

Wednesday, April 26, 2023



Classified Professional Development Committee

1. Call to Order

1.01 Call to Order (Gloria Banuelos)

Gloria Banuelos 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 March 22, 2023 meeting were approved unanimously. Linda Resendiz abstained

3. Review of Action Items

3.01 Review of Action Items (Kelly Barton)

Action: Reach out to IT for a response.

Reviewed during agenda item.

Action: Schedule meeting for subcommittee to finalize date and time.

The date and time were finalized.

4. Committee Member Reports

4.01 Reports

Olivia Long reported that the April 6 retreat was awesome. The survey results were all excellent or above excellent. Brandi Howard, Classified Senate President at Peralta Community College, was a keynote speaker. The VC PD committee has been discussing new ideas for the mandatory flex/All College Day. Olivia stated that at the retreat, future PD ideas were collected. The number one request was to bring back Training and Tours.

Linda Resendiz reported that there was high participation at the annual planning retreat. She shared that the Multicultural day annual event was well attended. Brian Burns, Committee Chair, coordinated various workshops, presenters, music, and food trucks. Gina Garcia is scheduled to present on Friday 4/28 from 10:30-12pm via Zoom then host a workshop Monday, May 15 from 12:30pm-2:00pm. There are plans to invite keynote speaker Raphael Augustine for convocation day. There are also plans to offer a Title IX training for the August 10th flex day.

5. Unfinished Business

5.01 Spring 2023 Professional Development Event Update

Gloria Banuelos shared that the Active Shooter Training, presented by Officer Babcock, took place on Friday, April 7. The event was well attended. Maria Urenda shared that it was a good training but left the audience wanting more training and interactive scenarios. This topic could be an all-day event and would be a good Training and Tours topic at each individual campus. Gloria also stated that we were able to give out a lot of SWAG at the event.

5.02 Districtwide/Classified Employee Recognition Program Discussion (Requisition Pending)

This item is pending requisition approval from the Vice Chancellor of Human Resources.

6. New Business

6.01 Fall 2023 Professional Development Event

Gloria Banuelos supported Maria's suggestion of including an Active Shooter Training at individual campuses. She also mentioned that Beth Thompson has offered to conduct Chrome River training. Olivia Long shared that there is an upcoming Active Shooter Training scheduled at VC and that individual campuses can schedule these directly from the Portal with our police officers. She shared that in the past, Training and Tours was focused on highlighting the unique services offered at the campuses and scheduling trainings around that. Below is a list of PD opportunities that VC Classified Staff stated they are interested in:

Post-it responses from the 4/6/2023 retreat (ranked in order of interest):

1. Bring back training & tours
2. How to deal with a toxic work environment -or- How to teach people to be nice
3. How to retain classified professionals to advance within the institution
4. Training or tips on job interviews at our district
5. Mentoring & coaching "certified" training
6. Improving communications with others (outside speakers)
7. Mental health awareness & training

8. Active listening (outside speakers)
9. How to create more support for International students?
10. Panel about PD conference and takeaways
11. Healthy eating tips
12. Work-life balance
13. The struggles of living check to check
14. Best practice on how to be an HSI serving instead of HSI enrolling
15. Importance of emotional intelligence
16. Meaningful & Effective Communication
17. Indigenous representation acknowledgment

4/6/2023 Survey responses (...suggestions for future PD topics):

- Work Burn-out, Compassion Burn-out Prevention
- A great outside off-campus speaker to bring in new life.
- Banner, safety,
- Meaningful and effective communication. Work-life balance
- New employee may have more feedback as I learn more.
- Thank you for today a half day of anything
- Relationship building, networking
- Land acknowledgment
- Please shorten the presentation
- This was extremely great content!
- Have more cross-training between depts.
- Emotional intelligence

Additional topics are:

- Christine Porath
- Safety awareness

7. Budget

7.01 Budget Update (Kelly Barton)

Kelly Barton reported that we spend over \$13,000 on SWAG. We ordered several items including emergency preparedness kits, tumblers, pens, notebooks, totes, and battery charging banks.

8. Future Agenda Items

8.01 HSI Training Programs (Gilbert Downs)

Gilbert Downs has gone to HSI trainings and has found that there are multiple topics that we could share with our Classified Professionals. Gilbert will share a few of these topic with the committee chairs to determine who we select to present.

9. Future Meetings

9.01 Future Meetings (Gloria Banuelos)

Discussion ensued among the committee regarding Summer meeting dates. It was decided that it was important to meet in May to discuss the future co-chair and to take June off.

May 24, 2023

X. Non-Agendized Items

Classified Employee of the Year

Gilbert Downs requested that an announcement be sent out from the Marketing Department, on behalf of the District, congratulating the winners like had been done in the past. Linda Resendiz requested that District announcements and reminders be sent out regarding nominations. Olivia Long recommended adding items as calendar invites in the VCCCD Master Calendar.

10. Adjournment

10.01 Adjournment (Kelly Barton)

The meeting was adjourned by 2:13 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	
Linda Resendiz	<i>Executive Administrative Assistant</i>	<i>MC Classified Senate President</i>	x	
Amparo Medina	<i>Student Activities Specialist</i>	<i>OC Classified Senate President</i>		x
Olivia Long	<i>Academic Data Specialist</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	
Sergio Arana	<i>Information Technology Support Specialist II</i>	<i>Professional Development Officer</i>		x

Recorder: Cece Chavez