



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

Present: Gilbert Downs, Maria Urenda, Alexander "Rock" Fredell, Matthew Moore, Gabby Chacon, Joe Eqsuivel, Felicia Torres, Amparo Medina, and Laura Knight.

Note Take: Kelly Barton

Absent: Claudia Barragan, Kelly Barton, Elizabeth Thompson, Sharon Oxford, Michael Ashton, Eric Lopez, Tracy Bosket, and Linda Faasua.

1. Call to Order

The meeting began at 1:34 pm.

2. Approval of Meeting Minutes

On motion by Alexander (Rock) Fredell and seconded by Laura Knight the minutes for the September 13, 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 Review of Action Items

Mr. Downs reported that Ms. Barragan wanted him to ask which campuses would like things printed (poster-wise). Mr. Down asked Mr. Fredell if a design had been made. Mr. Fredell reported that he did have a design that was approved. Mr. Fredell said that since the DAC is a small site we would only need two posters. Mr. Downs asked Ms. Chacon how many posters Moorpark would like. Ms. Chacon replied that ten posters would be good. Mr. Downs asked Mr. Moore if Ventura would like posters. Mr. Moore replied that ten posters would be nice. Mr. Downs reported that Oxnard would need eight posters and that he would put one up in each division office and the mailroom. Mr. Fredell shared the poster design in the chat.

4. Classified Senate President or Designee Reports

4.01 MC – Gabby Chacon (designee)

Ms. Chacon reported that the Moorpark Classified Professional Development committee sent out a survey. Ms. Chacon reported that they received more responses than usual and were offering a \$25 gift card to those who fully filled out the survey. Ms. Chacon said the survey showed people wanted to see more professional development on communication, time management, and interview skills. Ms. Chacon also reported that the survey takers reported really liking high FLEX and 20% said they do not have enough professional development while 8% said they had too much. Ms. Chacon finally reported that Moorpark discussed having Franklin Covey give a training on communication and time management and that they have a lot of guest speakers coming up, but nothing officially planned yet.

4.02 OC – Amparo Medina

Mr. Downs reported that Oxnard will have a small carnival, at the end of the month, for employees. Mr. Downs reported that there will be games and a Halloween costume competition. Mr. Downs reported that he is working with the city in regards to public transportation, in particular bus and bike routes. Mr. Downs explained that employees and students have a hard time getting from the north side to the south side. Mr. Downs reported that he is working on setting up the COVID testing center and is working with marketing to get the word out. Mr. Downs reported that the COVID testing location will be in the PE building. Mr. Downs finally reported that the Oxnard College Performing Arts building will be featured in the season finale of American Horror Story. Ms. Medina reported that the Professional Development Committee started to utilize funds for events related to equity. Ms. Medina reported that the PD Committee identified goals to accomplish this academic year including a newsletter and campus beautification project. Ms. Medina finally reported that there has been a push to develop and support the student workers with professional development.

4.03 VC – Felicia Torres (designee)

Ms. Torres reported that the Professional Classified Senate Development Committee met yesterday with not much attendance. Ms. Torres reported that there was good discussion of ideas for happenings on campus and a lengthy discussion about Chrome River

training. Ms. Torres also reported that they will be looking into more advanced Canvas training for faculty. Ms. Torres said a questionnaire was sent out to gather other ideas for professional development. Ms. Torres reported that she attended a Professional Development Coordination Council meeting where Jenifer Kalfsbeek-Goetz will be taking over leadership. Ms. Torres reported that they are looking to hire a provisional coordinator for professional development on campus.

4.04 DAC Classified Senate Update

Mr. Fredell reported that the DAC Classified Senate is official and will hold their first meeting a week from today. Mr. Fredell reported that the agenda and link should be emailed out soon. Mr. Fredell reported that he and the other executive officers met to start brainstorming ideas for professional development at the DAC and district wide.

5. Unfinished Business

5.01 Classified Employee of the Year

Mr. Downs reported that unfortunately the state still has not provided an application or solid dates. Mr. Downs said he is hoping things will be sent out over the next few weeks and that when they are an email will be sent out to everyone making them aware.

6. New Business

6.01 Cornerstone/Vision Resource Center

Ms. Knight shared the video she made showing how to access the Vision Resource Center. Ms. Knight explained that with the VRC, trainings can be assigned and Keenan safety trainings can be tracked. Ms. Knight said that employees can be sent an invitation to attend a training. Mr. Downs reported that he created a playlist and sent it to his employees last week. Mr. Downs said the only issue is that student workers and provisionals cannot access the trainings. Mr. Fredell suggested that Mr. Downs reach out to Dan Watkins regarding this.

6.02 Goals of CPDC

Mr. Downs reviewed the seven goals. Discussion ensued regarding the goals. Concerns were raised by Ms. Medina, Mr. Esquivel, and Ms. Torres regarding the hiring and exam process. Discussion ensued and Ms. Urenda explained the merit system, personnel commission, and appeals process. Mr. Downs asked Ms. Chacon to create a DEI related goal. Mr. Downs asked Mr. Fredell to look into changing the wording of goal #3. Mr. Downs liked Ms. Medina's idea of highlighting and focusing on a few goals for the year.

6.03 Event Planning - Training and Professional Development

Mr. Downs reported that the Classified Leadership Conference will be in person in Riverside in summer. Mr. Downs asked the committee what they think the next training should be. Mr. Downs said he will look into a HSI speaker for November.

6.04 California Community College Council for Staff and Organizational Development

Mr. Fredell reported that Ventura College is already a member but he just wanted to bring this to the committee for discussion. Mr. Fredell reported that this resource could bring more opportunities for professional development, especially for classified. Mr. Fredell reported that CCCCSO is very active on the Vision Resource Center and they have an entire group community. Mr. Fredell reported that CCCCSO offers conferences and workshops and an annual membership is \$117.00. Ms. Torres shared her experience with CCCCSO. Mr. Fredell suggested that all four sites attend the next CCCCSO conference.

7. Budget

7.01 Budget Planning

Mr. Downs reported that this will be discussed next meeting.

8. Future Agenda Items

Mr. Downs asked the committee for future agenda ideas. No ideas were received.

9. Future Meetings

The next meeting will be determined by a Doodle poll.

10. Adjournment

The meeting adjourned at 2: 34 pm.