



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING**  
**January 13, 2020, 1:30 p.m.**  
**District Administrative Center – Santa Rosa Conference Room 209**

**In Attendance:** Laura Barroso, Gilbert Downs, Elizabeth Thompson, and Maria Urenda  
**Via Skype:** Joe Esquivel, Linda Fa’asua, Amparo Medina, Sharon Oxford, and Felicia Torres  
**Did Not Attend:** Tracie Bosket, Eric Lopez, Matthew Moore, and Tina Quigley  
**Date Approved:**

Agenda Item	Notes	Action/Completion Timeline	Responsibility
<b>Open Meeting</b>	The meeting began at 1:30 p.m.	N/A	N/A
<b>1. Meeting Minutes</b>	The minutes for October 7, 2019, were approved without objection	Post to website	J. Sturek
<b>2. 2020 Meeting Schedule</b>	<ul style="list-style-type: none"> <li>• Meetings for 2020 would occur on the 2<sup>nd</sup> Monday, beginning at 3:00 p.m. and ending at 4:30 p.m., all were in favor.</li> </ul>	Send out Outlook appointments to committee members	J. Sturek
<b>3. Committee Charge / Direction / Membership</b>	<ul style="list-style-type: none"> <li>a. Charge               <ul style="list-style-type: none"> <li>○ Include Employee Recognition</li> <li>○ Focus on All Three Campuses</li> <li>○ Goal – Increase Employees Awareness of Services Available at each Campus</li> </ul> </li> <li>b. Membership               <ul style="list-style-type: none"> <li>○ Membership was confirmed as follows:                   <ul style="list-style-type: none"> <li>▪ Gilbert Downs (MC) – Thru June 30, 2020.</li> <li>▪ Amparo Medina (OC)</li> <li>▪ Felicia Torres (VC) – (designee)</li> <li>▪ Maria Urenda SEIU Rep</li> <li>▪ Linda Faasua (OC) Supervisor</li> <li>▪ Erik Lopez (MC) Supervisor</li> <li>▪ Joe Esquivel (VC) Supervisor</li> <li>▪ Beth Thompson (DAC) Supervisor</li> <li>▪ Laura Gentry (OC) Instructional Technologist</li> <li>▪ Sharon Oxford (VC) Instructional Technologist</li> </ul> </li> <li>○ A discussion occurred regarding selecting a co-chair.</li> </ul> </li> </ul>	<p>Review Charge and continue conversation at next meeting</p> <p>Ask Tina Quigley to be DAC Rep</p> <p>N/A</p>	<p>Committee</p> <p>M. Urenda</p> <p>N/A</p>



Agenda Item	Notes	Action/Completion Timeline	Responsibility
<b>3. Committee Charge / Direction / Membership (cont.)</b>	<ul style="list-style-type: none"> <li>○ Beth Thompson nominated Maria Urenda, Gilbert Downs seconded. All were in favor. Maria Urenda accepted.</li> </ul>	N/A	N/A
<b>4. Training</b>	<ul style="list-style-type: none"> <li>a. CBT Report               <ul style="list-style-type: none"> <li>• Discussion occurred regarding surveying classified staff to see what training would be beneficial.</li> </ul> </li> <li>b. 2020 4CSD Annual Conference, March 4-6, Claremont, California               <ul style="list-style-type: none"> <li>• Discussion occurred regarding the training and who wanted to attend. Those interested in attending to email Laura Barroso.</li> <li>• Further discussion occurred around reviving Training and Tours.</li> <li>• Laura Barroso suggested a topic like Empowering Your Workforce, if we set a date the presidents could come and speak about the future of the district and what they do to contribute.</li> <li>• It was determined that April 9, 2020, would be the best date to host a Training &amp; Tours.</li> </ul> </li> </ul>	Survey Classified Staff	Committee members
<b>5. Lynda.com Campaign</b>	<ul style="list-style-type: none"> <li>• Ask the Information Technology department to integrate the Statewide Resource Center to our website.</li> </ul>	Follow-up with I.T.	F. Torres, M. Urenda
<b>6. 2020 Classified Employee of the Year</b>	<ul style="list-style-type: none"> <li>• Each campuses confirmed that they had only received one nominee.</li> </ul>	N/A	N/A
<b>7. Discussion Items</b>	<ul style="list-style-type: none"> <li>a. PPDP (Personal Professional Development Plan)               <ul style="list-style-type: none"> <li>• PPDP was originally created by Patti Blair</li> <li>• The committee discussed revisiting the intent of the document. Further discussion occurred about what a PPDP is and perhaps implementing a mentorship program. Further discussion will continue to the next meeting.</li> </ul> </li> </ul>	Check in with the following individuals to gain their perspective on what the intent of the PPDP:  Olivia Long Patti Blair Ashley	F. Torres M. Urenda L. Fa'asua
<b>8. Next Meeting</b>	February 10, 2020, 3:00 p.m. to 4:30 p.m. at DAC in Conference Room 209 – Santa Rosa	N/A	N/A

[Notes by Jillian Sturek]