



Classified Professional Development Committee (CPDC)  
Meeting Minutes  
June 14, 2021

**Present:** Claudia Barragan, Jenine Daly, Gilbert Downs, Joe Esquivel, Alexander (Rock) Fredell, Laura Gentry, Matthew Moore, Linda Resendiz, Beth Thompson, Felicia Torres, and Maria Urenda.

**Note Take:** Kelly Barton

**Absent:** Tracie Bosket, Joe Esquivel, Linda Fa'asua, Eric Lopez, Amparo Medina, and Sharon Oxford.

### **1. Call to Order**

The meeting began at 3:04 p.m.

### **2. Approval of Meeting Minutes**

On motion by Alexander (Rock) Fredell and seconded by Linda Resendiz, the minutes for the May 10, 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

Mr. Downs reported that he has the order ready and that he just needs to get a FOAP from the committee. Mr. Downs said he should be able to get the order in and received by June 30th. Ms. Urenda said we will add this item to next month's agenda to check in.

#### 3.02 Classified Employee of the Year Marketing Materials

Mr. Fredell reported that the marketing team should have something by the beginning of next week.

#### 3.03 Uploading of Training Recordings

Ms. Daly reported that she created a SharePoint folder for the wellness recordings. She reported that the first session was a webinar and that she did not have access to upload that but she did upload the accompanying PDFs. Ms. Daly said the second session was through her Zoom so she was able to upload that recording along with the accompanying PDF. Ms. Daly said we could use this SharePoint for all recordings or if the committee would like to use another format she could move the recordings. Ms. Barragan asked if we had access to the recording for the other training: "Best Practices". Mr. Fredell reported that he is working on getting access to that recording. Ms. Daly said that she would give Mr. Fredell access to the SharePoint for him to drop in the Best Practices recording. Ms. Urenda suggested that we move this item to unfinished business for next agenda. Mr. Fredell asked if Mr. Moore would share what VC had done with their SharePoint. Mr. Moore shared VC's Professional Development Consultation Council SharePoint with the committee. Ms. Barragan suggested that one or two people take on the task of the SharePoint folder including adding materials and giving access to District employees along with a link on the website to the folder. Mr. Moore said he would help out. Ms. Daly said she would give Mr. Moore access to the SharePoint.

### **4. Classified Senate President or Designee Reports**

#### 4.01 MC – Linda Resendiz

Ms. Resendiz reported that Moorpark will have their last meeting on Wednesday and that they will have a mini planning retreat, with the executive board in July, to plan professional development and other happenings once they are back on campus. Ms. Resendiz reported that she attended the CLI virtual conference last week. Ms. Resendiz reported that they will reactivate the employee of the month recognition once they return to campus and are already receiving kudos and nominations. Ms. Resendiz reported that they are in the final planning stages for their first professional development workshop which will take place during flex week in August. Ms. Resendiz reported that they will have guest speaker Katie Goshtasbi who is a branding diversity and growth expert and founder of Puris Consulting. The title of this presentation will be "Personal Branding". Ms. Resendiz said once the workshop and Zoom is set up she will share the information with the sister campuses and District Office. Ms. Resendiz reported on Michael Ashton's biweekly series "Using Virtual Tools". Ms. Resendiz said that today Michael Ashton started a two part series on Microsoft SharePoint. Ms. Resendiz said she would share the Zoom information with the sister campuses and District Office.

#### 4.02 OC – Amparo Medina

In Ms. Medina's absence, Ms. Gentry reported on the wellness series happening at Oxnard. The next one coming up is Yoga.

#### 4.03 VC – Felicia Torres (designee)

Ms. Torres reported that she also attended the CLI virtual conference. Ms. Torres reported that Gilbert did an amazing job on his presentation and the importance of recognizing classified. Ms. Torres reported that she had to cancel last month's meeting but is hoping to spend the summer reinvigorating the professional development on campus. Ms. Torres reported changes on campus with the hiring of new Deans and classified having to train them on policies and procedures. Ms. Torres reported on flex week and the Wednesday of flex week heavily being focusing on classified.

