

Thursday, September 8, 2022



Classified Professional Development Committee

1. Call to Order

1.01 Call to Order (Gloria Banuelos)

Gloria called the meeting to order at 1:34 p.m.

2. Approval of Meeting Minutes

2.01 Approval of the Meeting Minutes (Gloria Banuelos)

On motion by Gilbert Downs and seconded by Maria Urenda, the minutes from the July 14, 2022 meeting were approved unanimously.

3. Review of Action Items

3.01 Review of Action Items (Kelly Barton)

There were no action items.

4. Classified Senate President or Designee Reports

4.01 MC - Gabby Chacon (designee)

Gabby Chacon reported that Victor Rios would be presenting on Tuesday, September 13 at 1pm remotely. All flex day events will be virtual. There will also be an Emergency Notification System and campus safety training. The campus has also set aside two hours in the morning for Title IX training.

4.02 OC - Amparo Medina

Maria Urenda shared that Oxnard College campus has also set aside time for Title IX training. Gilbert Downs shared that there will be a shelter in place/active shooter training on Tuesday, September 13 as well.

Report: 4.03 VC - April Montes

Laura Knight shared that the Ventura College representatives were working with Oscar Cobian to host a Hispanic Serving Institution (HSI) training at Ventura College.

Report: 4.04 DAC - Kelly Barton (designee)

Kelly Barton reported that the DAC Classified Senate has been planning fun holiday events for the DAC classified senate to participate in. She announced that Beth Thompson was voted in as the new treasurer. Lastly, she shared that the DAC classified senate will host a fundraiser to provide school supplies to the Basic Needs offices.

5. Unfinished Business

5.01 Districtwide/Classified Employee Recognition Program Discussion (Laura Knight)

Discussion ensued among the committee regarding how to move forward with a districtwide employee recognition program. Laura Knight has been working with Alexander Rock to set this up virtually. Gilbert Downs volunteered to prepare the certificates. Maria Urenda, Kelly Barton, and Gloria Banuelos volunteered to deliver the awards monthly. There was a request to create a committee Teams for ease of collaboration as well as a committee email to use for the district employee recognition program. The committee still needs to come up with the name of the award. Gloria Banuelos recommended to advertise and house the link on the VCCCD portal.

Action: Request committee Teams and email.

Completion Time: ASAP

Responsible: Cece Chavez

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

Completion Time: As soon as name, Teams, and email is established

Responsible: Gloria Banuelos

Action: Research HSI Training Programs

Completion Time: Next DCPDC Meeting

Responsible: Gilbert Downs

Discussion: 5.02 Event Planning for Fall 2022

The committee discussed the list of ideas for a Fall classified professional development committee. Laura Knight shared an emergency preparedness training opportunity conducted by Mike Ketaily. In addition to the list presented, some other training topics that the committee is interested in are Hispanic Serving Institutions, LinkedIn Learning, tradeshow, and writing professional

emails. Discussion ensued among the committee about offering multi-topic, half-day or full-day professional development events in Spring or Summer. Because of the limited time for planning, the committee decided to offer a half-day, virtual Safe Zone training to be held during the self-assigned flex day, October 26 or sometime that week.

Action: Coordinate Safe Zone training with Allison Case Barton
Completion Time: ASAP
Responsible: Gloria Banuelos and Cece Chavez

6. New Business

6.01 Committee Charge and Membership (Gloria Banuelos)

Gloria Banuelos announced that with Claudia leaving the District, she has been appointed as the Co-Chair of this committee along with Kelly Barton. She reviewed the committee charge, which can be found on the District website. Discussion ensued among the committee whether to change the committee composition by removing the titles of the classified representatives and leaving it open to any two Classified Senate members from each campus or allowing additional members to join. Maria Urenda volunteered to provide a draft of additional language that could be added to the committee membership section of the Charge and Membership to allow more members to participate.

Action: Draft additional language to Committee Membership on website allowing additional participants from all locations
Completion Time: Next DCPDC Meeting
Responsible: Maria Urenda

6.02 Classified Leadership Institute Update (Gilbert Downs)

Tabled

7. Budget

7.01 Budget Planning (Kelly Barton)

Kelly Barton reported that we get \$15,000 to spend each year. The money does not roll over. Cece Chavez shared that we spent some of this year's money on Classified Employee of the Year plaques.

8. Future Agenda Items

8.01 Future Meetings (Gloria Banuelos)

There were no future agenda items.

9. Future Meetings

9.01 Future Meetings (Gloria Banuelos)

October 13, 2022
 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 3:31 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

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