

Wednesday, March 22, 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 February 22, 2023 meeting were approved unanimously.

3. Review of Action Items

3.01 Review of Action Items (Kelly Barton)

Action: Reach out to It for a response

Reviewed during agendized item

Action: Schedule meeting for subcommittee to finalize date and time

The meeting was scheduled by Cece.

4. Committee Member Reports

4.01 Reports

Olivia Long reported that the Ventura College Professional Development Committee meeting met that morning. The committee finalized the agenda for the Classified Retreat scheduled for April 6. They also discussed the Diversity and Culture Festival. On April 13, they will host Dolores Huerta at that event. The On-base training for admins and office assistants will be a recorded Zoom meeting that folks can attend on March 30. There will be two sessions that day, for convenience, at 10:30am and 1:30pm.

Gabby Chacon reported that March 30 flex day calendar was distributed. The schedule includes a Rise Cultural Competency training focused on the LGBTQ+ Community, Step-Up Bystander training, and in-person Mindful Crafting training geared towards building community. The annual MC Fiesta will be held on March 28th at the Moorpark College campus.

Laura Knight reported that Dr. Gina Garcia will present on March 30 at Oxnard College in-person. She schedule two Tech Smith trainings on Camtasia on April 14 and 28. Camtasia is a video editing software that is available on all District devices.

5. Unfinished Business

5.01 2023 Classified Employee of the Year

No update.

5.02 Spring 2023 Professional Development Event Update (Gloria Banuelos, Gilbert Downs, Kelly Barton, Joe Esquivel)

Gloria Banuelos shared that the Spring professional development event will be an Active Shooter training held on April 7 at the District Administrative Center. The training will be given by a Campus Police Officer. There will be two sessions scheduled in the morning for flexibility at 9:00am and 1:30am. Cece will work with marketing to create a flyer. We will give some of the existing SWAG out at this event and order more SWAG with our current budget.

6. New Business

6.01 Committee Membership (Amparo Medina)

Tabled.

7. Budget

7.01 Budget Update (Kelly Barton)

Gloria Banuelos reported that since the last meeting we spent money on purchasing the plaques for the Classified Employee of the Year. Cece suggested that we might sponsor some Classified employees to attend the annual 4CS Classified Leadership Institute conference. The committee offered several suggestions to purchase more SWAG.

8. Future Agenda Items

8.01 HSI Training Programs (Gilbert Downs)

Gilbert will provide suggestions after he attends training.

8.02 Districwide/Classified Employee Recognition Program Discussion

Cece Chavez explained that Laura Knight has been working with IT to add a PowerAutomate subscription onto Oxnard College's existing contract for the remainder of this year. That would cost \$45. Next year the committee could sign an independent contract to continue the subscription for an annual fee of \$90. The committee agreed to these expenses.

9. Future Meetings

9.01 Future Meetings (Gloria Banuelos)

April 26, 2023

May 24, 2023

June 28, 2023

10. Adjournment

10.01 Adjournment (Kelly Barton)

The meeting was adjourned by 2:08 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
Sergio Arana	<i>Information Technology Support Specialist II</i>	<i>Professional Development Officer</i>		X

Recorder: Cece Chavez