

CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING DAC – Lakin Board Room November 4, 2015, at 1:00 p.m.

In Attendance: Sophia Crocker, April Doud, Jennifer Holst, Peder Nielsen, Michael Shanahan Via Skype: Ashley Chelonis, Krista Mendelsohn, Matthew Moore, Sharon Oxford Notes Taken By: Sarah Howell Date Approved: December 2, 2015

Agenda Item	I	Notes	Action/Completion Timeline	Responsibility
Open Meeting		The meeting started at 1:10 p.m.	N/A	N/A
Approval of August 5, Meeting Minutes	2015,	Ms. Mendelsohn moved to approve the October 7, 2015, meeting minutes. Mr. Nielsen seconded, with no objections.	Finalize and post on webpage.	Ms. Holst
Open Discussion Item	IS			
a. Classified Profe Development Committee Web		 There was a discussion concerning the Committee webpage. For those who will work on maintaining the webpage, contact Victory Kitamura in IT for Drupal access. Proposed edits must be approved by the committee before publication. The following individuals will develop content and edit the following sections: Lynda.com: Mr. Moore Accomplishments: Mr. Esquivel, Mr. Nielsen, Ms. Oxford PPDP: Ms. Oxford The webpage will include links to each of the colleges' professional development websites, job title next to the member name, create lynda.com link, correct Classified Employee of the Year link, and 	Obtain Drupal access if needed. Website Updates	Committee members Ms. Holst
		add link to the colleges' Classified Senate webpages. The committee will review changes at the next meeting.		
b. Committee Visi Statement, Miss Statement and	sion	The committee's mission statement is on hold, as the vision statement contains adequate information for the creation of goals at this time. Mr. Esquivel and Ms. Crocker will continue to work on content for the charter and goals.	Discussion will continue on committee goals.	Committee Members
c. Committee Men	nbership	Committee membership was finalized as follows: Vice Chancellor of Human Resources, Committee Chair Classified Employee Representatives (MC, OC, and VC) 	Contact Classified Supervisors at MC and OC for	Ms. Holst



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	Classified Senate Presidents or designees) Classified Employee Representative from the DAC Classified Supervisor Representatives (one each from MC, OC, VC, and DAC) Instructional Technologists (MC, OC, and VC) IT Representative SEIU Chief Steward or designee Subject matter experts as needed. Due to the nature of the working committee, members should delegate a representative or send an alternate if they cannot attend.	volunteers and invite MC's Instructional Technologist.	
d. Campus Tours	The committee agreed that Moorpark College will be the first pilot destination for the half-day training. Committee members will review the job titles of survey participants to determine which department is most interested. The agenda will include a presentation, a targeted roundtable discussion, and take-away action steps. The group could perhaps develop a pamphlet, or training manual, which would be assigned and reevaluated in six months. The committee will go to their campus contacts and ask for proposed topics. Suggestions include: budget management/development, and requisition processing.	Contact location connections to determine desired time of year, time of day, and discussion topics. Ms. Doud will draft the initial language.	Ms. Doud (MC), Mr. Nielsen (VC), Ms. Chelonis (OC), and Ms. Crocker (DAC)
e. Lynda.com	Mr. Moore is in the process of updating the Lynda.com content of the committee website.	Finalize Lynda.com content for the website.	Mr. Moore
f. 2016 Classified Employee of the Year Award Update	At each location excluding the District Office, there has been one nomination. Both Ms. Colvin and Mr. Nielsen have distributed the flyers. Committee members are confident they will have submissions by the deadline date. The committee discussed integrating the existing college "employee of the year" awards with the Classified Professional Development Committee, perhaps as a portion of the webpage designed to recognize staff accomplishments. Ms. Mendelsohn volunteered to start compiling the information.	Review compiled information.	Committee Members



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g. Personal Professional Development Plan Roll- Out	PPDP implementation is slow, and the committee has heard of only two. It is not widely advertised, although it was presented at L.E.A.D. and on Flex Day, with much approval. The committee discussed educating employees on how to begin the conversation with their supervisor, and provide samples of finished PPDPs.	Committee members to draft sample PPDPs, with a paragraph on approaching the supervisor.	Committee Members
h. District Employee Orientation/ Survival Guide	The committee reviewed the District Employee Orientation handout presented by Ms. Doud. It provides an outline of onboarding education for new hires that would successfully integrate them into their new positions.	Provide feedback	Committee Members
Next Meeting	The meeting ended at 3:06 p.m. The next meeting will be December 2, 2015, at 1:00 p.m.	N/A	N/A