



Present: Claudia Barragan, Gilbert Downs, Maria Urenda, Gabby Chacon, Kelly Barton, Sebastian Szczebiot, Michael Ashton, and Joe Esquivel.

Recorder: Cece Chavez

Absent: Matthew Moore, Felicia Torres, Sharon Oxford, Elizabeth Thompson, Tracie Bosket, Linda Faasua, Eric Lopez, Laura Knight, and Dalia Guerrero

1. Call to Order

1.01 Call to Order (Gilbert Downs)

The meeting was called to order at 1:32 pm.

2. Approval of Meeting Minutes

2.01 Approval of the Meeting Minutes (Claudia Barragan)

On motion by and seconded by, the minutes for the December 9, 2021 meeting were approved. All present were in favor.

3. Review of Action Items

3.01 Review of Action Items

None

4. Classified Senate President or Designee Reports

Report: 4.01 MC - Gabby Chacon (designee)

Gabby Chacon reported that Moorpark College has been focused on accreditation. She shared that the Classified Senate has established a new student scholarship. She mentioned that Classified staff requests a lot of specific, technical training.

Report: 4.02 OC - Dalia Guerrero (designee)

Gilbert Downs reported that Oxnard College has been focusing on fundraising and student events for black history month.

Report: 4.03 VC - Sebastian Szczebiot

Sebastian Szczebiot reported that Ventura College hired a provisional Program Coordinator II to serve as the Professional Development Coordinator. VC has been planning for flex day and the Distance Education Summit, which they will be hosting. JoeJoe Esquivel added that the classroom and welcome center have been updated and the campus is prepared to provide PPE to employees returning to campus.

Report: 4.04 DAC - Kelly Barton (designee)

Kelly Barton announced that the DAC Classified Senate have been officially recognized by the CCCCS. Some of the senate will be attending the CLI Conference in Riverside.

5. Unfinished Business

5.01 Classified Employee of the Year (Gilbert Downs)

Gilbert Downs shared that the updated nominee forms were finally sent from the State. We have a short turnaround date of March 25 after being approved by the Board at the March 8 BOT meeting. The plan to select the state Classified Employee of the Year is as follows:

- February 23-25: Campuses meet to select their individual campus Classified Employee of the Year
- February 28: Districtwide Classified Employee of the Year Selection Committee meeting
- March 8: Board Endorses 2022 State Nominee
- March 1: Add item to March 8 BOT agenda
- March 9-25: Submit 2022 State Nominee Application

Claudia Barragan stated that she would update the marketing materials to reflect a deadline for campuses to submit their campus Classified Employee of the year by February 23.

The Districtwide Classified Employee of the Year Selection Committee meeting was scheduled for February 28 at 11:00 a.m.

Claudia Barragan suggested that all of the committees use the scoring criteria that the state uses so everyone is scored on the same basis.

5.02 Update on HIS Speaker for end of January (Gilbert Downs)

Gilbert Downs provided links to two HSI presenters, Dr. Garcia and Dr. Solano for the committee to consider. These presenters have had great reviews from our colleges. There are options to provide in person, online or a hybrid presentation during flex week or

possibly in April.

5.03 Classified Leadership Institute Update (Gilbert Downs)

Gilbert Downs advocated for the CLI conference which he presents at nearly every year. Sebastian Szczebiot and Olivia Long from our District have also presented in the past. Gilbert recommended that all current and future chairs attend this event. Several members of the Classified Senates will be attending this event.

6. New Business

6.01 Event Planning – Training and Professional Development for 2022 (Claudia Barragan)

Claudia Barragan shared that there have been several Microsoft Teams training that have been shared throughout the District, one which was given by our own Michael Ashton. Shared Governance is a topic we would still like to pursue. Claudia requested suggestions for future trainings from the committee.

6.02 Rescheduling for Shared Governance Training with Patti Blair (Gabby Chacon)

Gabby Chacon stated that Patti Blair offered to reschedule the Shared Governance Training for February 22. The committee was in favor of that date.

6.03 Classified Education Rewards Program/Set Professional Development Programs (Maria Urenda)

Maria Urenda commented that professional development is a negotiation topic this year.

6.04 Districtwide/Classified Employee Recognition Program Discussion (Claudia Barragan, Gilbert Downs)

Claudia Barragan advocated for a Districtwide Employee Recognition Program to recognize staff throughout the year that culminated to the Classified Employee of the Year so everyone is not scrambling at the end of the year to come up with nominees. Gilbert Downs shared that at Moorpark and Ventura, employees are recognized with certificates. He also mentioned that in teams there is a praise button through chat that he has been utilizing. Claudia suggested that an email be created so peers could send kudos to each other and this committee could send out letters with supervisors copied to share the positive feedback.

7. Budget

7.01 Budget Planning (Gilbert Downs)

Gilbert Downs stated that we have many ideas about how are budget will be spent and emphasized that next meeting we will need to make those decisions. Sebastian Szczebiot requested practical swag like notebooks, pens, etc.

8. Future Agenda Items

8.01 Future Agenda Items (Gilbert Downs)

Co-Chair selection for 2022-2023 academic year.

9. Future Meetings

9.01 Future Meetings (Claudia Barragan)

The next DCPDC will be held on March 10, 2022.

10. Adjournment

10.01 Adjournment (Claudia Barragan)

The DCPDC meeting was adjourned at 2:46 p.m.