

Classified Senate Charge

The Classified Senate represents classified professionals, including classified supervisors and classified confidentials, in the formation of college and district policy on professional matters, and address all matters either directly or through participatory governance committees. The Classified Senate interfaces with the college administration in the implementation of college and district goals and objectives, and collects, evaluates, disseminates, and receives non-bargaining information for and from classified professionals as appropriate. Members of the Classified Senate Executive Board serve on the Accreditation Steering Advisory Group and contribute to the assessment of Accreditation Standard IV.

Classified Senate Goals 2017-2018

1. Maintain or increase classified professional involvement in participatory governance through education designed to raise awareness and understanding of the processes.
2. Increase breadth of professional development opportunities for classified professionals to include training on VCCCD professional development resources and campus systems, processes, and documents.
3. Increase Classified Senate participation through education and monthly teambuilding opportunities.
4. Increase fund raising for classified employee activities through A Dollar A month campaign.
5. Create a list of common campus acronyms by June 2018 for use by classified professionals.

Classified 9 + 1

1. Standards or policies regarding student support and success
2. College governance structures, as related to classified roles
3. Classified roles and involvement in accreditation processes
4. Policies for classified professional development activities
5. Processes for program review
6. Processes for Institutional planning and budget development
7. Curriculum systems integrations and implementation
8. Degree and certificate requirements
9. Educational program development
 - Any other district and college policy, procedure, or related matters that will have a significant effect on Classified Staff



VENTURA COLLEGE CLASSIFIED SENATE AGENDA

Date: October 5, 2017

Time: 10:30am to 12:00pm

Room: Campus Center Conference Room

1. Call to Order – Pamela, 1 min
 2. Adoption of the Agenda – Pamela, 2 mins
 3. Public Comment
 4. Vision and Direction for VCCCD 2017-2018, Dr. Greg Gillespie, 15 mins
 5. Approval of Minutes – Pamela, 5 mins
 - a. August 2017
 - b. September 2017
 6. Classified Senate Reports
 - a. Treasure's Report – Sara, 5 mins
 7. Committee and Group Reports, 15 mins
 - a. Board of Trustees
 - b. District Committees
 - c. Campus Committees
 8. VC Integrated Plan, Action, 10
 9. One Campus One Book – Sara, 10 mins
 10. Professional Development
 - a. Instructional Productivity, FTES, FTEF – Gabi, 15 mins
 - b. Request for PD Opportunities Ideas/Needs – Chez, 5 minutes
 11. Announcements
- Adjournment

VENTURA COLLEGE
Minutes of the Classified Senate
Date: August 3, 2017
10:30 am – 12:00 noon

Present: Have not received sign-in sheet from meeting;

Skype attendance – Abra Flores, Erin Askar, Matthew Moore, Cynthia Salas, Angelica Ramos, Sharon Oxford

Recorder: Felicia Torres

Minutes:

Agenda Item	Summary of Discussion	Action
Call to order	Meeting called to order @ 10:31 a.m.	
Adoption of the Agenda		Seb moved to adopt the agenda. Carol seconded. There were no changes. Agenda is approved.
Approval of Minutes a. July meeting	During discussion: Pamela voiced her corrections. Felicia Asked for a copy of those changes for the minutes. Corrections will be made to the minutes and will be presented to the senate for approval at next meeting. Seb explained and provided clarification as needed. Carol asked that Felicia Duenas be added to mention of new deans.	Seb moved to approve the minutes for July. Cynthia seconded. Minutes were approved.
Public Comment	Flex day and would like offices closed 8-1pm so that all can attend please let supervisors know; grant jones will be doing workshops on outlook and email and Thursday 8/10 and on the 9th other workshops for classified; cal pers for classified will be doing both at same time, please RSVP go to VC master calendar at noon and drag it to your calendar and let Jaime know and choose yes; Pamela explain how to accept meeting requests and have them show on your calendar; rsvp to Jamie hanna in foundation; Cynthia getting lot of inquiries about catalog and were abouts and should be arriving tomorrow so should be on campus next week; can be found online; will have some for sale in solid bound;	
Classified Senate Reports • Treasurer's Report	Sara gave treasurers report. As of August 2 nd , the general fund account has \$3K. The Trust and Agency account has \$768.25 minus expenditures from recent senate activities.	
Committee and Group Reports • Board of Trustees	Reports were given.	

<ul style="list-style-type: none"> • District Committees • Campus Committees 	No campus committee held in July. No reports given.	
Review Classified Senate Charge	Pamela reviewed the charge with attendees and made changes as needed.	
2017-2018 Ventura College Classified Senate Goals	Previously distributed list presented. Pamela facilitated discussion and changes were made as appropriate	Dora moved to approve the goals as revised. Seb seconded. Motion carries and 2017-2018 goals are approved.
2017-2018 Participatory Governance committee members	Pamela reviewed the list of committee members on classified senate represented committees and facilitated discussion.	
Professional Development Update	Topic was covered during previous agenda item.	
Announcements	During reports, Sebastian asked that almost all travel requests needing President's approval are being rejected unless they are approved as being essential. Dave has defined essential as needing dean and VP signatures. Hilda also announced that chairs and tables have been disappearing after event wrap ups. She asked that we make sure the requests for set up include take-down and M&O is notified. Contact Sue Royer when submitting event requests. Pamela said that we had the largest skype presence ever. Olivia gave an update on SEIU negotiations.	
Adjournment	The meeting was adjourned @ 11:56 a.m. Potluck begins – it's Matt's birthday	



Classified Senate
2017-2018 Academic Year

Meeting Notes
September 7, 2017 ~ 10:30 a.m. – 12:00 p.m.

