



Classified Professional Development Committee (CPDC)  
Meeting Minutes  
November 18, 2021

**Present:** Gilber Downs, Dalia Guerrero, Gabby Chacon, Laura Knight, Eric Lopez, Beth Thompson, and Michael Ashton.

**Note Take:** Kelly Barton

**Absent:** Claudia Barragan, Maria Urenda, Sharon Oxford, Felicia Torres, Tracie Bosket, Joe Esquivel, Linda Faasua, Alexander "Rock" Fredell, and Matthew Moore.

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

The meeting began at 10:35 am.

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

No vote on approval. Will vote next month when more committee members are in attendance.

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

### **3. Review of Action Items**

#### **3.01 Review of Action Items**

Skipped

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

#### **4.01 MC – Gabby Chacon (designee)**

Ms. Chacon reported that she has been pushing the Classified Employee of the Year at all of the committees that she attends. Ms. Chacon also reported that FLEX week is coming up on January 6<sup>th</sup> and 7<sup>th</sup> and that she, Linda Resendiz, and Elizabeth Nielsen are working on getting some speakers. Ms. Chacon stated that she should have more of an update on FLEX week at the next committee meeting.

#### **4.02 OC – Dalia Guerrero (designee)**

Ms. Guerrero reported that PDT applications for the fall will be due Monday, November 22. Ms. Guerrero also reported that they are accepting spring applications for January/February travel that will also be due Monday, November 22. Ms. Guerrero finally reported that a new classified newsletter was established. Mr. Downs explained that Oxnard College has its own pot of money for professional development for classified. Mr. Downs reported that Oxnard College is lucky to have this funding and want to utilize it by encouraging people to apply.

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

Not in attendance.

#### **4.04 DAC Classified Senate Update**

Ms. Barton reported that the DAC Classified Senate had its first meeting last month and is having its second meeting today at 11:30. Ms. Barton reported that the committee will be discussing professional development and that there will be more to report next meeting.

### **5. Unfinished Business**

#### **5.01 Classified Employee of the Year**

Mr. Downs reported that posters went out to the campuses two weeks ago and that right now the committee needs to be in promotional phase. Mr. Downs reported that the state has still not released the application materials but that people can start thinking about who they want to recommend.

#### **5.02 Goals of the CPDC**

Mr. Downs stated that he would like to get to a point where we officially recognize these goals. Mr. Downs stated that he would go through the goals one last time, to make sure the committee is okay with the wording, and then will send them out to the committee for a vote via email. Mr. Downs read through the goals for the committee. Mr. Downs asked the committee members in attendance if the goals were ready to be sent for a vote. The committee members in attendance were in agreement that they were ready.

#### 5.03 Update on HSI Speaker for November

Mr. Downs reported that we are not going to be able to pull this off for November and is thinking the third week in January. Mr. Downs explained that the Oxnard College performing arts center building is set up for large scale events and that this space would be great for this event. Mr. Downs said the event could be streamed so that everybody who could not attend would be able to watch it. Mr. Downs reported that he would bring three or four names, to the next meeting, to see what the committee thinks is best and then go from there.

### **6. New Business**

#### 6.01 Event Planning - Training and Professional Development

Mr. Downs said he will provide an update on items when he sends out the email to vote on the goals.

#### 6.02 Shared Governance Best Practices Training with Patti Blair

Ms. Chacon said that she will work with Patti Blair to secure a date for January. Mr. Downs said when he sends out the email to the committee he will ask for preferred times.

### **7. Budget**

#### 7.01 Budget Planning

Mr. Downs reported that this will go into the committee email as well. Mr. Downs said the problem is that this committee always has a surplus of budget. Mr. Downs would like to work on percentages of where the money should go Gilbert will put this in the email to the committee as well. Problem is we always have a surplus of a budget. Gilbert wants to work on percentages of where the money should go, instead of a dollar amount. Mr. Downs reported that he has a chart and philosophy on this that will be shared in the committee email.

### **8. Future Agenda Items**

HSI speaker update, Patti Blair training update, voting on goals update.

### **9. Future Meetings**

The next meeting will be Thursday, December 9, 2021.

### **10. Adjournment**

The meeting adjourned at 10:58 am.