



**Present:** Claudia Barragan, Gilbert Downs, Maria Urenda, Dalia Guerrero, Gabby Chacon, Alexander "Rock" Fredell, Laura Knight, and Joe Esquivel.

**Note Take:** Kelly Barton

**Absent:** Matthew Moore, Felicia Torres, Sharon Oxford, Elizabeth Thompson, Tracie Bosket, Linda Faasua, Eric Lopez, and Michael Ashton.

## **1. Call to Order**

The meeting started at 1:34 pm.

## **2. Approval of Meeting Minutes**

Minutes for October and November 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 Report**

### 4.01 MC – Gabby Chacon (designee)

Ms. Chacon reported that the Moorpark classified committee would be meeting next week to discuss sessions that they would like to hold. Ms. Chacon reported that she will be attending a campus speak showcase next Wednesday that is a preview of guest speakers. This showcase helps the campus to find speakers that speak on topics that are meaningful to them. Ms. Chacon finally reported that there would be a mental health seminar coming up soon.

### 4.02 OC – Dalia Guerrero (designee)

Ms. Guerrero reported that at the next classified meeting they would be reviewing the SOAA (Scale of Adoption Assessment).

### 4.03 VC – Felicia Torres (designee)

Not in attendance.

### 4.04 DAC – Alexander "Rock" Fredell

Mr. Fredell had nothing to report for professional development.

## **5. Unfinished Business**

### 5.01 Classified Employee of the Year

Mr. Downs reported that we are still where we have been and that the application still has not been released. Mr. Downs reported that as he mentioned last month there are things that people can start working on before the application is released. Mr. Downs explained that since the application has not yet been released the classified employee of the year calendar is going to be completely off but he is hoping in the next few weeks that something will be released. Mr. Downs suggested sending out something the Friday before the semester starts as a reminder to everyone to get their nominees and information together.

### 5.02 Goals of the CPDC

Mr. Downs reported that the goals were brought to this meeting for another look and to be decided upon. Mr. Downs reported that a lot of branding could be done once these goals are

adopted. Ms. Urenda asked if any changes had been made to the goals. Mr. Downs explained that no these goals are the same. Mr. Downs asked the committee if they had any issues. There were no issues from the committee. Mr. Downs and Ms. Barragan agreed that the goals could now be adopted.

#### 5.03 Update on HSI Speaker for January

Mr. Downs reported that he had three or four people in mind to speak. Mr. Downs was thinking the end of January. Ms. Barragan suggested sending out a doodle poll to all classified to find the best date. Mr. Downs suggested looking into January 27<sup>th</sup> and 28<sup>th</sup>. Ms. Barton said that she would send out the doodle poll. Mr. Downs reported that he would send the speaker bios to the committee so that they did not have to wait until the next meeting.

#### 5.04 Update on Shared Governance – Best Practices Training with Patti Blair

Ms. Chacon reported that she emailed Patti Blair letting her know that the best time would be January 6<sup>th</sup> at 10 am. Ms. Chacon explained that she has not yet heard back from Patti Blair. Ms. Chacon suggested doing a save the date with a quick digital flyer. Mr. Downs asked Ms. Urenda if she has discussed release time with Patti Blair. Ms. Urenda reported that she has not but maybe we could work together to do that. Ms. Urenda explained that the Union could also put this out there to their members.

### **6. New Business**

#### 6.01 Event Planning – Training and Professional Development

Ms. Barragan reported on the move to Microsoft Teams. Mr. Fredell shared that when we come back from winter break Skype should be officially gone and all calls and messaging will be done via Microsoft Teams. Ms. Barragan reported that Michael Ashton has been doing Teams training. Mr. Downs also shared that Cornerstone has Teams trainings as well.

Mr. Downs reported on the Classified Leadership Conference and shared a link in the chat on how to attend.

Next activity – HSI speaker in January

Ms. Knight had the idea of a Smart goals training.

Mr. Downs had the idea of an active shooter training and said it had been a number of years since he had attended. Mr. Downs ask Ms. Urenda if the Union could host this in collaboration with College Police. Ms. Urenda said this could be something they could definitely do.

Ms. Barragan looked at the CPDC website and suggested that some of the past events and trainings could be revisited.

### **7. Budget**

#### 7.01 Budget Planning

Mr. Downs would like to revisit this in January and explained that the HSI speaker may eat up the majority of the funding.

### **8. Future Agenda Items**

Mr. Downs suggested the idea of a districtwide recognition program.

Ms. Urenda suggested the idea of an educational rewards program for classified (an incentive program). Ms. Urenda explained that this exists for faculty but not for classified. Ms. Urenda also brought up the idea of set professional development programs (like the County of Ventura has).

### **9. Future Meeting**

The next meeting will be January 13, 2022.

### **10. Adjournment**

The meeting adjourned at 2:16 pm.