Present: Pamela Yeagley, Gaby Wood, Sebastian Szczebiot, Sammy Freitag, Jason Robinson, Tatiana Lawler, Carol Smith, Susana Alonso, Veronica Allen, Lt. Greg Beckley, Sara Murillo. *Online: Angelica Ramos Navarro, Cindy Hulce, Dina Pielat, Jordan Goebel, Sharon Oxford, Krishna Juarez.*

Guests: Rick Trevino, Lynn Wright

Recorder: Sebastian Szczebiot

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
A. Call to Order	10:34			
B. Adoption of Agenda		Gaby moved to adopt, Tatiana Second – All in favor		
C. Public Comments	None			
D. Approval of Minutes: Aug 3, 2017		Tabled until next meeting		
E. Integrated Plan – Time certain 11 am	Classified Staff – please review Integrated Plan. Mapping handout passed around. BSI, Student Equity, and SSSP are to be integrated – all have the same primary goal but were started individually. The Chancellors office too has started integration.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Our narrative is integrated with that of the Chancellors Office.</p> <p>First task was to highlight previous accomplishments and find overlap.</p> <p>(pg 6) Highlighted one goal – increasing Basic Skills English and Math completion. This was broken down to illustrate what the three initiatives were doing towards this.</p> <p>(pg 7) Highlighted Sail to Success – focused on ensuring transfer level English and Math.</p> <p>(pg8) Our goals start: the plan is not supposed to be prescriptive. We are leaning towards descriptive. All five goals are listed on handout and are linked to the Education Master Plan. Question: are these descriptions big enough “buckets” for our ideas and activities? Do our activities fit into these buckets? If not, we need to email Lynn, Rick and Dan.</p> <p>(pg12) How will this integration be accomplished? Student Success Committee (Shared governance including SSSP, BSI and Student Equity advisory groups)</p> <p>(pg 13) Professional development: Pirate talks, Flex Days, Diversity in Culture</p> <p>(pg 13) Districtwide: DTRW-I, DTRW-S</p> <p>(pg 13) Budget – will probably be discussed at next SSC. Oct 5th second reading at Classified Senate meeting! (However, some money is already allocated such as SSSP)</p> <p>Executive summary will go online once completed.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	AB2558 to provide Professional Development – staff is on equal footing with faculty, unlike before. Gaby Wood: suggested changing our language to include STAFF!			
F. Classified Senate Reports				
Treasure’s Report	100 dollars taken from “general fund” for CCCCS membership			
G. Committee and Group Reports				
Board of Trustees	<p>Classified Senate has sanctioned time to comment on Board agendas at meeting.</p> <p>Board goals: some ongoing, but also some particular ones.</p> <p>Strategic Plan: will have actual student achievement goals at DAC, not just at campuses like now.</p>			
District Committees	<ul style="list-style-type: none"> • September 14th from 4-6pm, DAC Open House • Greg Gillespie & David El Fatal will come to campuses in late September to talk about the budget (no specific date, but attendance is highly encouraged) • District CPDC is soliciting ideas for future Training & Tours – first date announced for October 27th at OC (“Enhance and Advance” – what different job paths are available) 			
Campus Committees	<p>ADMIN COUNCIL</p> <ul style="list-style-type: none"> • Student Success Days coming October 3rd & 4th 			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<ul style="list-style-type: none"> • A&R is looking at an “automatic degree” software which would automatically notify students ready for degree completion. Arlene will report back in 3 months with implementation information for VC. (maybe potential for conflict with financial aid, however, already very successful at Mt. San Antonio College. Would also notify divisions.) • A Completion Grant is available for students. Must take 15 units directly applicable to their degree. Students receive \$1,500 a year. • Bog fee waiver is changing name to California Promise Grant. People are concerned about how will that affect our VC Promise program & potential confusion. • Second Start (late start) classes push will begin October 9th – Marketing branding as “New Classes Added”) • The Great California Shake Out on October 19th will be followed by a fire drill. Times are 10:19am & 7:20 pm. • There is a new procedure for comp time & overtime. All comp time & overtime must be approved in writing by a manager ahead of time. • Alma reported that the state said that FA will be status quo for the 17-18 year for DACA students. 			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>COLLEGE PLANNING COMMITTEE http://www.venturacollege.edu/committees/college-planning-committee under Handouts for August 23,2017 Meeting)</p> <ul style="list-style-type: none"> • 2017-2018 Ventura College Planning Parameters <p>These annual planning parameters are developed each year by the College Executive Team to describe the factors that will influence the administration’s resource allocation decisions.</p> <ul style="list-style-type: none"> ○ Ventura College <ul style="list-style-type: none"> ▪ Revenue increased by 2% while unavoidable expenses increased by 6% (this is a 4% deficit). ▪ \$49,313,277 total allocation (Fund 111). This is \$941,256 more than last year. ▪ \$3,008,771 additional expenses without including any compensation settlements. ▪ General Funds (Fund 111): Given the net loss of available budget, the college will not fund additional personnel this year. Only essential non-personnel expenditures will be permitted. The college must operate within its budget and focus on improving operating efficiencies (productivity) to stabilize FTES. 			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<ul style="list-style-type: none"> ▪ Other Funds: Categorical programs and grants will be managed to ensure the funds are properly budgeted and expended. Funds may be used for personnel if allowed and planned. <p>Handouts online: CCC System 2022 Goals Planning Parameters – 525 is our productivity goal that we get paid at. We are below which means that the shortfall needs to come out of general fund.</p> <p>A 3 unit class with one teacher is expected to have 35 students. (English are capped at 27, labs are lower and so is CTE – but the average still needs to be 525 productivity...meaning other classes need to be at a higher productivity to balance.</p> <p>There is faculty push back on 525.</p> <p>Current goal is 518, and even this is not being met.</p> <p>Why is English maxed out at 27? This is state mandated! Comm is also maxed out at 32. V01 are packed and loaded. But rooms are also capped – at 27/29.</p> <p>Classified staff may need to step up and act by asking hard questions!</p> <p>ASAG</p> <ul style="list-style-type: none"> • The follow-up Report will be distributed in November /December for 1st reading & December /January for 2nd reading. It is due to ACCJC March 9th. 			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
H. Acronym Document Subcommittee	CSEB will create subcommittee to work on this – please make your interest clear to Pamela.			
I. Student Scholarship Fundraiser	<p>CS Scholarship Subcommittee – Sara will be chair!</p> <ul style="list-style-type: none"> - Will spearhead effort to raise funds for CS scholarship - First event – President’s holiday gathering: silent auction. <ul style="list-style-type: none"> o Need help with flyers o Donations o Decorations o Setup and take down. o September to December meeting once a month. - Please contact Sara with interest (289-6143) - We will also be reaching out to the DAC - Cash donations are always welcome as well! <ul style="list-style-type: none"> o Tax write off! - We gave away two 1000 dollar scholarships last year 			
J. 2017-18 Participatory Governance Committee Members	<p>We need two more classified staff members to join the Student Success Committee: one voting seat and one alternate.</p> <p>Please make interest known to Pamela!</p>			
K. Professional Development Update	none			
Upcoming PD Opportunities	<p>26th of September: Supported Personal Development Opportunity (1- 2 pm MCE 342)</p> <p>Skillsoft, Lynda or Grovo – you choose and there will be staff on hand to assist.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Hope to offer this at least 3 or 4 times.</p> <p>Prolearningnetwork.cccco.edu</p> <p>PIRATE TALKS Pamela will add info to classified senate calendar.</p> <p>Please contact Chez and Dan if you are interested in the campus professional development committee</p>			
L. Announcements	<p>Made in VC (Jason Robison) Local business will advertise products and services. In the evening on Oct 10th in ASC</p>			
M. Adjournment	11:51 meeting adjourned			
Next Meeting Date:				

