De Anza College Classified Senate Staff Development Committee Meeting

**Brainstorming Session, 6Dec13**

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Guests: Myisha Washington, Suzanne Pfeiffer, Maureen Chenoweth

**Topic: Career Ladders: What Is It? How Do We Begin Working on Implementation?**

Brainstorming around definition: What is it?
- Different Types of career advancement Pathways
- Skill and knowledge development
- Succession Planning
- Leadership Training
- Job Shadowing/Interning
- Mentoring
- Administrative Professional Certificate

**Issues in Implementation:**
- Incentives
- Transparency
- Developing a Process
- Best Practices / Community of Practice
- Employment practices (interviewing, resumes, portfolios).

**Stakeholders**
Classified Senates/Classified Professionals
Administrators
Human Resources

**Skills Level Development**
Identify Basic Skills for various common classified positions?
Then identify skills at the next level up?

Need clarification/explicit language about reclassification/additional pay.

Our biggest challenge: engaging employees to do the training!
Train for the job you want, not the job you have!

**Who should come together to do this work:**
District-wide Classified Senates
Human Resources
Professionalism
Soft skills that demonstrate classified professionalism
Survey managers? What soft skill development do you see as needed?

Conclusions of this brainstorming session:
There are several layers of classified professional skill development that have been identified:
1. Current skill improvement in soft skills areas.
2. Job advancement: getting to the next level.
3. Leadership and Succession Planning.

Next meeting would occur with this same group to decide which area of skill development is needed. This may involve a simple survey of classified professionals to determine this focus.