



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING  
July 13, 2020**

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

Agenda Item	Notes	Action/Completion Timeline	Responsibility
<b>Open Meeting</b>	The meeting began at 3:07 p.m.	N/A	N/A
<b>1. Meeting Minutes</b>	The minutes for the May 11, 2020, were tabled for approval at the next meeting due to an absence of a quorum.	N/A	N/A
<b>2. Classified Senate President or Designee Reports</b>	<p>a. MC – Gilbert Downs</p> <ul style="list-style-type: none"> <li>• Gilbert Downs reported that Linda Resendiz would be the new Classified Senate President but was not able to attend the meeting. He also reported that the Moorpark College Professional Development Taskforce was working with CSUCI on a Classified Professional Development event tentatively slated for October. He also reported that President Sokenu was working on Social Justice Work Groups.</li> </ul> <p>b. OC – Amparo Medina</p> <ul style="list-style-type: none"> <li>• In the absence of Amparo Medina, Linda Fa’asua reported the college appointed a new Classified Senate Secretary Fidelia Flores.</li> <li>• Amparo Medina sent her report to Maria Urenda. On behalf Amparo Medina, Maria Urenda reported that the college was having hour long flex workshops for Flex Week and for three days from 8:00 a.m. to 5:00 p.m. with tons of categories including online learning, social justice and participatory governance.</li> </ul> <p>c. VC – Felicia Torres</p> <ul style="list-style-type: none"> <li>• Ventura College Classified Senate did not meet over the summer. Felicia Torres reported that she was working with the Administrative Assistants and the Office Assistant to discuss campus happenings and best practices in the current virtual world. Among the discussions they talked about Adobe signature, Drupal 8 training and mail and supply pick-up arrangements.</li> </ul>	N/A	N/A



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<b>3. Questions for the Classified Employee Training Survey</b>	<ul style="list-style-type: none"> <li>Discussion occurred among the committee members regarding the survey questions, and the use of Survey Monkey to conduct the survey. Maria Urenda stated she would work with Felicia Torres to tailor the question to the current COVID-19 pandemic and send out the revised questions to the committee early next week.</li> </ul>	Send revised questions to committee members early next week.	Maria Urenda
<b>4. Sweatshirt Distribution Plan</b>	<ul style="list-style-type: none"> <li>Discussion ensued among the committee members regarding creative solutions for distribution. Discussion continued regarding who would receive a sweatshirt or t-shirt. It was decided that recipients would need to complete the Discrimination Prevention training to in order to receive a sweatshirt or t-shirt. It was also decided to potentially distribute in the spring.</li> </ul>	N/A	N/A
<b>5. Next Meeting</b>	August 10, 2020, 3:00 p.m. at DAC or Zoom	N/A	N/A

[Notes by Jillian Sturek]