

## 1. Call to Order

### 1.01 Call to Order (Gloria Banuelos)

Joe Esquivel called the meeting to order at 1:48 p.m.

## 2. Approval of Meeting Minutes

### 2.01 Approval of the Meeting Minutes (Gloria Banuelos)

The meeting minutes from the July 26, 2023 meeting were approved unanimously.

## 3. Review of Action Items

### 3.01 Review of Action Items (Gloria Banuelos)

Action: Schedule meeting for the subcommittee to move the event planning forward.

The meeting was scheduled.

Action: Reach out to the health center to provide bullet points for the VC Gym section of the proposed agenda.

Joe Esquivel acquired this information to share with the committee.

## 4. Committee Member Reports

### 4.01 Reports

Sharon Oxford reported that Ventura College hosted a half-day professional development event that was well attended with over 70 Classified professionals. Some of the topics were caring campus and accessibility (presented by Sharon).

Laura Knight reported that the campuses have formed an accessibility workgroup headed by Nate Streeper that is working on getting more District employees trained on accessibility practices. Gloria Banuelos expressed interest in learning more about this committee and how they might be able to collaborate with District committees to educate more employees.

Raquel De Los Santos reported that she had a positive experience at the Ventura College professional development event focusing on caring campus, soft hand-offs to other departments, and open discussion with the executive team where they were able to respond to employee concerns.

Gabby Chacon reported that Moorpark College is planning the Classified Senate Retreat focused on career advancement and will take place in Simi Valley. At the most recent flex day, campus received fiscal and Title IX Training.

## 5. Unfinished Business

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

Laura Knight stated that we have the license and flow. She has enlisted the help of Michael Ashton to assist with the process. The majority of the process is in place. She is working on the email part and will keep us posted.

### 5.02 Fall 2023 Professional Development Event (Kelly Barton/Gloria Banuelos/Joe Esquivel)

Gloria Banuelos stated that the subcommittee met and created a tentative agenda including continental breakfast, two speakers, and then lunch. The tentative dates for the event are October 27 and November 7. As the date gets closer, we will reach out to committee members for volunteers to assemble swag bags and to check-in staff, etc.

### 5.03 HSI Training Programs (Gilbert Downs)

Tabled

## 6. New Business

### 6.01 Review of Committee Charge and Membership

There were no questions or concerns about the committee charge and membership.

## 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

Gloria Banuelos stated that we will need to choose dates, topics, and a location.

## 9. Future Meetings

### 9.01 Future Meetings (Joe Esquivel)

- 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 (Gloria Banuelos)

The meeting was adjourned at 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	
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