



Classified Professional Development Committee (CPDC)
Meeting Minutes
May 10, 2021

Present: Claudia Barragan, Jenine Daly, Gilbert Downs, Alexander (Rock) Fredell, Laura Gentry, Sharon Oxford, Linda Resendiz, 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 3:05 p.m.

2. Approve Meeting Minutes

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

Action: Release minutes.

Completion Time: ASAP

Responsible: Kelly Barton

3. Review of Action Items

3.01 Swag

Discussion on the end of fiscal year and ordering cut-off date. Gilbert Downs said that he believes ordering can happen through mid-May. In Jillian's absence, Gilbert will be in charge of ordering swag. Discussion on items to look into for ordering.

4. Classified Senate President or Designee Reports

4.01 MC – Linda Resendiz

Linda Resendiz reported good participation of classified professionals at the annual planning retreat on on April 23rd. Ms. Resendiz reported that the academic senate held their yearly retiree and employee of the year reception where Michael Ashton was awarded the classified professional of the year award. Ms. Resendiz then reported that Michael Ashton was continuing his "Virtual Tools" bi-weekly professional development series. The last session was on Microsoft Teams and the latest session was on Microsoft Notes. Ms. Resendiz finally reported that the classified senate will be meeting tomorrow to vote on the compressed calendar and professional development planning for the upcoming year.

4.02 OC – Amparo Medina

In absence of Amparo Medina, Gilbert Downs reported that the spring retreat was attended by 34 individuals. Mr. Downs reported that he was surprised by these low numbers and that they needed to have further promotion of the event. Mr. Downs reported that on May 12th Oxnard College will be having guest speaker Angela Davis. She will be speaking from 5:30 pm – 7:00 pm. Mr. Downs reported that the classified senate will have a retreat on June 24th and that they have received approval to have it in-person on campus. Mr. Downs reported that nominations for the classified senate officers opened today and that all of the seats are up for grabs. Mr. Downs finally reported that he is using Linda.com/LinkedIn learning for his student workers and basic health screeners. Mr. Downs said the videos have been very helpful and he has assigned the student workers and basic health screeners 12 videos to watch by August.

4.03 VC – Felicia Torres (designee)

Felicia Torres reported that a survey goes out at the end of the school year on the performance of all campus committees. Ms. Torres reported that good responses were received from this survey. Ms. Torres reported on the spring flex day Caring Campus presentation and that Ventura College hopes to branch out and get more people involved with the Caring Campus initiative. Ms. Torres reported that Ms. Torres reported that no future events are currently being planned and that the campus will be using the summer to look at the organizing of future professional development events. Ms. Torres finally reported that Oxnard and Moorpark Colleges have been including Ventura College in their professional development events and that Ventura College hopes to return the favor this summer.

5. Unfinished Business

5.01 Classified Employee of the Year

Ms. Urenda explained that this process will be looked at in chunks and that the timeline will be looked at first. After looking at the timeline, the committee can look at each section in detail. Discussion of paper (poster/postcards) and electronic (graphic/website) advertising (Steps 1 -4 of the Classified Employee of the Year Timeline). Discussion of using the website for more information and the housing of nomination forms. Discussion of using a QR code on the posters that could take you directly to the website and nomination form. Ms. Urenda asked Alexander (Rock) Fredell to be in charge of facilitating the revamping the posters and postcards with new graphics and a QR code that will be used on the website and via email to promote the first week of September. Mr. Fredell said that he will make a request with the Marketing department and have something for the committee to review at the July meeting. Discussion of having something to roll out for all college day on campuses and all hands on deck meeting at DAC in August. Discussion of nominations being due to Board in March and finalizations occurring in February. Discussion of Step 5 deadline being moved to the Friday before Thanksgiving. Ms. Urenda said that the next meeting will be used to discuss the nomination process and having it uniform for all along with hard deadlines. Discussion of including the chairs of the Classified Professional Development Committee in Step 5.

6. New Business

6.01 Debrief Regarding the Training Event: "Nutrition & Overcoming Obstacles" - April 28, 2021

Ms. Daly reported that this training event was the first of a four part series related to wellness. Ms. Daly reported that 54 people attended the event and 23 people responded to the survey that was sent out. Ms. Daly reported that the average survey rating, on a 5 point scale, was 4 and that 15% did not find the session effective but 85% did. Ms. Daly reported that the survey feedback was mixed; some people loved it and others did not. Ms. Daly reported that the second series, on mediation and mindfulness, will occur on May 25th and that the invitation will be sent out tomorrow. Discussion on where training event videos will be housed and who will be in charge.

6.02 Upcoming Training Events

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 Future Training Topics

Discussion on goal setting and future in-person training events that could be done safely outdoors with boxed lunches. Ms. Barragan asked if Ms. Daly could include a comfort level question in the next survey that is sent out.

6.04 Review of Co-Chair

Ms. Urenda reported that the co-chair should change on a yearly basis. Discussion on when the co-chair term should end and when to nominate someone new. Ms. Urenda reported that the co-chair nomination will go on the next meeting agenda and the new co-chair would take over in July with the previous co-chair assisting in new chair in the first planning meeting. Ms. Barragan said that an email should be sent to the committee with the committee charge so that everyone can start thinking about who they would like to vote for next meeting.

7. Budget

7.01 Budget Report

Ms. Urenda reported that the budget is still at 10,000 and that is what Gilbert has to spend on swag. Discussion on gift cards and the VCCCD gift giving policy.

8. Future Agenda Items

- June:
 - Classified Employee of the year discussion: sections 6-12, nomination process, and hard deadlines
 - Uploading of training records
 - Nomination of co-chair
- July:
 - Review mock up Classified Employee of the Year graphics/promotional materials

9. Future Meetings

The next meeting is Monday June 14, 2021

10. Adjournment

The meeting adjourned at 4:34 p.m.