

Thursday, November 10, 2022



Classified Professional Development Committee

1. Call to Order

1.01 Call to Order (Gloria Banuelos)

Kelly Barton called the meeting to order at 1:30 p.m.

2. Approval of Meeting Minutes

2.01 Approval of the Meeting Minutes (Gloria Banuelos)

The meeting minutes from the October 13, 2022 meeting were approved unanimously.

3. Review of Action Items

3.01 Review of Action Items (Kelly Barton)

Action: Request committee Teams and email

Cece has made the request. We are waiting on the District IT department to fulfill the request

Action: Arrange for the recognition program to be accessible from and advertised on the VCCCD portal

Gloria will arrange this once the process is setup

Action: Research HSI Training Programs

Gilbert will continue to work on this

Action: Draft additional language to Committee Membership on website allowing additional participants from all locations

Maria will work on this

Action: Submit a Marketing Request to Create a Certificate after touching base with Gabby Chacon

Cece has been working on creating a certificate and will enlist marketing to edit the DCPDC logo

Action: Create a timeline of the nomination process

Gilbert has created the timeline

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

Cece will work on this

Action: Create an 8-10 question questionnaire, which could be converted to an application

Gilbert will work on this

Action: Add meeting length to November DCPDC agenda

Cece has added this item to the November agenda

4. Classified Senate President or Designee Reports

4.01 MC – Gabby Chacon (designee)

No Report was given.

4.02 OC – Amparo Medina

Laura Knight shared that the Distance Education Summit had been rescheduled from March 30 to March 31. The change will be discussed at the next DTEC meeting. During discussion, it was expressed that it would be worthwhile for Classified Professionals to learn about the different methods of instruction and student experiences that will be had in the future. Laura also suggested that we offer a training on the new Microsoft features. She stated that our license includes training. We could include this training in the DE Summit or as a topic in our Fall DCPDC event.

4.03 VC – Oscar River (designee)

No Report was given.

4.04 DAC - Kelly Barton (designee)

Kelly Barton shared that the DAC Classified Senate is planning for holiday festivities.

5. Unfinished Business

5.01 Committee Charge and Membership (Maria Urenda)

Tabled

5.02 Districtwide/Classified Employee Recognition Program Discussion

Once the Teams and certificate are created, Laura and Sharon will work on the Power Automate. Gloria will arrange for the recognition to be initiated on the Portal.

5.03 2023 Classified Employee of the Year

Gloria, Gilbert, Kelly, and Cece are working towards creating the Forms document that can be filled out by nominators and advertising open nominations with posters, on the website, and portal.

5.04 Spring 2023 Professional Development Event Update (Gloria Banuelos and Gilbert Downs)

Kelly Barton and Joe Esquivel volunteered to assist Gloria and Gilbert with planning the Spring PD Event.

Action: Setup planning meeting

Completion Time: ASAP

Responsible: Cece Chavez

6. New Business

6.01 DCPDC Meeting Length (Gilbert Downs)

After discussion, the committee decided to change the meeting time to 45 minutes to one hour. For efficiency, the committee also decided not to require campus reports; instead, it would be open for anyone to share and provide campus updates.

Action: Change meeting time on calendar invites and change the agenda item to Committee Member Reports

Completion Time: ASAP

Responsible: Cece Chavez

7. Budget

7.01 Budget Update (Kelly Barton)

Kelly Barton reported that we have not spent any money since the last meeting.

8. Future Agenda Items

8.01 None.

9. Future Meetings

9.01 Future Meetings (Gloria Banuelos)

December 8, 2022

January 13, 2022

February 10, 2022

March 10, 2022

April 13, 2022

May 11, 2022

June 8, 2022

10. Adjournment

10.01 Adjournment (Kelly Barton)

The meeting was adjourned at 2:21 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