



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

In Attendance: Sophia Crocker, Andrea Ingley, Peder Nielsen, Michael Shanahan

Via Skype: Ashley Chelonis, April Doud, Joe Esquivel, Sharon Oxford

Date Approved: July 6, 2016

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Open Meeting	The meeting began at 1:04 p.m.	N/A	N/A
Approve May Minutes	The proposed minutes were approved.	Finalize/add to webpage.	Ms. Holst
Open Discussion Items			
a. VCCCD Training & Tours	<p>Next event is July 14, 2016, at Ventura College. Mr. Nielsen reported 50 have accepted the invitation, and 10 more are tentative. Ms. Holst to send out reminders.</p> <p>The committee discussed the agenda and decided the presentations will be followed by Q&A of 10 minutes each. The HR Analysts will present on Maximizing the Quality of Your Application. They will make a list of the best/worst things they have seen. This supports the PPDP in helping people apply for new jobs. Include Lynda.com links for more information.</p> <p>For the Training & Tours logo, please send ideas to Krista Mendelsohn in the next few days so she can assemble them and get them to Janeene Nagaoka.</p> <p>Ms. Oxford to prepare analysis of post-event survey for first Training & Tours. Results can be posted on the webpage. Last time <i>Class Climate</i> was used. Develop a standard survey to be used each time. We will discuss next time. Ms. Holst to invite Rupinder Bhatia to attend our next meeting to discuss using <i>Class Climate</i>.</p>	<p>HR Analysts to prepare presentation</p> <p>Ms. Mendelsohn to work with Marketing on a logo. Committee members to send her their ideas.</p> <p>Ms. Oxford to prepare event survey for next Training & Tours.</p> <p>Ms. Holst to invite Ms. Bhatia to attend next meeting to discuss <i>Class Climate</i>.</p>	<p>Ms. Crocker Ms. Ingley</p> <p>Ms. Mendelsohn</p> <p>Ms. Oxford</p> <p>Ms. Holst</p>
b. Future VCCCD Training & Tours Dates	<p>The committee discussed 2016/2017 dates. Please reserve locations:</p> <ul style="list-style-type: none"> • October 21, 2016 - Oxnard College (Room AA-101) • March 15, 2017 - Moorpark College • June 8, 2017 - Ventura College. 	Reserve locations and let Ms. Holst know.	Site Coordinators



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c. Board of Trustees' Meeting Presentation	<p>Mr. Esquivel, Ms. Oxford, and perhaps Krista Mendelsohn, will present to the Board of Trustees on July 13, 2016 (Wednesday). Mr. Nielsen will mention Training and Tours and the July presentation in his June Board report, and can invite the Trustees to attend the July Training & Tours.</p> <p>Board of Trustee Presentation topics:</p> <ul style="list-style-type: none"> • Calendar for next year. • Quarterly update on the committee's work. • Website progress. • Logo if ready. • The Handbook, and the fact that the committee adopted it as a prototype for all the colleges. • Accomplishments. • Training and Tours (including Lynda.com) • Goals. • Revisit the Vision Statement. • This committee has raised visibility of Classified Employees in the District. • Statewide visibility and where our members have presented. 	<p>Prepare Board of Trustees' Meeting Presentation. Review at next committee meeting.</p> <p>Mr. Nielsen discuss in June Board Report.</p>	<p>Mr. Esquivel Ms. Oxford Ms. Mendelsohn</p> <p>Mr. Nielsen</p>
d. Personnel Commission Presentation	<p>Ms. Crocker and Ms. Ingley will give the same presentation to the Personnel Commission.</p>		
e. PPDP	<p>Ask IT if they can track times the PPDP form has been downloaded. Consider asking employees to forward copies to HR as a positive thing so we can track how many have been completed.</p>	<p>Check with IT.</p>	<p>Ms. Holst</p>
f. Training for Supervisors	<p>Mr. Shanahan discussed training specifically for supervisors, perhaps at the end of July. Consider Performance Management, including knowing your employees' job descriptions.</p>	<p>Discuss next time.</p>	<p>Committee</p>
g. Committee Webpage Content	<p>Ms. Holst to revise the accomplishments list and add to the webpage.</p>	<p>Update website.</p>	<p>Ms. Holst</p>
h. Lynda.com	<p>Ms. Chelonis is waiting for the transition to LinkedIn to complete.</p>	<p>Continue to work on this.</p>	<p>Ms. Chelonis</p>
i. Classified Employee of the Year Recognition	<p>The committee discussed greater Employee of the Year recognition, including a photo at the DAC, or photo plaques for each site, which could be given to the employees each year when new winners are announced.</p>	<p>Continue discussion.</p>	<p>Committee.</p>
Next Meeting	<p>Meeting ended at 3:06 p.m. The next meeting set for July 6, 2016, at 1:00 p.m.</p>	<p>N/A</p>	<p>N/A</p>

[Notes by Jennifer Holst]