

Tuesday, September 3, 2024



Classified Professional Development
Committee

1. Call to Order

1.01 Call to Order (Gloria Banuelos)

Gloria Banuelos called the meeting to order at 1:03 p.m.

2. Approval of Meeting Minutes

2.01 Approval of the Meeting Minutes (Joe Esquivel)

The meeting minutes from the July 24, 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

There were no reports.

5. Unfinished Business

5.01 Districtwide/Classified Employee Recognition Program Discussion

Sharon Oxford provided an update. We need to establish a generic email address that the certificate can be sent from instead of the communication coming from one specific person.

Action: Schedule a meeting to speak with Rock Fredell to discuss the background process and establishing a generic email address.

Completion Time: ASAP

Responsible: Cece Chavez

5.02 2025 Classified Employee of the Year

Gabriel Aragon shared that flyers were distributed through campus mail to all departments. The Committee wanted to make sure that the large posters and flyers were advertised throughout the campuses. Kelly Barton shared that 10 large posters were sent to each location. The committee would like the message relayed that not only can Classified professionals nominate their peers, but faculty and administrators can also submit nomination forms. Cece Chavez stated that a request was made for marketing to email the announcement of the 2025 Classified Employee of the Year nomination period.

5.03 Professional Development for Provisional Employees

Gilbert Downs brought forth discussion about training and professional development for provisional employees and student workers. Currently, the district does not support professional development travel for these temporary employees, even in cases where provisional employees are the only ones working in their classification at a campus. Gloria Banuelos stated that each campus and department makes decisions on how provisional employees participate in professional development opportunities. It is recommended that temporary employees are allowed to attend events on a rotation when possible. Wendy Saunders shared that provisional employees and student workers are required to complete all mandatory trainings. She also expressed her interest in seeing a policy or practice around providing training and professional development opportunities to provisional employees who often get hired as permanent employees.

6. New Business

6.01 Fall 2024 Professional Development Event Planning

The committee explored some dates for the Fall 2024 Professional Development event. A training could be held on November 7 after 1pm or November 21 between 11am-5pm. Wendy Saunders shared that last week the district underwent an accessibility assessment. She suggested that some of our Instructional Technologist-Designers might be interested in conducting a training on accessibility basics including how to interpret the results of an accessibility checker and implement next steps. Sharon and Matthew agreed to participate in the training. Sharon also suggested that we reach out to Alternate Media Specialists: Nate Streeper, Shirley Ruiz, and William Slason, who are accessibility experts, to help with the training. The training and tours event would be held at the District Administrative Center and we could give a tour of the offices at the end of the training.

Wendy Saunders also shared some self-paced training resources from CCC. Sharon Oxford recommended that we advertise the 10-hour Web AIM training being offered by the CCC that normally costs about \$125 but is currently free for district employees through spring.

7. Budget Update

7.01 Budget Update (Gloria Banuelos)

Gloria Banuelos shared the 2024-2025 Budget.

8. Future Agenda Items

8.01 None

There were no future agenda items on the agenda.

9. Future Meetings

9.01 Future Meetings (Joe Esquivel)

- September 25, 2024
- October 23, 2024
- November 27, 2024
- ~~December 25, 2024 Holiday~~
- January 22, 2025
- February 26, 2025
- March 26, 2025
- April 23, 2025
- May 28, 2025
- June 25, 2025

10. Adjournment

10.01 Adjournment (Gloria Banuelos)

The meeting was adjourned at 1:57 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	
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	
Crystal Salas	<i>Tutorial Services Specialist II</i>	<i>MC Classified Senate President Designee</i>		X
Norma Martinez	Office Assistant	OC Classified Senate President Designee	X	
Gabriel Aragon	<i>Performing Arts Center Assistant</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	
Gabby Chacon	<i>Senior Administrative Assistant</i>	<i>Professional Development Officer</i>	X	

Recorder: Cece Chavez

