



## Classified Professional Development Committee (CPDC)

### Meeting Minutes

February 9, 2021

**Present:** Claudia Barragan, Jenine Daly, Gilbert Downs, Joe Esquivel, Alexander (Rock) Fredell, Laura Gentry, Amparo Medina, Sharon Oxford, Linda Resendiz, Elizabeth Thompson, Felicia Torres, and Maria Urenda.

**Absent:** Tracie Bosket, Linda Fa'asua, Eric Lopez, Matthew Moore. **Note Take:** Jillian Sturek

#### 1. Open Meeting

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- a) The meeting began at 3:06 p.m.

#### 2. Approve Meeting Minutes

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The minutes for the meetings listed below were approved without objection. A discussion ensued regarding if the committee required a quorum to approve minutes. It was decided that the committee did not need a quorum to approve the minutes going forward.

- a) November 9, 2020
- b) December 14, 2020
- c) January 11, 2021

**Action:** Post approved minutes to the website.

**Completion Time:** ASAP

**Responsible:** Jillian Sturek

#### 3. Review of Action Items

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- a) Review of Action Items (Maria Urenda)

During a review of the action items the following was discussed:

- Board Docs training occurred on Thursday, February 4, 2021. It was decided that the March 8, 2021 meeting would be hosted on Board Docs.

**Action:** Send Board Docs training recording to committee members

**Completion Time:** ASAP

**Responsible:** Jillian Sturek

**Action:** Set-up March agenda in Board Docs

**Completion Time:** ASAP

**Responsible:** Jillian Sturek

- The Classified Employee of the Year Call for Nomination announcement went out and the deadline for nominations is Thursday, February 25, 2021. A discussion ensued regarding the selection process. A subsequent discussion ensued regarding the plaques and if we could have them ready for the March 9, 2021, Board meeting. It was determined that if they plaques could not be ready in time for the Board meeting that mock plaques would be created to present.

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

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- a) MC – Linda Resendiz  
Linda Resendiz had nothing to report.

- b) OC – Amparo Medina  
Amparo Medina reported that Oxnard College Senate held it's first mental health workshop which was hosted by a mental health counselor. Ms. Medina also mentioned that the second mental health workshop is scheduled to be held on February 19, 2021 which will focus on mental health awareness in student and how best to support them. Ms. Medina also discussed that the college is currently hosting Friday Professional Development sessions, workout and meditation sessions.
- c) VC – Felicia Torres (designee)  
Felicia Torres had nothing to report

## **5. Classified Employee of the Year**

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Was discussed as part of the item 3 of the agenda.

## **6. Finalize Classified Training (Jenine Daly)**

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Jenine Daly addressed the committee and asked for their help in finalizing a date and time for the training. A discussion ensued among the committee members and they decided on Thursday, March 30, 2021, from 8:30 a.m. to 10:00 a.m. Another discussion ensued regarding topics. Topics of interest included motivation, mental health, anti-racism, productivity, and time management goals. The committee chose "Working Remote Best Practices". Alexander (Rock) Fredell was selected to co-host.

## **7. Budget**

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Maria Urenda reviewed the budget. Ms. Daly asked if the budget could be used for the training. A discussion ensued regarding budget usage. Suggestions made included purchase coffee and snacks for those on campus during the event, buying swag (water bottles, pens and masks). Ms. Urenda indicated that she would advise Vice Chancellor Barroso of the upcoming training so she may share it with Cabinet to obtain their support. Ms. Urenda also committed to emailing the committees to bring their ideas regarding budget to the next meeting.

**Action:** Email committee members to bring budget ideas to next meeting.

**Completion Time:** ASAP

**Responsible:** Maria Urenda

## **8. Career Advancement within an Organization**

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Ms. Urenda acknowledged that Gabby Chacon presented on both Career Advancement within an Organization and Career Mentorship at the February meeting on behalf of Linda Resendiz and then asked Ms. Resendiz if she had anything to add. Ms. Resendiz stated that she wanted it brought to the committee's attention because she has a lot of interest at Moorpark College. A discussion ensued among committee members regarding the topics and the Classified Professional Development Plan.

## **9. Career Mentorship**

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Item 9 was discussed as part of item 8.

## **10. Future Agenda Items**

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- a) Training Event "Working Remote Best Practices" – March 30, 2021
- b) Swag Ideas
- c) Future Training Topics

## **11. Future CPDC Meeting Dates**

d) Future CPDC Meeting Dates

March 8, 2021

April 12, 2021

May 10, 2021

June 14, 2021

July 12, 2021

August 9, 2021

September 13, 2021

October 11, 2021

November 8, 2021

December 13, 2021

## **10. Adjournment**

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The meeting adjourned at 4:39 p.m.