



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
APRIL 13, 2020, 3:00 p.m.**

Zoom Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/107367422>

In Attendance Via Skype: Laura Barroso, Gilbert Downs, Elizabeth Thompson, Maria Urenda, Joe Esquivel, and Felicia Torres, Amparo Medina, Linda Fa’asua, Sunita Shelly

Did Not Attend: Laura Gentry, Sharon Oxford, Tracie Bosket, Eric Lopez, and Matthew Moore

Date Approved:

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Open Meeting	The meeting began at 3:00 p.m.	N/A	N/A
1. Meeting Minutes	On motion by Felicia Torres and seconded by Linda Fa’asua the minutes for February 10, 2020, were approved, all present were in favor.	Post to website	C.Chavez
2. 2020 Meeting Schedule	<ul style="list-style-type: none"> • Meetings for 2020 are scheduled on the 2nd Monday, beginning at 3:00 p.m. and ending at 4:30 p.m., all were in favor. 	Send out calendar invites with Zoom	C.Chavez
3. Classified Senate President or Designee Reports	<ul style="list-style-type: none"> a. MC – Gilbert Downs <ul style="list-style-type: none"> • Moorpark College has offered 3 to 4 on-campus trainings to staff since the stay at home order has gone out, focused on Zoom, Canvas, Camtasia, etc. Gilbert is currently working on a webinar addressing work-life balance – when to turn things off. Gilbert has noticed the fees are somewhat less, but still quite pricey depending on the size of the audience. He has found an increase in Classified Senate participation recently. The company he is currently working with is Franklin Covey. b. OC – Amparo Medina <ul style="list-style-type: none"> • Oxnard College is offering Zoom and Canvas workshops for staff. Classified Senate is still meeting once per month. Amparo has been sharing multiple free webinars addressing valuable topics, giving all employees options to learn when they are available. c. VC – Felicia Torres <ul style="list-style-type: none"> • Ventura College has expressed a need to connect, be informed, get settled and learn how to work remotely. Classified Senate met early this month. More people attended this remote meeting. People seemed more available and enjoyed seeing each other on camera. 	N/A	N/A



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	<p>At the Classified Senate meeting, Seb shared tips and tricks of working from home. They have a Professional Development meeting schedule later in the month. She enjoyed the 4CSD conference and would recommend other Classified employees attend.</p>		
<p>4. Training</p>	<p>a. 2020 4CSD Annual Conference, March 4-6, Claremont, California</p> <ul style="list-style-type: none"> • Felicia and Gilbert shared their wonderful experience at the 4CSD conference. Some of the highlights were: <ul style="list-style-type: none"> ○ Scott Miller who spoke about perspectives, strengths and weaknesses and how to best utilize them ○ Vision Resource Center and Cornerstone –the state needs to better communicate what is offered to HR, integration needs to occur. ○ Eagles in Flight, Mt. San Jacinto, new employee training and mentorship program ○ Franklin Covey presenter, on Unconscious Bias, Understanding Bias to Unleash Potential ○ Lebaron Woodyard, who had advocated for many years for funding for Classified professional development presented. Gilbert praised our college for making it easy to access and spend the allocated money on actual training and professional development. 	<p>Share handouts and presenter information with Maria and Laura</p>	<p>F. Torres G. Downs</p>
<p>5. Integration of Statewide Resource Center to VCCCD Website</p>	<ul style="list-style-type: none"> • Maria did some research on the Vision Resource Center integration. Amparo provided the following link to sign up: https://visionresourcecenter.cccco.edu/integration/ The next upcoming webinar for college leadership and HR professionals to sign up for is Thursday, May 14th. 	<p>Sign-up for Webinar</p> <p>Add to next agenda</p>	<p>M. Urenda/L. Barroso</p> <p>C.Chavez</p>
<p>6. 2020 Classified Employee of the Year Report Out</p>	<ul style="list-style-type: none"> • Maria shared that at the last in-person Board of Trustees meeting, Susan Royer from Ventura College was announced as the districtwide employee of the Year. Gilbert reported that the statewide employee announcement had been delayed until May. 	<p>N/A</p>	
<p>7. Committee Budget Update</p>	<ul style="list-style-type: none"> • Tabled 	<p>Acquire Budget from Business Services</p>	<p>C.Chavez</p>



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	<ul style="list-style-type: none"> Discussion occurred about ordering hoodies to potentially sell. Gilbert Downs stated he had a vendor where he could order hoodies. Laura Barroso mentioned she would be interested in seeing a different logo that our marketing department could develop. Maria recalled a suggestion for all the logos from each campus on the hoodies. The committee would like to purchase hoodies with zippers and if possible shirts. 	Work with District Marketing to develop a design and order hoodies by April 30 th deadline.	L. Barroso G. Downs
8. Discussion Items	<p>a. PPDP (Personal Professional Development Plan)</p> <ul style="list-style-type: none"> Laura mentioned that she is interested in learning more about Gilbert's presentation from Franklin Covey regarding Work/Life Balance. Gilbert shared a handout titled Building your Remote Work Muscle. Laura welcomed Sunita to the Committee 		
9. Next Meeting	May 11, 2020, 3:00 p.m. to 4:30 p.m. at DAC	N/A	N/A

[Notes by Cece Chavez]