



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

In Attendance Via Zoom: Laura Barroso, Gilbert Downs, Laura Gentry, Amparo Medina, Matthew Moore, Sunita Shelly, Linda Resendiz, Elizabeth Thompson, Felicia Torres, Maria Urenda, and Sharon Oxford

Did Not Attend: Tracie Bosket, Joe Esquivel, Linda Fa’asua, and Eric Lopez

Date Approved:

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Open Meeting	The meeting began at 3:06 p.m.	N/A	N/A
1. Meeting Minutes	<p>On motion by Felicia Torres and seconded by Sunita Shelly the minutes for the May 11, 2020, were approved, all present were in favor.</p> <p>On motion by Felicia Torres and seconded by Sunita Shelly the minutes for the July 13, 2020, were approved, all present were in favor.</p> <p>On motion by Felicia Torres and seconded by Sunita Shelly the minutes for the August 10, 2020, were approved, all present were in favor.</p>	Post the approved minutes to the website	J. Sturek
2. Classified Senate President or Designee Reports	<p>a. MC – Linda Resendiz</p> <ul style="list-style-type: none"> • Linda Resendiz reported that the college was working with CSUCI to host an event on October 1, 2020 at 1:00 p.m. The title of the event is <i>Value Culture Competencies</i>. She also reported that the college was continuing to work on organizing four (4) social justice workgroups. <p>b. OC – Amparo Medina</p> <ul style="list-style-type: none"> • Amparo Medina reported that the college’s professional development committee starting using BoardDocs. She also reported the Oxnard Classified Development Committee met to set their annual goals, and classified to attend conferences. She then mentioned several upcoming conferences including Guided Pathways (end of September), HACU (end of October), Annual League (November 17-20, 2020), and LGBT Conference (April 20-29, 2021). 	N/A	N/A



Agenda Item	Notes	Action/Completion Timeline	Responsibility
	c. VC – Felicia Torres <ul style="list-style-type: none"> Felicia Torres reported that Ventura Classified Development Committee met on August 20th and September 3rd to do their annual goal setting. 		
3. Classified Employee of the Year	<ul style="list-style-type: none"> A discussion occurred regarding the announcement for the selection process for the Classified Employee of the Year. It was decided that an introductory announcement via email would go out with indicating more information would be forthcoming. 	Send out introductory announcement via email.	J. Sturek
4. Classified Employee Training Survey Results	<ul style="list-style-type: none"> Discussion occurred among the committee members regarding the survey questions. It was recommended that the survey be sent out on Tuesday, September 22, 2020, and a reminder be sent out on September 29, 2020. It was also recommended that the survey be left open until October 2, 2020, and the results would be discussed at the next meeting. It was also recommended that a new survey be conducted in June, and it should be added as an item for the April meeting agenda for discussion. 	Send out Classified Employee Training Survey via email	J. Sturek
5. Budget	<ul style="list-style-type: none"> The committee reviewed the budget. It was determined by the committee that only the budget for ORG 82138 would be reviewed by the committee. A discussion ensued among the committee members regarding the budget. It was decided that a meeting should be scheduled with the three Classified Senate Presidents and the Committee Chairs to discuss the budget further. Laura Barroso asked if the t-shirts could be sent over to the DAC? 	Schedule a meeting with the three Classified Senate Presidents and the Committee Chairs. Ship t-shirts to DAC	J. Sturek G. Downs
6. Future Agenda Items	N/A	N/A	N/A
7. Next Meeting	October 12, 2020, 3:00 p.m.	N/A	N/A
8. Adjournment	Meeting adjourned at 4:30 p.m.	N/A	N/A

[Notes by Jillian Sturek]