



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING  
December 14, 2020**

**In Attendance Via Zoom:** Claudia Barragan, Gilbert Downs, Laura Gentry, Sharon Oxford, Sunita Shelly, Elizabeth Thompson, Felicia Torres, and Maria Urenda.

**Did Not Attend:** Laura Barroso, Tracie Bosket, Joe Esquivel, Linda Fa’asua, Eric Lopez, Amparo Medina, Matthew Moore, and Linda Resendiz

Agenda Item	Notes	Action/Completion Timeline	Responsibility
<b>Open Meeting</b>	The meeting began at 3:05 p.m.	N/A	N/A
<b>1. Meeting Minutes</b>	<p>The minutes for the November 9, 2020, were tabled for approval at the next meeting due to an absence of a quorum.</p> <p>Maria Urenda announced that Claudia Barragan would be joining the committee as a designee for Vice Chancellor Laura Barroso.</p>	Add minutes to the next agenda for approval	J. Sturek
<b>2. Review of Action Items</b>	<p>During a review of the action items the following was discussed:</p> <ul style="list-style-type: none"> <li>• Jillian Sturek provided an update regarding BoardDocs Training for the committee members. She stated that the User Identification and passwords have been set-up. The next step would be to reach out to the committee members to set-up a training with Patti Blair.</li> <li>• It was determined that the Classified Employee of the year announcement would be sent out via email prior to the holiday break as a “coming soon” announcement.</li> <li>• It was as determined that a reminder would be sent out the first week of January after returning from break.</li> </ul>	<p>Set-up BoardDocs Training with Patti Blair</p> <p>Send out announcements for Classified Employee of the Year</p>	<p>J. Sturek</p> <p>J. Sturek</p>
<b>3. Committee Member Introductions</b>	Each of the committee member took turns introducing themselves.	N/A	N/A
<b>4. Classified Senate President or Designee Reports</b>	<p>a. MC – Linda Resendiz</p> <ul style="list-style-type: none"> <li>• Linda Resendiz was not present; therefore, no report was given for Moorpark College.</li> </ul> <p>b. OC – Amparo Medina was not present to provide a report.</p> <ul style="list-style-type: none"> <li>• Gilbert Downs gave a brief report on Amparo Medina’s behalf. Gilbert reported that Oxnard College has been working for the last three months on a new initiative called “Caring Campus”, The</li> </ul>	N/A	N/A



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	<p>college is talking about bring the Kudos Program and the Employee of the Month Program from Moorpark College. Gilbert then mentioned that the Work life Balance Webinar recently hosted by Moorpark College was very beneficial.</p> <p>c. VC – Felicia Torres</p> <ul style="list-style-type: none"> <li>Felicia Torres reported that Ventura College Classified Senate had met the previous week to work on their new website and bring it alive. She also mentioned that they were starting to set up a CANVAS shell that will be used for employee orientation and event announcements. Then as a spin off, we are offering a CANVAS shell training during flex week. She also reported that Ventura College had formed a monthly subcommittee of administrative assistants for open discussions and sharing of best practices.</li> </ul>		
<p><b>5. Classified Training Topics</b></p>	<ul style="list-style-type: none"> <li>Laura Gentry mentioned podcasts that were available which included training topics such as Time Management, Work life Balance, and Goals Setting. She suggested either hiring someone to present these topics or having someone facilitate the podcasts. Other topics she mentioned included Adobe Sign, Share point, and Microsoft Teams.</li> <li>Claudia Barragan suggested topics such as Google Drive, Interview Skills Workshops, and Goal Setting.</li> <li>Maria Urenda agreed with Claudia and indicated that staff expressed interest in topics such as Interviewing, Promoting, Desk Audits, and Working Out-Of-Class. Then she suggested potentially doing a series with a workshop(s) followed by a speaker and keeping it to 1 hour or 90 minutes.</li> <li>A discussion ensued between committee members to set-up a Microsoft Teams account for the Classified Professional Development Committee.</li> <li>Felicia Torres suggested keeping the trainings to 1 hour or 90-minute and perhaps incorporating a presentation with breakout rooms and chatrooms. She also mentioned topics, which included Conflict Management, Nutrient, and Lowering Resting Heart Rate. Next, she</li> </ul>	<p>Set-up a Microsoft Teams account and start a chat for the committee members before the January meeting.</p> <p>Committee members to start talking about set-up training opportunities.</p>	<p>J. Sturek</p> <p>Committee members</p>



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	<p>asked the question on how the district would include the Maintenance and Operations staff.</p> <ul style="list-style-type: none"> <li>○ A discussion ensued among staff members regarding the logistics of including the Maintenance and Operations staff. Maria Urenda confirmed that SEIU was able to provide the Maintenance and Operations staff the proper set-up during contract ratification, and that it can be accomplished with proper planning.</li> <li>● Gilbert Downs mentioned doing a training on Microsoft Teams.</li> </ul>		
<b>6. Career Advancement within Organization</b>	<ul style="list-style-type: none"> <li>● Tabled to the next meeting</li> </ul>	Add to next agenda	J. Sturek
<b>7. Career Mentorship</b>	<ul style="list-style-type: none"> <li>● Tabled to the next meeting</li> </ul>	Add to next agenda	J. Sturek
<b>8. Budget</b>	<ul style="list-style-type: none"> <li>● The committee members briefly discussed the budget for 111-82138-XXXX-675000. It was determined that the committee would look for training opportunities to use for the remaining available funds. It was also determined that the cut-off to use the remaining funds for this fiscal year was mid-April.</li> <li>● Additional discussions continued regarding using the sweatshirts and t-shirts as giveaways for those that attend a training and potentially mailing them out to attendees.</li> </ul>	Ongoing discussions regarding training opportunities and giveaways	All Committee Members
<b>9. Future Agenda Items</b>	N/A	N/A	N/A
<b>10. Next Meeting</b>	January 11, 2021, 3:00 p.m.	N/A	N/A
<b>11. Adjournment</b>	Meeting adjourned at 4:23 p.m.	N/A	N/A

[Notes by Jillian Sturek]