

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 (Joe Esquivel)

The meeting minutes from the October 25, 2023 meeting were approved unanimously.

3. Review of Action Items

3.01 Review of Action Items (Gloria Banuelos)

Action: Create a timeline for nominations

Cece created a timeline for Classified Employee of the Year nominations which will be reviewed under item 6.01.

4. Committee Member Reports

4.01 Reports

Sergio Arana reported that the Professional Development Committee sponsored about 7 Classified members and a handful of faculty members to attend the COLEGAS conference. He also stated that they are preparing for their January flex day activities as well as collecting proposals for the February and March flex days.

5. Unfinished Business

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

Discussion ensued among the committee about how we could move forward with this project. Sergio Arana stated that he is familiar with PowerAutomate and could assist Laura.

5.02 Fall 2023 Professional Development Event (Gilbert Downs/Gloria Banuelos/Joe Esquivel)

Gloria Banuelos stated that she has been in communication with the presenter, Maria Thayer, from California Lutheran University. Maria is still working on securing about four other presenters and possibly the college President to join her. Therefore, the new tentative dates will be in mid-December. Further discussion ensued regarding the date of the Fall PD event. January seemed to be a more highly-favored time.

6. New Business

2024 Classified Employee of the Year

Gloria Banuelos shared the Classified Employee of the Year timeline. We will be using the Forms forum to receive initial nominations while we wait for the state to provide the nomination template. We will also make sure to send a Districtwide email to promote the Classified Employee of the Year as requested by the campuses.

7. Budget

7.01 Budget Update (Gloria Banuelos)

The budget is \$15,000. No money has been spent.

8. Future Agenda Items

8.01 Spring 2024 Professional Development Event - Set Tentative Dates and Location

The committee discussed the idea of an April Spring event. Since Ventura College is hosting the Fall PD event, the event should be at the DAC or one of the other two campuses. Spring break is April 1-5, which may be a good time for this event. Gabby Chacon shared that Moorpark has their Classified Senate retreat scheduled for April 4. We are closed April 1 for the Cesar Chavez holiday. The remaining available dates are April 2, 3 or 5.

9. Future Meetings

9.01 Future Meetings (Joe Esquivel)

- January 24, 2024
- February 28, 2024
- March 27, 2024

- April 24, 2024
- May 22, 2024

10. Adjournment

10.01 Adjournment (Gloria Banuelos)

The meeting was adjourned at 2:04 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	
Joe Esquivel	<i>Custodial Supervisor</i>	<i>VC Classified Supervisor, Committee Co-Chair</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