

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 September 28, 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

Kelly Barton reported that the District Classified Senate is hosting a pumpkin carving contest and offering a Halloween trick or treat fundraiser.

Gilbert Downs reported that the OC Classified Senate is distributing candy grams and hosting a pumpkin painting party. Ventura College is also building an altar for Dia De Los Muertos.

Joe Esquivel reported that Financial Aid hosted Undocumented Ally training which was attended by more than 150 employees. There was a roundtable discussion at East Campus that evening which was attended by the Chancellor, the attorney student advocate, and the Ambassador from the Mexican consulate in Oxnard.

Eric Lopez reported that there is a Caring Campus Committee preparing to present to the Moorpark College executive team. The Child Development Center will host a trick or treat event around the campus for the kids. Performing arts has events this weekend and it is the last home football game of the season.

5. Unfinished Business

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

This item was tabled.

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

Gloria Banuelos presented the updated agenda for the Fall professional development event. She stated that there was an update on the date it will be held due to unforeseen logistics issues at Ventura College. She announced that Gilbert Downs was able to secure a presenter on DEIJ. The event will be hosted at Ventura College from 8am – 11:30pm on Thursday, November 30. Cece Chavez will order the continental breakfast and Gilbert Downs will order lunch to go.

6. New Business

2024 Classified Employee of the Year

A marketing campaign needs to be created to announce and remind the district classified employees to submit their nominees. This would include updating the website, push notifications in the portal, and Districtwide emails from the marketing department.

Action: Create a timeline for nominations

Responsible: Cece Chavez

Time: Before next meeting

7. Budget

7.01 Budget Update (Gloria Banuelos)

The budget is \$15,000. No money has been spent. Gilbert Downs shared that we could offer the presenter an honorarium of up to \$500 for her services. The committee was in support of offering the honorarium.

8. Future Agenda Items

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

Gloria Banuelos stated that we are open to ideas for the Spring professional development event. Gilbert Downs shared an idea to showcase the incarcerated youth programs that the colleges offer, which would tie into the Justice component of DEIJ. Gabby Chacon shared that Moorpark College focuses on a DEI topic on a biannual basis and are currently have a book club. Gilbert shared that all three colleges also have increased the focus and initiative on men of color, which could be a topic to highlight at the Spring event. Gilbert Downs shared that Oxnard College is setup to host hybrid events as an option.

9. Future Meetings

9.01 Future Meetings (Joe Esquivel)

- November 27, 2023 (rescheduled)
- ~~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 at 2:10 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