



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
Open Meeting	The meeting began at 1:30 p.m.	N/A	N/A
1. Meeting Minutes	The minutes for October 7, 2019, were approved without objection	Post to website	J. Sturek
2. 2020 Meeting Schedule	<ul style="list-style-type: none"> • Meetings for 2020 would occur on the 2nd Monday, beginning at 3:00 p.m. and ending at 4:30 p.m., all were in favor. 	Send out Outlook appointments to committee members	J. Sturek
3. Committee Charge / Direction / Membership	<ul style="list-style-type: none"> a. Charge <ul style="list-style-type: none"> ○ Include Employee Recognition ○ Focus on All Three Campuses ○ Goal – Increase Employees Awareness of Services Available at each Campus b. Membership <ul style="list-style-type: none"> ○ Membership was confirmed as follows: <ul style="list-style-type: none"> ▪ Gilbert Downs (MC) – Thru June 30, 2020. ▪ Amparo Medina (OC) ▪ Felicia Torres (VC) – (designee) ▪ Maria Urenda SEIU Rep ▪ Linda Faasua (OC) Supervisor ▪ Erik Lopez (MC) Supervisor ▪ Joe Esquivel (VC) Supervisor ▪ Beth Thompson (DAC) Supervisor ▪ Laura Gentry (OC) Instructional Technologist ▪ Sharon Oxford (VC) Instructional Technologist ○ A discussion occurred regarding selecting a co-chair. 	<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
3. Committee Charge / Direction / Membership (cont.)	<ul style="list-style-type: none"> ○ Beth Thompson nominated Maria Urenda, Gilbert Downs seconded. All were in favor. Maria Urenda accepted. 	N/A	N/A
4. Training	<ul style="list-style-type: none"> a. CBT Report <ul style="list-style-type: none"> • Discussion occurred regarding surveying classified staff to see what training would be beneficial. b. 2020 4CSD Annual Conference, March 4-6, Claremont, California <ul style="list-style-type: none"> • Discussion occurred regarding the training and who wanted to attend. Those interested in attending to email Laura Barroso. • Further discussion occurred around reviving Training and Tours. • 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. • It was determined that April 9, 2020, would be the best date to host a Training & Tours. 	Survey Classified Staff	Committee members
5. Lynda.com Campaign	<ul style="list-style-type: none"> • Ask the Information Technology department to integrate the Statewide Resource Center to our website. 	Follow-up with I.T.	F. Torres, M. Urenda
6. 2020 Classified Employee of the Year	<ul style="list-style-type: none"> • Each campuses confirmed that they had only received one nominee. 	N/A	N/A
7. Discussion Items	<ul style="list-style-type: none"> a. PPDP (Personal Professional Development Plan) <ul style="list-style-type: none"> • PPDP was originally created by Patti Blair • 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. 	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
8. Next Meeting	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]