Members
c. Committee Membership	The search for remaining committee representatives is underway, and Ms. Crocker will designate an alternate while on leave.		
d. Campus Tours	Ms. Doud, Ms. Mendelsohn, and Ms. Crocker sent out a template e-mail to location contacts to obtain preferred tour timing and discussion topics, with a deadline of Monday, December 7, 2015. The committee decided upon a tentative day of March 1, 2015, in the afternoon.	Follow up with Mr. Nielsen to ensure e-mail was sent to VC contacts.	Ms. Holst
e. Lynda.com	Mr. Moore is in the process of updating the Lynda.com content of the committee website. Content ideas include a visibility campaign for the service, an imbedded introductory video on the CPDC website, and several playlists for first-time users.	Finalize Lynda.com content for the website.	Mr. Moore



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f. 2016 Classified Employee of the Year Award Update	At each location, there has been at least one nomination. Next week local committees will narrow down multiple candidates to one. The timeline indicates that the deadline to submit nominations is December 31, 2015. Ms. Mendelsohn is in the process of compiling a list of existing college “employee of the year” awards.	Compile list of college awards.	Ms. Mendelsohn
g. Personal Professional Development Plan Roll-Out	Several committee members submitted PPDP samples. In Ms. Doud’s story, content was derived from Mr. Shanahan’s questions. All committee members will use this as a template, removing the last question. As soon as these are completed, Ms. Oxford will place on the committee website.	Committee members to complete PPDP samples.	Committee Members
h. District Employee Orientation/ Survival Guide	The committee discussed ideas for a survival guide. The committee may seek to expand on the existing classified employee handbook, with how-to items ranging from entering requisitions and creating appointments, to more site specific items such as room reservations. Further discussion will occur in future meetings.	N/A	N/A
i. Board Items	In addition to the Classified Employee of the Year Finalists, the committee would like to add an item to the February Board Meeting Agenda detailing the CPDC accomplishments. Ms. Mendelsohn will be one of several committee members to present to the Board.	Place Classified Employee of the Year and CPDC Accomplishments Items on February Board.	Ms. Holst
Next Meeting	The meeting ended at 2:50 p.m. The next meeting will be January 6, 2016, at 1:00 p.m.	N/A	N/A