



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
August 10, 2020**

In Attendance Via Zoom: Laura Barroso, Gilbert Downs, Sunita Shelly, Linda Resendiz, Elizabeth Thompson, Felicia Torres, Maria Urenda, and Sharon Oxford

Did Not Attend: Laura Gentry, Tracie Bosket, Joe Esquivel, Linda Fa’asua, Eric Lopez, Amparo Medina, and Matthew Moore

Date Approved:

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Open Meeting	The meeting began at 3:06 p.m.	N/A	N/A
1. Meeting Minutes	<p>The minutes for the May 11, 2020, were tabled for approval at the next meeting due to an absence of a quorum.</p> <p>The minutes for the July 13, 2020, were tabled for approval at the next meeting due to an absence of a quorum.</p>	N/A	N/A
2. Classified Senate President or Designee Reports	<p>a. MC – Linda Resendiz</p> <ul style="list-style-type: none"> • Linda Resendiz reported that the Moorpark College Classified Senate was working on reopening guidelines. She also reported that the college was organizing four (4) social justice workgroups. Next she reported that the college was also working on Professional Development goals which included working with CSUCI for event titled Value Culture Competencies. <p>b. OC – Amparo Medina</p> <ul style="list-style-type: none"> • Gilbert Downs was appointed the designee for Oxnard College. • Gilbert Downs reported that all committees for Oxnard College would begin in September. The first Classified Senate meeting is scheduled for the week of August 10th. <p>c. VC – Felicia Torres</p> <ul style="list-style-type: none"> • Felicia Torres reported that the Classified Senate was working on filling their current vacancies. She also reported that the college was working on hosting a professional development event with Franklin Covey. 	N/A	N/A
3. Classified Employee of the Year	<ul style="list-style-type: none"> • Reach out to Janeene Nagaoka in Marketing to start working on graphics for the Employee of the Year digital campaign / announcement. 	Send Janeene Nagaoka an email	Jillian Sturek



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	<ul style="list-style-type: none"> Start marketing campaign the first week of October with announcement and weekly email reminders. Nomination period October 15, 2020 thru November 15, 2020. Incentives for nominator and nominee, perhaps a sweatshirt or t-shirt. Reach out to the State Chancellor's office to get an update when the new nomination forms will be released. 	Reach out to the State Chancellor's Office to get updated Nomination forms.	Jillian Sturek
4. Questions for the Classified Employee Training Survey	<ul style="list-style-type: none"> Discussion occurred among the committee members regarding the survey questions, and changes to the questions were discussed. Jillian Sturek was assigned to make changes to the questions and create a mock survey in Survey Monkey for the committee members to test. Roll of the survey to employees would be conducted after the committee members were satisfied with the results. 	Create a mock survey in Survey Monkey. Send out survey to Classified staff.	Jillian Sturek Jillian Sturek
5. Future Agenda Items	<ul style="list-style-type: none"> Add budget back to all future agendas. 	Add topic back to all future agendas	Jillian Sturek
6. Next Meeting	September 14, 2020, 3:00 p.m. at DAC or Zoom	N/A	N/A
7. Adjournment	Meeting adjourned at 4:07 p.m.	N/A	N/A

[Notes by Jillian Sturek]