



Classified Professional Development Committee (CPDC)
Meeting Minutes
April 12, 2021

Present: Claudia Barragan, Gabby Chacon, Jenine Daly, Gilbert Downs, Sharon Oxford, Beth Thompson, Felicia Torres, and Maria Urenda.

Note Take: Kelly Barton

Absent: Tracie Bosket, Joe Esquivel, Linda Fa'asua, Alexander (Rock) Fredell, Laura Gentry, Eric Lopez, Amparo Medina, Matthew Moore, and Linda Resendiz.

1. Open Meeting

The meeting began at 3:04 p.m.

2. Approve Meeting Minutes

On motion by Jenine Daly and seconded by Gilbert Downs, the minutes for the March 10, 2021 meeting were approved. All present were in favor.

Action: Release minutes.

Completion Time: ASAP

Responsible: Kelly Barton

3. Review of Action Items

There were no action items discussed.

4. Classified Senate President or Designee Reports

4.01 MC – Linda Resendiz

In absence of Linda Resendiz, Gabby Chacon reported that the April flex day flyer will be coming out soon. Brian Burns, Professional Development Coordinator, is putting the flyer together. Ms. Chacon then reported that Moorpark College will be offering pdf accessibility training. Ms. Chacon then reported that Michael Ashton will be presenting a session on how to save and restore Zoom meetings. Ms. Chacon then reported that on March 25th guest speaker Victoria Ashford presented the "Better Together" workshop that focused on teambuilding. Ms. Chacon then reported that Michael Ashton started his professional development series titled "Using Virtual Tools". This series focuses on Microsoft Office products and the first half will be done on teams. The second half of the teams' training will be done in two weeks and will focus on intermediate and advanced training.

4.02 OC – Amparo Medina

Amparo Medina was absent from the meeting and did not send a designee to report.

4.03 VC – Felicia Torres (designee)

Felicia Torres had nothing to report.

5. Unfinished Business

5.01 Swag

Discussion on the delivery of t-shirts for survey takers. Discussion on the use of funds to purchase items for future meetings (pens, notepads, etc. with logo). Maria Urenda reported that Jillian Sturek may have ordered items but was absent and could not provide an update.

6. New Business

6.01 Debrief Regarding the Training Event: "Working Remote Best Practices" - March 30, 2021

Jenine Daly reported that this training event had 110 participants and was well-received. Ms. Daly reported that 80 participants took the Survey Monkey survey that was sent out after the training event. Ms. Daly reported that the overall satisfaction rate of the training event was 4.26 meaning that those who took the survey scored it between a 4 and 4.8 out of 5. Ms. Daly reported that survey takers on average said the training event was the right length and that they would recommend the event to others. Ms. Daly reported that the topics that survey takers wanted to learn about next were ranked in the following order: nutrition, diversity and inclusion guest speaker, life coach, and merit system and education code basics. Discussion about the recording of the training and uploading it to the website or emailing a link.

6.02 Future Training Topics

Jenine Daly reported that she knows someone who is a health and wellness coach with corporate offerings. Jenine Daly proposed a four part series titled "Lunch and Learn" that would be one hour long and once a month. Ms. Daly proposed the following topics: nutrition, meditation and mindfulness, yoga and stretching, and fitness and strength. Ms. Daly reported that each session would be \$250 or \$1,000 total and can be done via Zoom. Discussion on waiting for the rest of the committee to make a decision or moving forward and keeping the momentum going. Discussion on the first series taking place Wednesday, 4/28 in the morning or afternoon. Discussion for the other parts of the series to take place on 5/25, 6/29, and 7/27.

6.03 Classified Employee of the Year

Maria Urenda explained that this meeting should be used to look at the Classified Employee of the Year Timeline & Steps document and then at the next meeting the committee can start breaking down sections piecemeal. Discussion ensued about rolling out this event properly and giving it the importance it deserves. Discussion on who should take on this event. The committee agreed that it should be handled by the CPDC. Further discussion on attendance of the CPDC committee and how those who cannot attend frequent meetings can contribute their comments via email.

7. Budget

7.01 Budget Report

Maria Urenda reported that the budget has not changed and is still at \$10,000. Ms. Urenda said herself and Claudia Barragan will check in with Jillian Sturek to see if swag has been ordered.

8. Future Agenda Items

Review of Co-Chair - May

Review of charge and committee makeup - August

9. Future Meetings

The next meeting is Monday May 10, 2021

10. Adjournment

The meeting adjourned at 4:20 p.m.