

Thursday, July 14, 2022

Classified Professional Development  
Committee

## 1. Call to Order

### 1.01 Call to Order (Claudia Barragan)

Claudia called the meeting to order at 1:32 p.m.

## 2. Approval of Meeting Minutes

### 2.01 Approval of the Meeting Minutes (Claudia Barragan)

The minutes from the May 12, 2022 meeting were approved unanimously.

## 3. Review of Action Items

### 3.01 Review of Action Items (Claudia Barragan)

There were no action items to review.

## 4. Classified Senate President or Designee Reports

### 4.01 MC - Gabby Chacon (designee)

Gabby reported that Moorpark College was granted \$15,000 for professional development. The college plans to hire a few speakers, including Victor Rios. They continue to support individual classified employees in their professional development endeavors.

### 4.02 OC - Gilbert Downs (designee)

Gilbert shared that the Oxnard College Classified Senate had their annual end of year retreat at the Topa Tower in Oxnard.

### 4.03 VC - April Montes

April Montes announced that she was recently elected as the Ventura College Classified Senate President. She shared that Ventura College recently hosted their Classified Appreciation Luncheon. She has been working closely with Oscar Rivera discussing ideas for future classified luncheons, professional development opportunities, and new employee orientations.

### 4.04 DAC - Kelly Barton (designee)

Kelly reported that the District Administrative Center Classified Senate hosted its first walk-a-thon. The classified senate elected a new treasurer, Beth Thompson.

## 5. Unfinished Business

### 5.01 Districtwide/Classified Employee Recognition Program Discussion (Claudia Barragan)

Discussion ensued among the committee regarding a districtwide classified employee recognition program. The idea of hiring a student worker to process the awards was brought up. Laura Knight volunteered to research the software that could be used to facilitate the program.

### 5.02 Event Planning for Fall 2022

Several ideas for fall planning were brought up including trauma informed college support, benefit offerings, and how to better familiarize employees with the vision resources center.

## 6. New Business

### 6.01 Committee Membership and Attendance (Claudia Barragan)

The committee reviewed the current membership and attendance.

## 7. Budget

### Budget Planning (Claudia Barragan)

Claudia shared that we begin each year with \$15,000 to support classified professional development efforts.

## 8. Future Agenda Items

### 8.01 Classified Leadership Institute Update

Gabby shared that about 10 employees from our District attended the Classified Leadership Institute. She stated that it was a great way to network and learn best practices from other classified professionals.

## 9. Future Meetings

### Future Meetings (Claudia Barragan)

**The next meeting will take place on August 11, 2022**

## 10. Adjournment

### 10.01 Adjournment (Claudia Barragan)

Claudia adjourned the meeting at 2:23 p.m.

## 11. Attendance

### 11.01 Attendance

Membership			Yes	No
Claudia Barragan	Senior Human Resources Analyst	Vice Chancellor of Human Resources Designee, Committee Chair	x	
Gilbert Downs	College Services Supervisor	Classified Committee Co-Chair	x	
Gabby Chacon	Senior Administrative Assistant	MC Classified Senate President Designee	x	
Dalia Guerrero	Administrative Assistant	OC Classified Senate President Designee		x
April Montes	Program Coordinator I	VC Classified Senate President	x	
Kelly Barton	Human Resources Assistant	DAC Classified Senate President Designee	x	
Eric Lopez	Custodial Supervisor	MC Classified Supervisor		x
Linda Fa'asua	Financial Aid Officer	OC Classified Supervisor		x
Joe Esquivel	Custodial Supervisor	VC Classified Supervisor		x
Elizabeth Thompson	Accounts Payable Supervisor	DAC Classified Supervisor	x	
Maria Urenda	Financial Aid Specialist	SEIU Chief Steward	x	
Michael Ashton	Instructional Technologist/Designer	MC Subject Matter Expert		x
Tracie Bosket	Instructional Technologist/Designer	MC Subject Matter Expert		x
Laura Knight	Instructional Technologist/Designer	OC Subject Matter Expert	x	
Sharon Oxford	Instructional Technologist/Designer	VC Subject Matter Expert		x
Matthew Moore	Instructional Technologist/Designer	VC Subject Matter Expert		x
Oscar Rivera	Professional Development Coordinator	VC Subject Matter Expert	x	

**Recorder:** Cece Chavez