



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

Present: Claudia Barragan, Jenine Daly, Gilbert Downs, Joe Esquivel, Alexander (Rock) Fredell, Amparo Medina, Linda Resendiz, Felicia Torres, and Maria Urenda.

Note Take: Kelly Barton

Absent: Tracie Bosket, Linda Fa'asua, Laura Gentry, Eric Lopez, Matthew Moore, Sharon Oxford, and Beth Thompson.

1. Call to Order

The meeting began at 3:04 p.m.

2. Approval of Meeting Minutes

On motion by Joe Esquivel and seconded by Linda Resendiz, the minutes for the June 14, 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 Swag

3.02 Classified Employee of the Year Marketing Materials

3.03 Uploading of Training Recordings

3.04 SharePoint

4. Classified Senate President or Designee Reports

4.01 MC – Linda Resendiz

Ms. Resendiz reported that it has been a slow month for Moorpark but that Michael Ashton continues to have his bi-weekly user tools session. Ms. Resendiz reported that Moorpark will have its first presentation in August, during FLEX week, and it will have to do with personal branding. Ms. Resendiz reported that she will share the information, with the sister campuses, once she has it. Ms. Resendiz reported that she is meeting with the classified senate board tomorrow for a mini-leadership retreat to plan for the upcoming year.

4.02 OC – Amparo Medina

Ms. Medina reported that Oxnard College held a Classified Senate retreat in June that was very well received. Ms. Medina reported that the professional development committee has started planning FLEX week and that the committee will be planning additional workshops, throughout the semester, to support classified in their positions. Ms. Medina reported that she is hoping to identify someone to sit in as a designee for this particular committee.

4.03 VC – Felicia Torres (designee)

Ms. Torres reported that Ventura is planning a PD retreat for the fall FLEX week since employees will be back on campuses. Ms. Torres reported that Lynn Wright, who was overseeing Coordination Council at Ventura College, got a job at another college so they are waiting to see who they will appoint as the new Chair so that they can move forward with their spring FLEX activities. Ms. Torres reported that Ventura College hired two new Deans of Student Services. Ms. Torres said she looks forward to working with them and hopes that they can bring fresh ideas.

5. Unfinished Business

5.01 Classified Employee of the Year Sections 13-18

Mr. Downs went over the changes made to #6 and wanted to ensure that the committee had all heard the changes. The committee

was in agreement to the #6 changes. Mr. Downs went over the changes made to #7 and wanted to make sure everyone was comfortable with the language. The committee had no issues or remarks for #7. Mr. Downs moved on to #8 and asked if the committee wants to keep this date the first week of January or if the committee wants to move the date to the third week in December? Mr. Downs said the first week of January can be a really busy time and a lot of people are on vacation so he wanted to check in with the committee regarding this date. Ms. Medina asked if the state follows the same timeline every year. Mr. Downs responded that the release of information fluctuates but the deadline to turn the information in has always been at the end of March regardless of when the information was released. Ms. Medina suggested working backwards from the March deadline and stated that January is really early. Ms. Barragan reported that the calendar shows that information goes to the February board meeting, not March. Ms. Medina said if the information is not due until the end of March that she would like to propose that it go to the March board meeting. Ms. Urenda stated that she believes it goes to the February board meeting so that the deadline to turn it into the state is not missed. Mr. Fredell asked if there was a contact for the state to figure out exactly what the cutoff date is. Mr. Downs stated that he was on the state's website looking for contact information. Mr. Downs suggested bringing this to the August meeting so that he can get more information from the state. Mr. Downs stated that the committee is in agreement on the actions and that it is just a matter of working out the dates.

6. New Business

6.01 Debrief Regarding the Training Event: "Meditation and Mindfulness" - May 25, 2021

Ms. Daly reported on both training events at the same time (see below).

6.02 Debrief Regarding the Training Event "Yoga and Stretching" - June 29, 2021

Ms. Daly reported that she is receiving less feedback but the feedback she is receiving is very positive. Ms. Daly reported that those who attend like the length of one hour and find it is the right amount of time that they can commit to professional development. Ms. Daly reported that 60% of the responses she received said they were comfortable resuming in person professional development events, in the fall, either inside or outside. Ms. Daly said personally it is much easier to coordinate virtual events and said it would be a great option to have some virtual events as well as in person. Ms. Barragan suggested reaching out to classified staff again in the fall to see if they would like to continue with virtual events or in person. Mr. Downs asked if Ms. Daly had the view counts of the videos. Mr. Downs stated this would give the committee a good idea on how the virtual sessions are being received. Ms. Daly suggested sending a welcome email from the committee, in the fall, to classified employees, to let them know what is coming up and where to view previous sessions.

6.03 Upcoming Training Events

Ms. Daly reported that there is one last session of the wellness series that will be taking place at the end of July. Ms. Daly reported that it will take place on Thursday, July 29th and she will send out an invitation next week. Ms. Daly reported that the topic will be "Strength and Fitness." Mr. Downs suggested the possibility of a business communication refresher training. Mr. Downs said it would be great to introduce some free or low cost tools to help the District with writing. Mr. Downs suggested a 45 minutes training. Mr. Downs said he will take charge of organizing this and that he has some internal people in mind who could run it.

6.04 Meeting Day and Time Change

7. Budget

7.01 Budget Planning

Mr. Downs said that at the next meeting he would like to discuss the allocation of the \$15,000.00. Discussion of how money is allocated with the campus committees ensued.

8. Future Agenda Items

- August:
 - Review of charge and committee make-up
 - CPDC Website
 - Business Communication Refresher Training Update – Gilbert Downs
 - Allocation of budget funds
 - Action items (swag, CEOY marketing materials, uploading training videos, and SharePoint)

9. Future Meetings

The next meeting is Monday August 9, 2021

10. Adjournment

The meeting adjourned at 3:55 p.m.