



Classified Professional Development Committee (CPDC)
Meeting Minutes
March 9, 2021

Present: Claudia Barragan, Tracie Bosket, Jenine Daly, Gilbert Downs, Joe Esquivel, Linda Fa'asua, Alexander (Rock) Fredell, Laura Gentry, Eric Lopez, Matthew Moore, Sharon Oxford, Linda Resendiz, Elizabeth Thompson, Felicia Torres, and Maria Urenda. **Note Take:** Jillian Sturek

Absent: Amparo Medina

1. Open Meeting

The meeting began at 3:03 p.m.

2. Approve Meeting Minutes

On motion by Alexander (Rock) Fredell and seconded by Joe Esquivel, the minutes for the February 9, 2021, meeting were approved. All present were in favor.

Action: Release minutes.

Completion Time: ASAP

Responsible: Jillian Sturek

3. Review of Action Items

There were no action items discussed.

4. Classified Senate President or Designee Reports

4.01 MC – Linda Resendiz

Linda Resendiz reported that Moorpark College had launched their Spring 2021 Fundraiser in support of Classified Senate Scholarships. Ms. Resendiz then reported that the college would be hosting a workshop on March 26th "Better Together" presented by Victoria Ashford from Happy Staff Training. Ms. Resendiz then reported that the college was working on a series of workshops presented by the college's Instructional Support Specialist on the topics of software.

4.02 OC – Amparo Medina

In absence of Amparo Medina, Linda Fa'asua reported that Oxnard College had its first Facilitator Friday Workshop on Graphic Design. Ms. Fa'asua then reported that the next workshops would be held on Friday, March 26th and Friday, April 23rd and would both be on the Clifton Strength Finders.

4.03 VC – Felicia Torres (designee)

Felicia Torres reported that the Classified Senate scheduled a meeting to discuss training topics and was planning a training to be held during Spring Flex Day in April.

5. New Business

5.01 Training Event: "Working Remote Best Practices" – March 30, 2021

Jenine Daly provided an update on the status of the event. Ms. Daly also acknowledged that Gilbert Downs and Rock Fredell volunteered to help with the planning. A discussion ensued among the committee members regarding the coordination of the upcoming training and included marketing, asking management to encourage employee participation, food trucks for on-site employees, swag giveaways, post training survey and budget. Next the committee discussed next steps which included determining the timing for the giveaways and announcing the workshop.

5.02 Swag

A discussion occurred regarding ordering more t-shirts, sweatshirts and other items. Jillian Sturek mentioned that the Human Resources department had used a company called 4Imprint to order swag for job fairs and mentioned the variety of different items that could be ordered.

5.03 Future Training Topics

Future training topics were not discussed, instead this time was used to discuss the Classified Employee of the Year selection process. A discussion ensued among the committee members regarding the process. Questions were raised regarding the process and who was responsible for notifying the four sites (DAC, MC, OC and VC), and who was selected to represent their site. A separate discussion occurred regarding the DAC not having a nominee. Maria Urenda stated that nominations should be discussed with management to get the word out and encourage participation. The discussion continued regarding the process, it was then determined the discussion should be brought back to a future meeting.

6. Budget

6.01 Budget Report

Maria Urenda reviewed the budget, no money had been spent therefore there were no changes from the previous month.

7. Future Agenda Items

7.01 Future Agenda Items

Classified Employee of the Year process.

8. Future CPDC Meeting Dates

8.01 Future CPDC Meeting Dates

May 10, 2021

June 14, 2021

July 12, 2021

August 9, 2021

September 13, 2021

October 11, 2021

November 8, 2021

December 13, 2021

9. Adjournment

9.01 Adjournment

The meeting adjourned at 4:31 p.m.