



Thursday, May 12, 2022  
Classified Professional Development Committee

## **1. Call to Order**

### 1.01 Call to Order (Gilbert Downs)

Claudia Barragan called the meeting to order at 1:33 p.m.

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

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

The minutes from the April 14, 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)

None

### 4.02 OC - Dalia Guerrero (designee)

Gilbert Downs reported that Oxnard College held their Transfer Ceremony and Scholarship Reception on the same day. With the upcoming graduation ceremony, there has been a lot of student recognition. There is a Classified Appreciation Week Committee that will plan events to celebrate the classified professionals at Oxnard College. Dalia shared that the Classified Retreat is scheduled for June 23.

### 4.03 VC – Oscar Rivera (designee)

Oscar Rivera reported that they are planning flex day activities for August. Over the summer they will brainstorm and plan classified professional development opportunities for the upcoming academic year. There is a Classified luncheon scheduled for June 2.

### 4.04 DAC - Kelly Barton (designee)

Kelly Barton reported that the DAC Classified Senate has something planned each day next week for Classified Appreciation Week. They are planning a walk-a-thon fundraiser for summer. There is talk about including the sister senates for a friendly competition. She also reported that Jon Gallagher was elected as the Vice President to replace David Cases who was promoted and moved to Ventura College.

## **5. Unfinished Business**

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

Claudia gave a recap of the discussion from last meeting. The DAC Classified Senate is giving recognition awards called Classy Classified. The idea is still to create a Districtwide Classified recognition program.

### 5.02 Event Planning for Fall 2022

Claudia stated that she created a survey monkey to poll the Classified staff including items regarding the shared governance training. She has received several ideas including:

- how to access counseling services,
- learning and practicing mindfulness,
- managing stress and anxiety,
- ergonomics for a home office,
- transitioning from a peer to a supervisor,
- health benefits options,
- the merit system and Personnel Commission,
- first aid CPR training,
- time management
- self-defense
- meal planning, healthy recipes
- email etiquette,
- emergency preparedness, and
- hiring Provisionals, Professional Experts, and Student Workers

We welcome all ideas and may have more after the survey goes out to all Classified professionals.

### 5.03 Classified Employee of the Year (Claudia Barragan)

Claudia Barragan announced that Mara Rodriguez was nominated for the State Classified Employee of the Year. She mentioned that the winner of the award is usually someone with a well-written recommendation. It was suggested that we contact whomever wrote Mara's nomination to ask them if they would be willing to host a webinar on how to write a stand-out nomination.

## **6. New Business**

### 6.01 Co-Chair Nominations (Claudia Barragan)

Kelly Barton was nominated and accepted the position of Co-Chair.

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

There was discussion regarding whether or not people realize they are still part of the committee. Oscar Rivera offered to add our meetings to the VC master calendar to promote more attendance.

### Shared Governance Best Practice Workshop

Claudia Barragan reported that the Shared Governance Best Practices Workshop was highly informative and interactive. She will share the feedback from the survey next meeting.

## **7. Budget**

### Report: 7.01 Budget Planning (Gilbert Downs)

Gilbert Downs reported that the budget will be used to send Gilbert, Claudia and Kelly (if she is interested) to the Classified Leadership Institute and for swag including socks. Claudia suggested that next year we come up with professional development ideas that would allow us to do something during Classified Appreciation Week.

## **8. Future Agenda Items**

### 8.01 Classified Leadership Institute Update

Claudia Barragan reported that the CLI will be held in June.

## **9. Future Meetings**

### 9.01 Future Meetings (Claudia Barragan)

The next meeting is June 9, 2022

## **10. Adjournment**

### 10.01 Adjournment (Claudia Barragan)

The meeting was adjourned at 2:05 p.m.

## **11. Attendance**

### 11.01 Attendance

<b>Membership</b>			Yes	No
Claudia Barragan	<i>Senior Human Resources Analyst</i>	<i>Vice Chancellor of Human Resources Designee, Committee Chair</i>	x	
Gilbert Downs	<i>College Services Supervisor</i>	<i>Classified Committee Co-Chair</i>	x	
Gabby Chacon	<i>Senior Administrative Assistant</i>	<i>MC Classified Senate President Designee</i>		x
Dalia Guerrero	<i>Administrative Assistant</i>	<i>OC Classified Senate President Designee</i>	x	
Oscar Rivera	<i>Professional Development Coordinator</i>	<i>VC Classified Senate President Designee</i>	x	
Kelly Barton	<i>Human Resources Assistant</i>	<i>DAC Classified Senate President Designee</i>	x	
Eric Lopez	<i>Custodial Supervisor</i>	<i>MC Classified Supervisor</i>		x
Linda Fa'asua	<i>Financial Aid Officer</i>	<i>OC 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
Michael Ashton	<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