

Thursday, December 8, 2022



Classified Professional Development Committee

## 1. Call to Order

### 1.01 Call to Order (Gloria Banuelos)

Gloria Banuelos called the meeting to order at 1:35 p.m.

## 2. Approval of Meeting Minutes

### 2.01 Approval of the Meeting Minutes (Gloria Banuelos)

The meeting minutes from the November 10, 2022 meeting were approved unanimously.

## 3. Review of Action Items

### 3.01 Review of Action Items (Kelly Barton)

Action: Arrange for the recognition program to be accessible from and advertised on the VCCCD portal  
Gloria Banuelos will execute this step in the process when the recognition process is in place.

Action: Draft additional language to Committee Membership on website allowing additional participants from all locations  
This item was tabled.

Action: Submit a Marketing Request to Create a Certificate after touching base with Gabby Chacon  
Cece Chavez submitted the marketing request to add the logo to the certificate.

Action: Update flyer through the District Marketing department and Distribute once Gilbert provides the timeline and other pertinent information

Kelly Barton submitted a marketing request to update last year's flyer. There was also discussion about adding language to the materials and website to include the steps on how to submit a nomination within the timeline provided by Gilbert Downs.

Action: Setup Planning meeting

Cece Chavez has sent out a few Doodle polls but has not yet buttoned down a date. She will continue to work on this.

Action: Change meeting time on calendar invites and change the agenda item to Committee Member Reports  
Cece Chavez has resent calendar invites with the new time change.

## 4. Committee Member Reports

### 4.01 Reports

Kelly Barton reported that the Chancellor hosted a retreat for all District employees to connect, share ideas, and participate in some team building activities on Monday. The DAC also hosted a holiday party earlier in the day for all employees.

Gabby Chacon reported that Moorpark College hosted their holiday party on Tuesday and it was well-attended. She also stated that the MC Classified Professional Development committee is forming a subgroup focused on professional development opportunities for Classified staff.

Matthew Moore reported that Ventura College also hosted their holiday party earlier that day. He stated that the Classified Professionals had a luncheon scheduled for the following day to meet with the Chancellor. Oscar Rivera and the VC Professional Development Committee have several meetings and events scheduled for the new year.

## 5. Unfinished Business

### 5.01 Districtwide/Classified Employee Recognition Program Discussion

Laura Knight stated that she now has access to SharePoint. She can now work on creating a list to test out the employee recognition process. Cece Chavez shared the draft certificate template in Teams.

### 5.02 2023 Classified Employee of the Year

Kelly Barton stated that marketing will update the flyer. Once that is completed, Kelly will update the webpage with the flyer, instructions on how to submit a nomination, and a timeline.

Maria Urenda shared a brief guideline of the election process. She stated that in the past, the Classified Senate President or Designee would roll out the election process at the campus. They would also create a campus committee to select their recommendation to the Districtwide election committee. The rule has been that someone who served on the campus committee could not also serve on the district committee. Since there are Classified representatives from all three colleges and the District, it

was recommended that the VC of HR or a designee lead the District committee.

**Action:** Distribute flyers to the campuses and update the webpage with current information.

**Completion Time:** ASAP

**Responsible:** Kelly Barton

**Action:** Create the Classified Employee of the Year District Elections Committee

**Completion Time:** ASAP

**Responsible:** Gloria Banuelos

5.03 Spring 2023 Professional Development Event Update (Gloria Banuelos, Gilbert Downs, Kelly Barton, Joe Esquivel)

A meeting needs to be scheduled ASAP for planning purposes.

**Action:** Schedule a meeting

**Completion Time:** ASAP

**Responsible:** Cece

**6. New Business**

6.01 None.

**7. Budget**

7.01 Budget Update (Kelly Barton)

Kelly Barton reported that there have been no changes in the budget. There will be a small decrease once the flyers are purchased.

**8. Future Agenda Items**

8.01 Committee Charge and Membership (Maria Urenda)

Maria Urenda expressed her support in having a non-restrictive committee where any Classified employees could join our meetings if they were interested. There was discussion and suggestions on different ways to communicate to our Classified Senates that we encourage attendance and participation in the DCPDC.

**Action:** Add open PD Guests positions to the Committee Membership

**Completion Time:** ASAP

**Responsible:** Cece

8.02 HSI Training Programs (Gilbert Downs)

**9. Future Meetings**

9.01 Future Meetings (Gloria Banuelos)

Discussed ensued among the committee regarding the best meeting date and time. The committee agreed to reschedule the DCPDC to the fourth Wednesday of each month from 1:30 p.m. to 2:15 p.m.

January 25, 2023

**10. Adjournment**

10.01 Adjournment (Kelly Barton)

The meeting was adjourned by Kelly Barton at 2:19 p.m.

**11. Attendance**

11.01 Attendance

| Membership      |   |   | Yes | No |
|-----------------|---|---|-----|----|
| Gloria Banuelos | <i>Director, Employee Relations and HR Operations</i> | <i>Vice Chancellor of Human Resources Designee, Committee Chair</i> | x   |    |
| Kelly Barton    | <i>Human Resources Assistant</i>                      | <i>DAC Classified Senate President Designee, Committee Co-Chair</i> | x   |    |
| Gabby Chacon    | <i>Senior Administrative Assistant</i>                | <i>MC Classified Senate President Designee</i>                      | x   |    |
| Amparo Medina   | <i>Student Activities Specialist</i>                  | <i>OC Classified Senate President</i>                               |     | x  |
| Oscar Rivera    | <i>Professional Development Coordinator</i>           | <i>VC Classified Senate President Designee</i>                      |     | x  |
| Gilbert Downs   | <i>College Services Supervisor</i>                    | <i>OC Classified Supervisor</i>                                     |     | x  |
| Eric Lopez      | <i>Custodial Supervisor</i>                           | <i>MC Classified Supervisor</i>                                     |     | x  |
| Joe Esquivel    | <i>Custodial Supervisor</i>                           | <i>VC Classified Supervisor</i>                                     |     | x  |

|                    |  |                                  |   |   |
|--------------------|--|----------------------------------|---|---|
| Elizabeth Thompson | <i>Accounts Payable Supervisor</i>         | <i>DAC Classified Supervisor</i> | x |   |
| Maria Urenda       | <i>Financial Aid Specialist</i>            | <i>SEIU Chief Steward</i>        |   | x |
| Trudi Radtke       | <i>Instructional Technologist/Designer</i> | <i>MC Subject Matter Expert</i>  |   | x |
| Tracie Bosket      | <i>Instructional Technologist/Designer</i> | <i>MC Subject Matter Expert</i>  |   | x |
| Laura Knight       | <i>Instructional Technologist/Designer</i> | <i>OC Subject Matter Expert</i>  | x |   |
| Sharon Oxford      | <i>Instructional Technologist/Designer</i> | <i>VC Subject Matter Expert</i>  | x |   |
| Matthew Moore      | <i>Instructional Technologist/Designer</i> | <i>VC Subject Matter Expert</i>  | x |   |

**Recorder:** Cece Chavez