

Wednesday, May 24, 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 April 26, 2023 meeting were approved unanimously.

3. Review of Action Items

3.01 Review of Action Items (Kelly Barton)

Action: Follow-up on Requisition for PowerAutomate

Cece explained that the requisition was recently approved. The purchase order was sent to the company and we should get access within 2-3 business days.

4. Committee Member Reports

4.01 Reports

Joe Esquivel reported that Ventura College conducted Classified Appreciation earlier in the day to show appreciation for all the hard work Classified employees put into assisting with the commencement ceremony.

Olivia Long reported that Ventura College will be conducting a reimagined Fall flex day on all college day, Friday, August 11, including a key note speaker.

5. Unfinished Business

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

The requisition has been approved and the PO has been sent to the vendor. We will gain access shortly and can begin testing. Discussion ensued among the committee. The idea is for employees to be able to submit an award through the portal and from the District Professional Development page. We will also need to create a small marketing campaign to roll out the award. Gloria stated that she would discuss this with the Director of Outreach and Marketing at the DAC.

5.02 Fall 2023 Professional Development Event – Set Date and Location

The Committee decided to create a subgroup to begin planning the Fall 2023 professional development event. Gabby Chacon volunteered the professional development subcommittee at Moorpark College to assist. Discussion ensued among the committee regarding the possibility of conducting a training and tours event in the Fall. Olivia Long, Beth Thompson, and Joe Esquivel shared about their past experiences with training and tours. Beth offered to share some old planning documents she had with Kelly, who volunteered to coordinate subcommittee planning meetings. The subcommittee will be tasked with establishing a time, date, and theme for the Fall Training and Tours event.

5.03 Spring 2023 Professional Development Event – Set Tentative Dates and Location

Tabled

5.04 HIS Training Programs (Gilbert Downs)

Tabled

6. New Business

6.01 Co-Chair Elections

Joe Esquivel nominated himself and Matthew Moore seconded the nomination. All present voted for Joe Esquivel to be Co-Chair of the District Classified Professional Development Committee for the 23-24 year.

7. Budget

7.01 Budget Update (Kelly Barton)

Kelly Barton stated that we spent nearly all of the money budgeted for the 22-23 year on SWAG and that we will be allotted another \$15,000 for the following year.

8. Future Agenda Items

None

9. Future Meetings

9.01 Future Meetings (Gloria Banuelos)

- July 26, 2023
- 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 (Kelly Barton)

The meeting was adjourned by 2:03 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	
(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	
Sergio Arana	<i>Information Technology Support Specialist II</i>	<i>Professional Development Officer</i>		x
Gilbert Downs	<i>Learning Resources Supervisor</i>	<i>Professional Development Officer</i>	x	

Recorder: Cece Chavez