

Wednesday, January 25, 2023



Classified Professional Development Committee

1. Call to Order

1.01 Call to Order (Gloria Banuelos)

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

2. Approval of Meeting Minutes

2.01 Approval of the Meeting Minutes (Gloria Banuelos)

The meeting minutes from the December 8, 2022 meeting were approved unanimously.

3. Review of Action Items

3.01 Review of Action Items (Kelly Barton)

Action: Distribute flyers to the campuses and update the webpage with current information.

Kelly Barton distributed flyers to the campuses.

Action: Create the Classified Employee of the Year District Elections Committee.

This action item was discussed during the Unfinished Business portion of the meeting.

Action: Schedule an Event Planning meeting between Gloria Banuelos, Kelly Barton, Joe Esquivel, and Gilbert Downs.

Cece Chavez scheduled this meeting.

Action: Add open PD Guests positions to the Committee Membership webpage.

Cece Chavez updated the webpage.

Action: Reschedule future meetings to the fourth Wednesday of each month from 1:30 p.m. to 2:15 p.m.

Cece Chavez rescheduled future meetings.

4. Committee Member Reports

4.01 Reports

Laura Knight reported that Oxnard College is hosting the Distance Education Summit in March. Microsoft trainers will be hosting a 30 minute training on the topics of Microsoft Cloud Storage, OneDrive, Teams File Sharing, and SharePoint. The exact time is still to be determined and will be shared when the final DE Summit schedule is made. There will also be a California Virtual Campus presenter at the DE Summit. Laura also shared that Microsoft offers professional development lunch and learn opportunities that we can schedule in the future.

Olivia Long reported that the Ventura College Professional Development Committee is planning a Classified retreat to be held on Thursday, April 6. They are working on getting a motivational speaker and swag. They have secured Mr. Softee for this event occurring from 8:30am to 3:00pm. Olivia also shared that the VC Classified Senate conducts campus-level new hire orientation about once a month for Classified employees which touches on the topics such as the BIT process, IT security, FERPA, and other important topics new employees should know. There is an optional campus tour as well. In addition to the orientation, the VC Classified Senate is in the process of establishing Ambassadors to help new hires further acclimate themselves with the college district.

5. Unfinished Business

5.01 Districtwide/Classified Employee Recognition Program Discussion

The final certificate has been completed and uploaded in Teams. Laura Knight shared that there is an issue with utilizing the Microsoft premium flow. We may need to purchase an additional plan to utilize another Power Automate license. She submitted an IT request and is awaiting a response.

Action: Check with District IT how Laura can get Power Automate access

Completion Time: ASAP

Responsible: Laura Knight

5.02 2023 Classified Employee of the Year

Gloria Banuelos shared the tentative timeline that was prepared to allow the Committee to add the Classified Employee of the Year item to the March Board of Trustees meeting agenda, since the applications are usually due to the State in late March. Because the application form is not yet available on the State website, the Committee decided to use the Forms questionnaire to collect nominee information, which would allow more time for the Campus and District Committees to collect nominees and make their final decisions.

5.03 Spring 2023 Professional Development Event Update (Gloria Banuelos, Gilbert Downs, Kelly Barton, Joe Esquivel)
 Joe Esquivel shared that the subgroup met to discuss the Spring 2023 professional development event. One of the top ideas was training employees on internal business services and hiring processes. Another popular topic discussed was emergency preparedness. The event could potentially take place at the Fire Technology Building in Camarillo. This event will provide a chance to give out some shirts, sweatshirts, and socks for those who attend. The tentative date for the event is March 30. Oliva Long shared that VC will be hosting an OnBase training for assistants that day. Gloria Banuelos will coordinate with Olivia to determine training times.

6. New Business

6.01 None.

7. Budget

7.01 Budget Update (Kelly Barton)

Kelly Barton reported that there have been no changes in the budget.

8. Future Agenda Items

8.01 HSI Training Programs (Gilbert Downs)

9. Future Meetings

9.01 Future Meetings (Gloria Banuelos)

- February 22, 2023
- March 22, 2023
- April 26, 2023
- May 24, 2023
- June 28, 2023

10. Adjournment

10.01 Adjournment (Kelly Barton)

The meeting was adjourned by Kelly Barton 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
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

Recorder: Cece Chavez