

1. Call to Order

1.01 Call to Order (Gloria Banuelos)

Gloria Banuelos called the meeting to order at 1:32 p.m.

2. Approval of Meeting Minutes

2.01 Approval of the Meeting Minutes (Joe Esquivel)

The meeting minutes from the March 27, 2024 meeting were approved unanimously.

3. Review of Action Items

3.01 Review of Action Items (Gloria Banuelos)

Action: Make marketing request for news announcement and website showcase of Classified Employee of the Year representatives at all colleges.

The announcements have been sent out regarding winners at all locations including the Districts nominee for the State award.

Action: Check with Business Services whether stipend is an appropriate use of funds

Beth Thompson will check this afternoon.

Action: Add Budget Allocation Discussion to next meeting agenda

This has been completed.

4. Committee Member Reports

4.01 Reports

Sergio Arana reported that Dr. Tara Yosso would be speaking at Oxnard College on April 30. The students are hosting a poetry event now.

Matthew Moore reported that Ventura College had a wonderful Classified Senate Retreat during Spring Break.

Gabby Chacon reported that Moorpark College hosted their inaugural Classified Senate Retreat during Spring Break. It was a great event that was well-attended.

5. Unfinished Business

5.01 Spring 2024 Professional Development Event

Gloria Banuelos announced that the event is tomorrow and hopes all committee members can attend and assist wherever possible. Wendy Saunders requested assistance in reforming the room before the event as well as after to prepare it for the next event. Matthew Moore, Kelly Barton, and Gloria Banuelos volunteered to help in the morning. Gilbert Downs will also be there early to prepare breakfast. He will be arranging lunch as well. Wendy Saunders also requested assistance at the check-in table as well as any topics that they are interested in including in future events to add to the evaluation survey. Wendy shared the final itinerary for the presentation and tour. Because of the high number of participants, the group will be split in half and each group will take a thirty-minute tour of the Haas Automation Lab.

5.02 Classified Employee of the Year Stipend Discussion

Tabled

6. New Business

6.01 Budget Allocation Discussion

Gilbert Downs suggested that the Committee allocate 50-60% of the budget to send committee members to the 4CSD events. Matthew Moore shared his experience at a 4CSD event in support of this idea. Discussion ensued regarding whether the funds should be used for individuals from this committee or if the opportunity should be opened to all Classified professionals. The idea was conveyed that one individual attending a conference should benefit the entire Classified Senate as they bring back information to share and implement at our professional development events.

7.01 Budget Update (Gloria Banuelos)

Gloria Banuelos shared that last year a large majority of the budget was spent on SWAG. She reported that some of the 23-24 funds have been allocated for food and supplies for the Spring Professional Development event, the plaques for the Classified Employee of the Year recipients, and some of the funds will support Wendy. Wendy Saunders reported that some of the 23-24 funds were used to pay for a portion of the strength finder assessments, facilitator training, and other training resources.

8. Future Agenda Items

8.01 Districtwide/Classified Employee Recognition Program Discussion

Laura Knight and Sharon Oxford will continue working to set this up and update us at the next meeting.

9. Future Meetings

9.01 Future Meetings (Joe Esquivel)

- May 22, 2024 will be cancelled
- June 26, 2024
- July 24, 2024
- August 28, 2024
- September 25, 2024
- October 23, 2024
- November 27, 2024
- December 25, 2024

10. Adjournment

10.01 Adjournment (Gloria Banuelos)

The meeting was adjourned at 2:14 p.m.

11. Attendance

11.01 Attendance

Membership			Yes	No
Gloria Banuelos	<i>Director, Employee Relations and HR Operations</i>	<i>Vice Chancellor of Human Resources Designee, Committee Chair</i>	X	
Joe Esquivel	<i>Custodial Supervisor</i>	<i>VC Classified Supervisor, Committee Co-Chair</i>	X	
Wendy Saunders	<i>Director of Training and Organizational Development</i>	<i>Human Resources Director</i>	X	
Kelly Barton	<i>Human Resources Assistant</i>	<i>DAC Classified Senate President Designee</i>	X	
Gabby Chacon	<i>Senior Administrative Assistant</i>	<i>MC Classified Senate President Designee</i>	X	
Sergio Arana	<i>Information Technology Support Specialist II</i>	<i>OC Classified Senate President</i>	X	
Tatiana Lawler Sweeney	<i>Student Services Specialist</i>	<i>VC Classified Senate President Designee</i>	X	
(Vacant)	(Vacant)	<i>OC Classified Supervisor</i>		
Eric Lopez	<i>Custodial Supervisor</i>	<i>MC Classified Supervisor</i>		X
Elizabeth Thompson	<i>Accounts Payable Supervisor</i>	<i>DAC Classified Supervisor</i>	X	
Maria Urenda	<i>Financial Aid Specialist</i>	<i>SEIU Chief Steward</i>	X	
Trudi Radtke	<i>Instructional Technologist/Designer</i>	<i>MC Subject Matter Expert</i>		X
Tracie Bosket	<i>Instructional Technologist/Designer</i>	<i>MC Subject Matter Expert</i>		X
Laura Knight	<i>Instructional Technologist/Designer</i>	<i>OC Subject Matter Expert</i>	X	
Sharon Oxford	<i>Instructional Technologist/Designer</i>	<i>VC Subject Matter Expert</i>	X	
Matthew Moore	<i>Instructional Technologist/Designer</i>	<i>VC Subject Matter Expert</i>	X	
Gilbert Downs	<i>Learning Resources Supervisor</i>	<i>Professional Development Officer</i>	X	
Rebeca Lopez	<i>Human Resources Technician</i>	<i>Professional Development Officer</i>	X	

Recorder: Cece Chavez