### **5. Unfinished Business**

#### 5.01 Classified Employee of the Year

Ms. Urenda made a new timeline and highlighted sections 5-12 where she had made revisions based off previous meeting conversations. Ms. Urenda believes that this committee and the Chairs should be responsible for this process. Ms. Urenda noted the following changes: for number 5 a finalized list of nominated employees should be sent to the CPDC Chairs for transparency and so that all sites are following the same rules. For number 6 local committees should be coordinated by the Senate Presidents and CPDC members should be excluded. For number 8 the date was changed from December 31st to the first week of January and CPDC members should be excluded from the District committee level. For number 9 Ms. Urenda changed the responsible party to the CPDC Chairs and HR. Ms. Resendiz reported on Moorpark's process. Ms. Resendiz put out a call to see who would be interested in participating in the local committee. The Executive Board was not part of selecting nominees. The local committee then sent the nominations to Ms. Resendiz who made sure that they met the deadline and submitted all of the necessary information. Ms. Resendiz then forwarded the nominees to the District. Ms. Resendiz stated that the local committee members were not part of the District committee and that 2 different people were selected. Ms. Urenda stated that the following changes should be made to the timeline: for number 8 the District committee members should be different from the local committee members. For numbers 6 and number 8 the Executive Boards should be excluded from the local and District committees as well as CPDC members. Ms. Torres agreed with Ms. Resendiz that the Executive Board should not select the nominees because they are the ones receiving the applications but she did not have a problem with the Executive Board sitting on the District level committee. Mr. Downs remarked that instead of waiting for the state official application we could start gathering information on questions we already know the answers to such as how many years the employee has been with the district, community service, and what they are doing on campus. Ms. Torres remarked that it is a good idea to get a jump start and put feelers out but people also want a definite date/deadline and application. Ms. Barragan said it makes sense to push this throughout the year to get people thinking and to let them know the criteria for nominees and that an application will be sent when we have it. Ms. Barragan suggested that we look into who will be representing the DAC. Ms. Barragan said that we should choose now and that it should be someone on the committee. Ms. Barragan stated that the DAC does not have a consistent process. Mr. Fredell said that he would serve as the DAC representative until the District Classified Senate has been finalized. Ms. Urenda said that a DAC process does exist and that Ms. Thompson helped out the last two years. Ms. Urenda stated that if Mr. Fredell wants to serve that it should be all year and not switch when a DAC Classified Senate is in place. Ms. Thompson said she would be happy to have someone else take a turn and that it is a great opportunity.

### **6. New Business**

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

Ms. Daly stated that she will report on this event at the next meeting because she was not able to access Survey Monkey. Ms. Daly reported that 50 employees attended and she received good feedback regarding the event. Ms. Daly stated that she especially wants to share the responses to the question asked in the last survey "how comfortable are you with an in person event?"

#### 6.02 Upcoming Training Events

Ms. Daly reported that the third installment of the wellness series will be on "Yoga and Stretching" and is happening on June 29th. Ms. Daly will be sending out Zoom information this week. Ms. Daly also reported that she is working on figuring out a time for the fourth (final) installment of the wellness series titled "Strength".

#### 6.03 Nomination of Co-Chair

Mr. Downs accepted his co-chair nomination. All in attendance were in favor.

### **7. Budget**

#### 7.01 Budget Report

Ms. Urenda reported that the budget is the same as last month. Mr. Downs said that his swag order will be close to spending the full amount.

## **8. Future Agenda Items**

- July:
  - Review mock up Classified Employee of the Year graphics/promotional materials
  - Unfinished business – uploading of training recordings, swag order, CEOY steps 13-18.
  - New business – meditation and mindfulness – May 25, 2021 debrief (Jenine Daly).
  - Budget for new fiscal year (15K)
- August:
  - Review of charge and committee make-up

## **9. Future Meetings**

The next meeting is Monday July 12, 2021

## **10. Adjournment**

The meeting adjourned at 4:12 p.m.