



Classified Professional Development Committee (CPDC)
Meeting Minutes
September 13, 2021

Present: Claudia Barragan, Gilbert Downs, Maria Urenda, Alexander "Rock" Fredell, Laura Knight, Beth Thompson, and Matthew Moore.

Note Take: Kelly Barton

Absent: Michael Ashton, Sharon Oxford, Felicia Torres, Tracie Bosket, Joe Esquivel, Linda Faasua, Eric Lopez, Amparo Martinez, Linda Resendiz, Laura Barroso, and Gabby Chacon.

1. Call to Order

The meeting began at 10:32 am.

2. Approval of Meeting Minutes

On motion by Alexander (Rock) Fredell and seconded by Laura Knight the minutes for the August 9, 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
Not discussed.

4. Classified Senate President or Designee Reports

4.01 MC – Gabby Chacon (designee)

Absent from meeting.

4.02 OC – Amparo Medina

Absent from meeting.

4.03 VC – Felicia Torres (designee)

Absent from meeting.

4.04 DAC Classified Senate Update

Alexander "Rock" Fredell reported that DAC elections are currently taking place and the executive board should be in place by the end of the month. He also reported that the DAC Classified Senate should be able to participate in the October Board meeting. Claudia Barragan reported that Gabby Chacon had reached out to Patti Blair asking for guidance in regards to shared governance and Robert's Rules. Claudia said that Patti Blair offered to put together a training for classified staff.

5. Unfinished Business

5.01 Classified Employee of the Year

Claudia Barragan reported that she made the requested changes to the Classified Employee of the Year Marketing Materials. These changes included who the contacts were for the different sites. Claudia reported that the state Chancellor's Office has not updated the nomination form on their website. Claudia reported that she would like to get the marketing materials to the sites and update the website so people can start thinking about their nominations. Claudia reported that she would reach out to the Classified Senate Presidents to see how many posters they would like.

Claudia suggested sending out an email announcement with the old nomination form so that people can start thinking of whom they want to nominate. She said even though the form may change the content should stay the same. Matthew Moore asked if Claudia sensed there would be a major change to the nomination form. Claudia reported that a major change was made last year so she

doubts a huge change will happen this year. Matthew Moore suggested using the old form and then having information transferred over to the new form once we have it.

6. New Business

6.01 Cornerstone/Vision Resource Center

Claudia Barragan reported that Alexander "Rock" Fredell gave us a quick walk through at the last meeting. Laura Knight reported that it is a cool tool for classified staff. Claudia suggested sending out an email, from the CPDC, letting classified staff know of this resource. Laura Knight suggested an internal commercial or weekly podcast displaying tips and tricks from the Classified Professional Development Committee. Alexander "Rock" Fredell suggested incorporating this into the current "News You Can Use" or portal announcements. Claudia suggested something on a monthly basis as opposed to weekly.

Maria Urenda remarked that due to the low attendance of this 10:30 meeting she is concerned this is no longer a day/time that works for most. She suggested we reach out to the committee to reevaluate the day/time.

6.02 Goals of CPDC

Claudia Barragan reported that Gilbert Downs and Amparo Martinez were working on this item. Gilbert Downs reported that his plan, once the committee had an idea of the goals, was to work with James Schuelke, Oxnard's Director of Outreach and Marketing, to refine them.

Claudia Barragan remarked that due to low attendance we would revisit this item next month.

6.03 Event Planning - Training and Professional Development

Claudia Barragan reported that she looked into HSI trainings available and was having a hard time finding anything more than a PDF explaining HSI. Gilbert Downs reported that the implementation of Microsoft Teams is going to tomorrow's Board meeting. Gilbert asked about the HR side of HSI. Gilbert reported that other California Community Colleges are asking about HSI in their diversity questions on applications. Claudia reported that this is not currently being looked at. Gilbert Downs reported on the classified leadership conference. He said typically presenters are secured in November and registration opens up in January. Gilbert remarked that this conference is statewide and there are usually about 600-800 people who attend.

GD - California Community College Classified Senate statewide group (600-800) annual conference. Claudia reported that the classified professional development committee is interested in putting on a training with Patti Blair in regards to shared governance committees. Maria Urenda remarked reminding everyone that the contract has 18 hours of release time for participating on a committee.

6.04 California Community College Council for Staff and Organizational Development

Alexander "Rock" Fredell asked to table this item for the next meeting.

7. Budget

7.01 Budget Planning

Claudia Barragan reported that the budget is almost the full amount except for the wellness series, which has not come out of the budget yet. Gilbert Downs reported that he hopes to have a plan to bring to the next meeting.

8. Future Agenda Items

- Claudia Barragan reported that everything on this agenda would be on the future agenda due to low attendance.
- Patti Blair training
- Gilbert Downs asked about the distribution of the shirts from last year. Claudia Barragan remarked that she would get the list and that she and Gilbert can find a day to sort through the shirts and get them distributed to the campuses.

9. Future Meetings

The next meeting is October 11, 2021

10. Adjournment

The meeting adjourned at 11:07 am.