

Wednesday, July 26, 2023



Classified Professional Development Committee

1. Call to Order

1.01 Call to Order (Gloria Banuelos)

Joe Esquivel called the meeting to order at 1:35 p.m.

2. Approval of Meeting Minutes

2.01 Approval of the Meeting Minutes (Gloria Banuelos)

The meeting minutes from the May 24, 2023 meeting were approved unanimously.

3. Review of Action Items

3.01 Review of Action Items (Gloria Banuelos)

There were no action items to review.

4. Committee Member Reports

4.01 Reports

Olivia Long reported that there was a meeting in the morning to plan the mini retreat scheduled for September 19. The plan is to provide two modules; one focused on caring campus warm referral and one on accessibility.

Gabby Chacon reported that Moorpark College is working on providing the college with fiscal training. The college has started a Latinx Heritage Month Committee, led by Linda Resendiz, to plan some events for that month as well. There are also some future COLEGAS events in the works.

5. Unfinished Business

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

Laura Knight has been working on the background technical process to populate the certificates. Sharon Oxford offered to assist with the process.

5.02 Fall 2023 Professional Development Event (Kelly Barton/Gloria Banuelos/Joe Esquivel)

Discussion ensued among the committee regarding the request for more specific information about the Fall 2023 Professional Development event. The overall consensus of the committee was that the committee had great discussion and plan development at the subcommittee meeting with a lot of participation and readiness. The committee is now disappointed that the proposal submitted was not supported and that the committee was not given a date to be able to plan towards. At this point, the committee would like to know specifically what more is required for this event to move forward and to get approval for a specific date to hold the event. Gloria Banuelos shared with the committee that Vice Chancellor Barroso would like to present a robust agenda to Chancellor's Cabinet regarding the 2023 Professional Development Event.

Action: Schedule a meeting for the subcommittee to move the event planning forward

Completion Time: ASAP

Responsible: Cece Chavez

Action: Reach out to the health center to provide bullet points for the VC Gym section of the proposed agenda

Completion Time: ASAP

Responsible: Joe Esquivel

5.03 HSI Training Programs (Gilbert Downs)

Tabled

6. New Business

6.01 Review of Committee Charge and Membership

Joe Esquivel presented the committee charge and membership. He stated the committee Charge has not changed. He also stated that during the past year, the category of Professional Development Officer had been added to the committee membership. He explained that the position was added in the spirit of inclusion. Maria Urenda stated that the committee decided to open membership to all campuses and Classified employees who would like to participate in this committee, in addition to the core appointed members. The Committee Chairs and all group members, including Senate Presidents and SEIU can share that this committee has an open position for those interested.

7. Budget

7.01 Budget Update (Gloria Banuelos)

The committee was allotted a budget of \$15,000 for the 2023-2024 academic year.

8. Future Agenda Items

8.01 Spring 2023 Professional Development Event - Set Tentative Dates and Location

9. Future Meetings

9.01 Future Meetings (Joe Esquivel)

- August 23, 2023
- September 27, 2023
- October 25, 2023
- November 22, 2023
- December 27, 2023 (District is Closed)
- January 24, 2023
- February 28, 2023
- March 27, 2023
- April 24, 2023
- May 22, 2023

10. Adjournment

10.01 Adjournment (Gloria Banuelos)

The meeting was adjourned by 2:45 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	
Sergio Arana	<i>Information Technology Support Specialist II</i>	<i>OC Classified Senate President</i>	X	
Olivia Long	<i>Academic Data Specialist</i>	<i>VC Classified Senate President Designee</i>	X	
(Vacant)	(Vacant)	<i>OC Classified Supervisor</i>		
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
Gilbert Downs	<i>Learning Resources Supervisor</i>	<i>Professional Development Officer</i>	X	
Rebeca Lopez	<i>Human Resources Technician</i>	<i>Professional Development Officer</i>	X	

Recorder: Cece Chavez