



## CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING January 11, 2021

**In Attendance Via Zoom:** Claudia Barragan, Jenine Daly, Gilbert Downs, Alexander (Rock) Fredell, Laura Gentry, Amparo Medina, Elizabeth Thompson, Felicia Torres, and Maria Urenda. **Guest:** Gabby Chacon **Note Take:** Jillian Sturek

**Did Not Attend:** Tracie Bosket, Joe Esquivel, Linda Fa'asua, Eric Lopez, Matthew Moore, Sharon Oxford, and Linda Resendiz

Agenda Item	Notes	Action/Completion Timeline	Responsibility
<b>Open Meeting</b>	The meeting began at 3:00 p.m.	N/A	N/A
<b>1. Meeting Minutes</b>	<p>The minutes for the November 9, 2020, and December 14, 2020, were tabled for approval at the next meeting due to an absence of a quorum.</p> <p>A discussion ensued regarding whether a quorum is needed for approval of the minutes as the committee was not part of the Decision Making Handbook. It was decided to bring the minutes back to the next meeting for approval.</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>The status of the receipt of the Classified Employee of the Year Application. It was decided that once the application is received that a Banner be added to the district and college websites.</li> <li>Jillian Sturek provided an update regarding the BoardDocs Training and indicated that Patti Blair would be sending out an Outlook invitation shortly.</li> </ul>	<p>Follow-up with the State Chancellor's Office on the status of the Classified Employee of the Year application</p> <p>Set-up BoardDocs Training with Patti Blair</p>	<p>J. Sturek</p> <p>J. Sturek</p>
<b>3. Classified Senate President or Designee Reports</b>	<p>a. MC – Linda Resendiz</p> <ul style="list-style-type: none"> <li>In Linda Resendiz absence, Gabby Chacon reported that Moorpark College Senate hosted a Career Advancement Workshop and it received positive feedback. Ms. Chacon suggested it is something the district should do more often.</li> <li>OC – Amparo Medina report that Oxnard College Senate hosted their Flex Week workshops that extended the theme on "Caring Campus and Commitment". Ms. Medina also discussed upcoming planned events entitled <i>Facilitator Fridays</i>. Ms. Medina confirmed</li> </ul>	N/A	N/A



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	<p>that the first <i>Facilitator Friday</i> event is scheduled for the first Friday in February and it will be focused on Mental Health and will include weekly exercise that will rotate between Physical Education Instructors.</p> <p>b. VC – Felicia Torres</p> <ul style="list-style-type: none"> <li>Felicia Torres reported that Ventura College Classified Senate hosted its Flex Day activities and had a Keynote speaker and hosted two sessions related to Canvas.</li> </ul>		
<b>4. Membership Update</b>	<ul style="list-style-type: none"> <li>Maria Urenda discussed the current committee membership and the adding subject matter experts.</li> </ul>	N/A	N/A
<b>5. Finalize Classified Training Topics</b>	<ul style="list-style-type: none"> <li>Claudia Barragan opened the discussion to the committee to share topics for future training events.</li> <li>Maria Urenda discussed how past practice for hosting a training involved a lead person who was responsible for picking a date, selection of a topic, securing a speaker if applicable.</li> <li>A discussion ensued among committee members regarding training topics.</li> <li>Jenine Daly volunteered to take on the first training. The committee settled on the topics of Adobe and Teams. The committee agreed to discuss dates via Teams Chat.</li> </ul>	<p>Schedule training regarding Adobe and Microsoft Teams</p> <p>Select a date for the training via Microsoft Teams</p>	<p>Jenine Daly</p> <p>Committee members</p>
<b>6. Career Advancement within Organization</b>	<ul style="list-style-type: none"> <li>Tabled to the next meeting</li> <li>Gabby Chacon stated that she believed that Linda Resendiz placed this item on the agenda for discussion to inquire if there were tools already in place for classified employees.</li> <li>Claudia Barragan stated that she had Interview Skills Workshop materials that could be modified and ready to present in a few weeks. She also stated that HR should have regular workshops.</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> <li>Gabby Chacon stated that Linda Resendiz was aware of the Leadership Academy but was wondering if there were any other district mentoring programs.</li> </ul>	<p>Add to next agenda</p> <p>Share the PPDP in Microsoft Teams</p>	<p>J. Sturek</p> <p>J. Sturek</p>



<http://www.vcccd.edu/departments/human-resources/professional-development/classified-professional-development-committee>

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	<ul style="list-style-type: none"><li>Claudia Barragan stated there wasn't anything districtwide but there is a (PPDP) Personal Professional Development Plan that can be utilized as part of a mentorship program</li></ul>		
<b>8. Budget</b>	<ul style="list-style-type: none"><li>The committee members discussed the funds for budget 111-82138-XXXX-675000 and allowable expenditures.</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>	February 8, 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]