



Classified Professional Development Committee (CPDC)
Meeting Minutes
August 9, 2021

Present: Claudia Barragan, Alexander (Rock) Fredell, Amparo Medina, Gabby Chacon, Felicia Torres, Maria Urenda, Elizabeth Thompson, and Sharon Oxford.

Note Take: Kelly Barton

Absent: Gilbert Downs, Tracie Bosket, Joe Esquivel, Linda Fa’asua, Laura Knight, Eric Lopez, Matthew More, and Michael Ashton.

1. Call to Order

The meeting began at 10:33 a.m..

2. Approval of Meeting Minutes

On motion by Alexander (Rock) Fredell and seconded by Maria Urenda the minutes for the July 12, 2021 meeting were approved. All present were in favor.

Action: Release minutes.
Completion Time: ASAP
Responsible: Kelly Barton

3. Review of Action Items

3.01 Classified Employee of the Year Marketing Materials

Ms. Barragan shared an 11x17 poster created by the Marketing team. Ms. Torres asked for her name to be added for Ventura. Ms. Medina reported that if she can find a designee that her name can be removed for Oxnard. Ms. Thompson asked that Alexander (Rock) Fredell’s name be added for the DAC. Ms. Barragan said that she will check in with Mr. Downs to see if he has an update from the state. Ms. Barragan asked Ms. Medina to write up a vision statement for the poster and website.

4. Classified Senate President or Designee Reports

4.01 MC – Gabby Chacon (designee)

Ms. Chacon reported that flex week starts tomorrow and will mainly consist of events for faculty but that there are six events scheduled for classified. One of the classified events, put on by the Professional Development Committee, is titled “Developing your Personal Brand.” Ms. Chacon reported that this month will be the first meeting, for the school year, to go over goals for professional development. Ms. Chacon reported that guest speakers are lined up for August to speak on the social justice movement and that Patti Blair is coming to do a training on committee meetings. Ms. Chacon reported that August 25th will be the first professional development meeting of the new school year. Ms. Chacon lastly reported that she is looking into HSI workshops.

4.02 OC – Amparo Medina

Ms. Medina reported that flex week is coming up and that it is mostly geared towards faculty. Ms. Medina reported that Oxnard College is looking to increase transfer numbers and that there is a new grant to help with that. Ms. Medina reported that the first meeting of the school year will take place August 24th. Ms. Medina said they will be discussing professional development and how to top last year.

4.03 VC – Felicia Torres (designee)

Ms. Torres reported that the classified retreat was canceled due to the current COVID restrictions. Ms. Torres reported that the Classified Senate met at the beginning of the month and that there has been a call out for more involvement. Ms. Torres is hoping to get some of the new hires involved with the committees. Ms. Torres finally reported that coordination council is wrapping up fall flex week.

4.04 DAC Classified Senate Update

Mr. Fredell reported that the District Classified Senate made changes to their bi-laws based off a meeting with the three college Classified Senate Presidents. Mr. Fredell reported that the next step will be elections and that he is hoping they will have representation at either the September or October Board meeting.

5. Unfinished Business

5.01 Classified Employee of the Year Sections 13-18 Timeline Review

Ms. Barragan reported that we are still waiting on more information from the state in order to move forward with the timeline review. Ms. Barragan is hoping Mr. Downs will have an update at the next meeting. Ms. Medina suggested the creation of a rubric be added to future agenda items.

6. New Business

6.01 Debrief Regarding the Training Event: "Fitness and Strength" - July 29, 2021

Ms. Barragan reported that this was the final event in the wellness series. Ms. Barragan mentioned that there was low attendance (12-15 people) because the event was scheduled at the same time as an SEIU meeting. Ms. Barragan reported that those who attended enjoyed the session and said perhaps Ted can come back in the future for a refresher. Ms. Barragan reported that she will post the recorded event to the shared drive.

6.02 Upcoming Training Events

Ms. Barragan reported that Mr. Downs wanted to do a business communication refresher training and that he is still working on this. Ms. Medina mentioned that she would like the committee to identify goals. Ms. Medina suggested that one goal could be to put on two social justice/equity/diversity events a year (one in the fall and one in the spring). Ms. Medina said identifying goals would help the committee to map out what the year would look like as far as training events. Ms. Medina suggested a Microsoft Teams district level training and swag to welcome back classified employees with the CPDC logo.

6.03 Meeting Day and Time Change

Ms. Barragan reported that the committee will now meet Mondays between 10:30 a.m. to 12:00 p.m.. Ms. Barragan said the meetings will continue on Zoom but suggested meeting in person once a year.

6.04 Charge and Committee Make-Up

Ms. Barragan reported that both her and Mr. Downs believe that the more the merrier when it comes to this committee. Ms. Barragan believes this committee shouldn't be limited to a certain number or specific types of employees. Ms. Barragan said the committee needs those classified employees who will come to the monthly meetings and participate.

6.05 CPDC Website

Ms. Barragan shared the current Classified Professional Development Committee website. Ms. Medina suggested changing this committee to a work group. Ms. Medina remarked that committees are formal whereas a workgroup allows for more participation. Ms. Urenda agreed and said the group should have some sort of structure so that it acts like a committee but open it up to any classified employee wanting to help out. Mr. Fredell and Ms. Medina proposed the idea of each campus hosting a Classified Professional Development Committee meeting in hopes of recruiting more classified employees. Ms. Barragan mentioned linking the Classified Employee of the Year information to the main Human Resources web page.

7. Budget

7.01 Budget Planning

Ms. Barragan mentioned that she will look into welcome back swag and that Mr. Downs is also looking into other swag ideas. Ms. Barragan reported that she hopes to have the Sweatshirts and T-shirts out to the campuses for distribution soon.

8. Future Agenda Items

CEOY – update from state
CEOY Rubric
Cornerstone/Vision Resource Center Launch
Goals of committee / mapping out year – professional development AND training
Training – HSI/Microsoft Team/Classified leadership conference

9. Future Meetings

The next meeting is Monday September 13, 2021

10. Adjournment

The meeting adjourned at 11:29 a.m.