

1. Call to Order

1.01 Call to Order (Gloria Banuelos)

Gloria Banuelos called the meeting to order at 1:33 p.m.

2. Approval of Meeting Minutes

2.01 Approval of the Meeting Minutes (Joe Esquivel)

The meeting minutes from the March 11, 2024 meeting were approved unanimously.

3. Review of Action Items

3.01 Review of Action Items (Gloria Banuelos)

There were no action items.

4. Committee Member Reports

4.01 Reports

Gabby Chacon reported that the Moorpark College campuswide strategic planning retreat occurred last Friday. She also reported that the Classified Senate retreat is planned for the following week at the Courtyard Marriot.

Gilbert Downs brought up a scheduling issue with the Title IX Training scheduled on the first Monday of finals in the month of May, which would make it hard for Classified professionals supporting students to attend. He suggested that when planning a Districtwide professional development event, organizers could consider Classified staff availability through this committee.

Tracy Bosket shared the Moorpark College DE Summit Recordings with the committee in the chat.

5. Unfinished Business

5.01 2024 Classified Employee of the Year

Gloria Banuelos reported that the application for the District Classified Employee of the Year nominee was mailed to the State last week. The winners were awarded a plaque and announced at the March Board meeting as follows:

- **VCCCD and Oxnard College: Fidelia Flores, Financial Aid Specialist**
- District Administrative Center: Brian Derderian, Network Administrator II
- Moorpark College: Kristen Robinson, Student Activities Specialist
- Ventura College: Erika Hurtado, Tutorial Services Specialist I

Sergio Arana stated that he requested a districtwide news announcement from the marketing department to be added to our website and sent out to all users. He requested that this committee follow-up with this request. Kelly Barton shared that, in the past, she has received an email announcement from the Chancellor.

Action: Make marketing request for news announcement and website showcase

Completion Time: ASAP

Responsible: Gloria Banuelos

5.02 Spring 2024 Professional Development Event

Gloria Banuelos shared that the subcommittee met Monday. There is an action plan to hold the event on Thursday, April 25 in the morning at Ventura College. Gloria reviewed the tentative agenda with the committee, which included a continental breakfast, DEI training, tour of the HAAS automation lab, and a grab-and-go lunch. Wendy Saunders stated that should would be meeting with Tamarra Coleman tomorrow to solidify the details of the training.

6. New Business

6.01 Classified Employee of the Year Stipend Discussion

Discussion ensued among the committee regarding the suggestion to offer a \$500 stipend to the VCCCD Classified Employee of the Year nominee to use for professional development. There was a question of whether this would fall under the gift category.

Action: Check with Business Services whether this is an appropriate use of funds

Completion Time: ASAP

Responsible: Beth Thompson

7. Budget

7.01 Budget Update (Gloria Banelos)

The budget is \$15,000. We have spent about \$400. We have over \$14,000 to spend on the event. All requisitions should be entered by April 15. We plan to purchase breakfast and lunch for the Spring professional development event. There was a suggestion to purchase more SWAG.

Wendy Sauders presented some ideas on how we could spend the remaining budget on software, training, and materials, such as Clifton Strength Finder, to contribute to districtwide training and professional development opportunities. The committee was in support of this idea providing that the opportunities were equitable among Classified Professionals throughout the District.

8. Future Agenda Items

8.01 Districtwide/Classified Employee Recognition Program Discussion

We are looking for assistance with using the PowerAutomate software to be able to launch our employee recognition program. Sharon Oxford volunteered to assist with this process.

Gilbert Downs would like to add Budget Allocation Discussion to the next meeting agenda.

Action: Add Budget Allocation Discussion item to next meeting agenda

Completion Time: ASAP

Responsible: Cece Chavez

9. Future Meetings

9.01 Future Meetings (Joe Esquivel)

- April 24, 2024
- May 22, 2024
- June 26, 2024
- July 24, 2024
- August 28, 2024
- September 25, 2024
- October 23, 2024
- November 27, 2024
- December 25, 2024

10. Adjournment

10.01 Adjournment (Gloria Banelos)

The meeting was adjourned at 2:35 p.m.

11. Attendance

11.01 Attendance

Membership			Yes	No
Gloria Banelos	<i>Director, Employee Relations and HR Operations</i>	<i>Vice Chancellor of Human Resources Designee, Committee Chair</i>	X	
Joe Esquivel	<i>Custodial Supervisor</i>	<i>VC Classified Supervisor, Committee Co-Chair</i>		X
Wendy Saunders	<i>Director of Training and Organizational Development</i>	<i>Human Resources Director</i>	X	
Kelly Barton	<i>Human Resources Assistant</i>	<i>DAC Classified Senate President Designee</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	
Raquel De Los Santos	<i>Placement Project 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
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