Welcome (Kari Makepeace)
The meeting was called to order by Kari Makepeace, 2011 Chair, at 9:10 a.m.

PDP Presentation (Joe Nunes)
Brent Nakagama, Director, Organizational Development, introduced Joe Nunes who is Coordinator for Policy & Programs Compliance in Human Resources. Joe is one of many Valencia employees who have been trained to present the Performance Development Process to Valencia employees.

Joe reviewed the changes, process, and the PDP tool itself. The PDP tool includes Performance Objectives, Values Objectives, Development Objectives, and includes space for additional comments.

The PDP has three phases:

| Phase 1 | Plan | April - June | • Meet with your supervisor to discuss goals for coming year  
|         |      |             | • Meet with your supervisor to discuss ideas on how you can contribute to those goals  
|         |      |             |   o Gives you a chance to formulate objectives  
|         |      |             | • Finalize tools for each employee  
|         |      |             |   o July 1 new tool in place  
| Phase 2 | Develop | July – June | • Receiving feedback  
|         |        |             | • Grow and develop  
|         |        |             | • Midyear Check in-December  
|         |        |             |   o Quick check in to see how you are doing  
| Phase 3 | Evaluate | June | • End of Year Review  
|         |        |             |   o Have a summary conversation about the results  
|         |        |             |   o Make any final notes  
|         |        |             |   o Send final form to HR  

CW-CSLA members who have been using the PDP for the past year gave very favorable reports on the PDP. They appreciate the interaction and discussion that it provides with their supervisor.

Leadership Valencia is currently offering PDP workshops for supervisors (3 hours) and Professional Staff and Career Staff (1.5) hrs. In addition, a video explaining the PDP is available on the ATLAS website, employee tab, under Employee Information.

Approval of March Minutes
The March 25, 2011, minutes were approved and will be uploaded to the Career Staff Association website.

Committee & Campus Reports
• Campus chairs presented a brief overview of current happenings on their campus.
• See attachment for Committee & Campus Reports.

Adjournment & Next Meeting
The meeting adjourned at approximately 11:30 a.m. The next CW-CSLA meeting is scheduled for July 22, 2011, from 9:00 a.m. to 11:30 a.m., at Winter Park (TBA).

Submitted by Michal Ewing