



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING  
November 9, 2020**

**In Attendance Via Zoom:** Laura Barroso, Claudia Barragan, Gilbert Downs, Joe Esquivel, Linda Fa’asua, Laura Gentry, Amparo Medina, Sharon Oxford, Sunita Shelly, Linda Resendiz, Elizabeth Thompson, Felicia Torres, and Maria Urenda.

**Did Not Attend:** Matthew Moore, Tracie Bosket, and Eric Lopez

**Date Approved:**

Agenda Item	Notes	Action/Completion Timeline	Responsibility
<b>Open Meeting</b>	The meeting began at 3:06 p.m.	N/A	N/A
<b>1. Meeting Minutes</b>	<p>Prior to the approval of the minutes, a discussion ensued among the committee members regarding membership. It was determined that Claudia Barragan would serve as a designee for the Vice Chancellor of Human Resources and that Gilbert Downs would attend as a subject matter expert.</p> <p>On motion by Felicia Torres and seconded by Joe Esquivel the minutes for the September 14, 2020, were approved with the deletion of “first time funds were set aside for faculty”, all present were in favor.</p>	Post the approved minutes to the website	J. Sturek
<b>2. Classified Senate President or Designee Reports</b>	<p>a. MC – Linda Resendiz</p> <ul style="list-style-type: none"> <li>Linda Resendiz reported that the college was working on their next professional development training with CSUCI. She stated that the training title would be <i>Work life Balance</i> and that it was scheduled for December 1, 2020.</li> </ul> <p>b. OC – Amparo Medina</p> <ul style="list-style-type: none"> <li>Amparo Medina reported that the college’s professional development committee would be holding a workshop in January for faculty regarding supporting students regarding equity and social justice. She also stated that the Classified Senate was discussing other opportunities including Microsoft Excel and Yoga.</li> </ul> <p>c. VC – Felicia Torres</p> <ul style="list-style-type: none"> <li>Felicia Torres reported that Ventura Classified Senate hosted a pumpkin contest and gave a \$25 gift card to the winner, which was donated by the Executive Board. She also reported that they were</li> </ul>	N/A	N/A



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	working on small work groups regarding social justice to help get more people involved on campus.		
<b>3. Budget</b>	<ul style="list-style-type: none"> <li>The committee members briefly discussed the budget. It was determined that the budget for org 82138 would be reviewed by the members regularly.</li> </ul>	N/A	N/A
<b>4. BoardDocs for Agenda Setting and Minutes</b>	<ul style="list-style-type: none"> <li>The committee members discussed using the Boarddocs platform for the meeting. The committee unanimously agreed to use Boarddocs in the future for agenda setting and minutes. Jillian Sturek was tasked with arranging training and user identifications and passwords for the members.</li> </ul>	ASAP	J.Sturek
<b>5. Classified Employee Training Survey Results</b>	<ul style="list-style-type: none"> <li>A discussion occurred among the committee members regarding the survey results. Topics for future training were discussed which included Adobe Sign and Microsoft Teams. Elizabeth Thompson offered some helpful tips regarding Adobe Sign. Matthew Moore indicated he had a good training regarding Adobe. Linda Resendiz suggested a series of short training. It was then recommended to start training in January.</li> </ul>	Add to next agenda.	J. Sturek
<b>6. Classified Employee of the Year</b>	<ul style="list-style-type: none"> <li>A discussion occurred surrounding when the application would be published. Jillian Sturek stated that the State Chancellors office had confirmed it was typically published in late January. Jillian Sturek was then tasked with following up with California Community Colleges Chancellor's Office. It was also recommended that an announcement be sent out indicated more information to follow.</li> </ul>	Follow-up with State Chancellor's Office.  Send out an announcement with more information to follow.	J. Sturek  J. Sturek
<b>7. 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>8. Career Mentorship</b>	<ul style="list-style-type: none"> <li>Tabled to the next meeting</li> </ul>	Add to next agenda	J.Sturek
<b>9. Future Agenda Items</b>	N/A	N/A	N/A
<b>10. Next Meeting</b>	December 14, 2020, 3:00 p.m.	N/A	N/A
<b>11. Adjournment</b>	Meeting adjourned at 4:28 p.m.	N/A	N/A

[Notes by Jillian Sturek]