



CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING

May 11, 2020

Zoom Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/96484147081>

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

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

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 Joe Esquivel and seconded by Maria Urenda the minutes for April 13, 2020, were approved, all present were in favor.	Post to website	C.Chavez
2. 2020 Meeting Schedule	<ul style="list-style-type: none"> Discussion ensued regarding the scheduled time of the DPDC meeting. The Committee was in favor of keeping the 2020 meetings scheduled for 2020 the 2nd Monday, beginning at 3:00 p.m. and ending at 4:30 p.m. Discussion ensued regarding having a DPDC meeting during summer or not. Amparo suggested taking June off and returning in July with online professional development ideas. Laura shared that she would be interested in developing a mentorship program and different ideas to engage and support employees in their professional development. Maria agreed that we should take the month of June off, but that work should still take place. Amparo suggested sending out a survey to see what type of professional resource development opportunities our Classified staff are interested in. She also suggested an email going out from DPDC announcing the Summer Leadership Series led by 4CS scheduled for June 8-11. Maria suggested sending the survey out within the next couple of weeks. Laura advised the Committee to send Cece suggested survey questions by Monday, May 18th. Amparo also suggested bringing back Dr. Wood and Dr. Harris to put on a training for EEO, DCHR and CPDC regarding Racial Bias and Macroaggressions for all employees. 	<p>Post schedule to website</p> <p>Send survey questions suggestions to Cece by 5/18/20</p> <p>Send webinar from Dr. Wood and Dr. Harris for all DPDC member to review by next meeting</p>	<p>C.Chavez</p> <p>DPDC members</p> <p>A. Medina</p>
3. Classified Senate President or Designee Reports	<p>a. MC – Gilbert Downs</p> <ul style="list-style-type: none"> Moorpark College Classified Senate is meeting biweekly to stay in touch and share updates. The college has been offering weekly trainings by instructional technologist. Attendance and participation 	N/A	N/A



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	<p>has been high. Laura requested that the Moorpark training opportunities be offered to the DAC staff as well. Gilbert brought up the importance of making sure that employees are aware that they still need to get approval from their supervisors to attend these trainings. Over the weekend, about 450 cars drove thru the Moorpark graduation celebration.</p> <p>b. OC – Amparo Medina</p> <ul style="list-style-type: none"> Oxnard College has updated the Participatory Governance Manual. The changes have been approved by both the Academic and Classified Senates to reorganize the committee structure to a tri-chair model for 2 out of the 7 committees beginning next academic year. One of two committees is the Professional Development Committee. The PDC plans to offer college wide events in addition to approving professional development related travel requests. Laura requested that Amparo share any virtual training opportunities with the DAC staff. <p>c. VC – Joe Esquivel/Felicia Torres</p> <ul style="list-style-type: none"> Ventura College had a drive thru graduation on Saturday, May 9th. Seb has been engaging the Classified Senate through Zoom trainings focusing on routine and schedules. There are nursing students on campus finishing their skills. Classified Senate PD has been working to bring different training sessions to the college. Felicia has created a subgroup to discuss concerns and obstacles that Classified professionals are having. They are now having to address using electronic signatures, routing documents, and training faculty. The new group has been creating and sharing best practices to adjust to our current climate. The Coordination Council met to talk about fall flex. 		
<p>4. Integration of Statewide Resource Center to VCCCD Website</p>	<p>Tabled</p>	<p>N/A</p>	<p>N/A</p>



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5. Commission Budget Update	<ul style="list-style-type: none"> • Laura reviewed the DPDC Budget Summary. The committee has about \$10,000 left to spend this year. We are hoping to get the sweatshirts once we receives the graphics from our marketing department and they are approved. • Amparo suggested that the committee purchase Clifton Strength Assessments to be used at a later date. • After the sweatshirts are purchased, we could buy additional swag as long as we receive everything by June 30, 2020. 	Follow-up with District marketing Place Order Check with Patti Blair on pricing	L. Barroso G. Downs L. Barroso
6. Discussion Items	<ul style="list-style-type: none"> • Gilbert asked if Laura’s department was going to start a program fund? Laura mentioned that priorities have changed with our new climate. The focus has been the District reopening. Gilbert suggested a district trainer to support the professional resource development committee. Laura shared that funding will determine whether or not we could hire someone in a training position. 	N/A	N/A
7. Next Meeting	July 13, 2020, 3:00 p.m. to 4:30 p.m. at DAC or Zoom	N/A	N/A

[Notes by Cece Chavez]