

Thursday, October 13, 2022



Classified Professional Development Committee

1. Call to Order

1.01 Call to Order (Gloria Banuelos)

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

2. Approval of Meeting Minutes

2.01 Approval of the Meeting Minutes (Gloria Banuelos)

The meeting minutes from the September 8, 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 Chavez submitted an electronic request to the District IT Department.

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

Gloria Banuelos discussed this with Director Patti Blair, who agreed we could make the recognition program accessible through the portal.

Action: Research HSI Training Programs

Gilbert Downs has been researching different speakers and will have more information at the next meeting.

Action: Coordinate Safe Zone training with Allison Case Barton

The SafeZone Training has been coordinated. We will require an RSVP and send out a flyer to advertise the event. Discussion ensued among the committee whether to allow an academic manager to attend the event. The committee agreed to allow the manager to attend as long as it would not prevent a Classified employee from attending.

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

4. Classified Senate President or Designee Reports

4.01 MC - Kristina Medeiros (designee)

Kristina Medeiros reported that Moorpark College is wrapping up LatinX Heritage month activities. The MC Classified Senate and the MC Professional Development Committee are currently planning for upcoming PD events for Classified Professionals, including practical training as well as community events.

4.02 OC – Gilbert Downs (designee)

Gilbert Downs reported that Oxnard College was hosting a LatinX Heritage event on the day of our meeting, which included several guest speakers. There is a Dia De Los Muertos event planned for the end of the month as well.

4.03 VC – Oscar River (designee)

Oscar Rivera provided a written report to Laura Knight. The report noted that VC is planning events for Classified Professionals during flex day and that the lunch and learn series is going well. Part II of their HSI Summit will be held next week. He also reported that he has advertised the DCPDC SafeZone Training at Ventura College.

4.04 DAC - Kelly Barton (designee)

Kelly Barton stated that there is not much new to report since the last meeting. The DAC Classified Senate has a bunch of holiday fun planned.

5. Unfinished Business

5.01 Districtwide/Classified Employee Recognition Program Discussion

Discussion ensued among the committee regarding next steps to get the Employee Recognition Program up and running. We are waiting on a committee email to provide to Alexander Rock so the program could be setup in the Portal. In the meantime, the committee voted to name the recognition VCCCD VIP (Very Impressive Person). It was decided that the recipients would receive an email with their supervisor cc'd as well as a hand-delivered certificate and some swag.

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

Completion Time: ASAP

Responsible: Cece Chavez

5.02 Committee Charge and Membership (Maria Urenda)

Tabled

6. New Business

6.01 Classified Leadership Institute Update (Gilbert Downs)

Gilbert Downs shared that this year the conference was held in Riverside and it was very well attended. There were some accessibility issues. There were several interesting topics and workshops for Classified Professionals. He recommends that all Classified Professionals attend if possible. Amparo Medina shared that she will be coordinating the event next year and also encouraged all to attend. She stated that there are opportunities for Classified staff to learn more about the participatory governance process and it is a wonderful event for community building.

6.02 Event Planning for Spring 2023

The committee discussed possible professional development events that we could offer to Classified Professionals in Spring 2023. The majority of the committee prefers to host an in-person event. A decision was made to host a half-day, in-person training at the District Administrative Center during the week of Spring Break 4/3-4/7. One topic would be Chrome River and possibly a benefits-related topic like 403B. We would need to break up the attendees into small groups to fit into the training rooms and possibly tour the District Office. We could also order box lunches to go. Gilbert Downs and Gloria Banuelos volunteered to assist with the coordinating and planning of this event.

7. Budget

7.01 Budget Update (Kelly Barton)

Kelly Barton reported that nearly the entire budget is available for food, swag, and speakers.

8. Future Agenda Items

8.01 2023 Classified Employee of the Year

Gilbert Downs explained the nomination and selections process for the Classified Employee of the Year. He recommended that we send out what we expect to be on the application to the campuses so they can start working on their submissions early.

Action: Create a timeline of the nomination process

Completion Time: ASAP

Responsible: Gilbert Downs

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

Completion Time: ASAP

Responsible: Cece Chavez, Gilbert Downs

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

Completion Time: ASAP

Responsible: Gilbert Downs

Gilbert would like to add the length of this meeting to the next agenda.

Action: Add meeting length to November DCPDC agenda

Completion Time: during agenda setting meeting

Responsible: Cece Chavez

9. Future Meetings

9.01 Future Meetings (Gloria Banuelos)

November 10, 2022

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 3:30 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	
Kristina Medeiros	<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	
April Montes	<i>Program Coordinator I</i>	<i>VC Classified Senate President</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
Oscar Rivera	<i>Professional Development Coordinator</i>	<i>VC Subject Matter Expert</i>		x

Recorder: Cece Chavez