***The Handmaid's Tale* Proposed Events**

Fall, 2017

August: Flex Week

Wednesday, 1:30 – 2:30 “Teaching *The Handmaid's Tale* in Your Course”
(Jocelyn, Kammy)

September

October: Kick-Off themed to correlate with Bullying Awareness Month

The Wall: a striking visual

Handmaids: real live performers?

Life-sized Monopoly-ish game (Ayanna Gaines): Inclusion/Exclusion

Hulu series screening (2 episodes); discussion

Oral reading

November: Domestic Violence Awareness/Clothesline Project

Oral Reading

Panel on “consent” (Lauri Moore; Lucy Capuano; Ty Gardner)

December: ???

Spring, 2018

January: ???

February: Darwin Week

Oral Reading

The role religion plays in the sciences

Evolution/Creationism (Kammy Algiers; Ty Gardner)

March: Women's History Month

Oral Reading

Focus on Women's rights (and the fragility of) (Colleen Coffey; Lauri Moore)

Screening of *Iron Jawed Maidens*; Discussion

Forum: “Where in the world . . . when in the world . . . ?”

April: Diversity in Culture

Day 1: Forum: “Rights: Who has them? Who gets to confer/deny?”

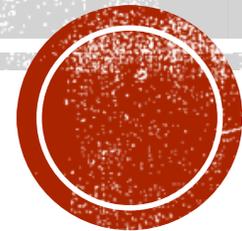
Invite clubs to represent their stories/experiences (M.E.Ch.A; DACA; Spectrum; Vets;

African-American Student Union? Muslim Student Union? Others?)

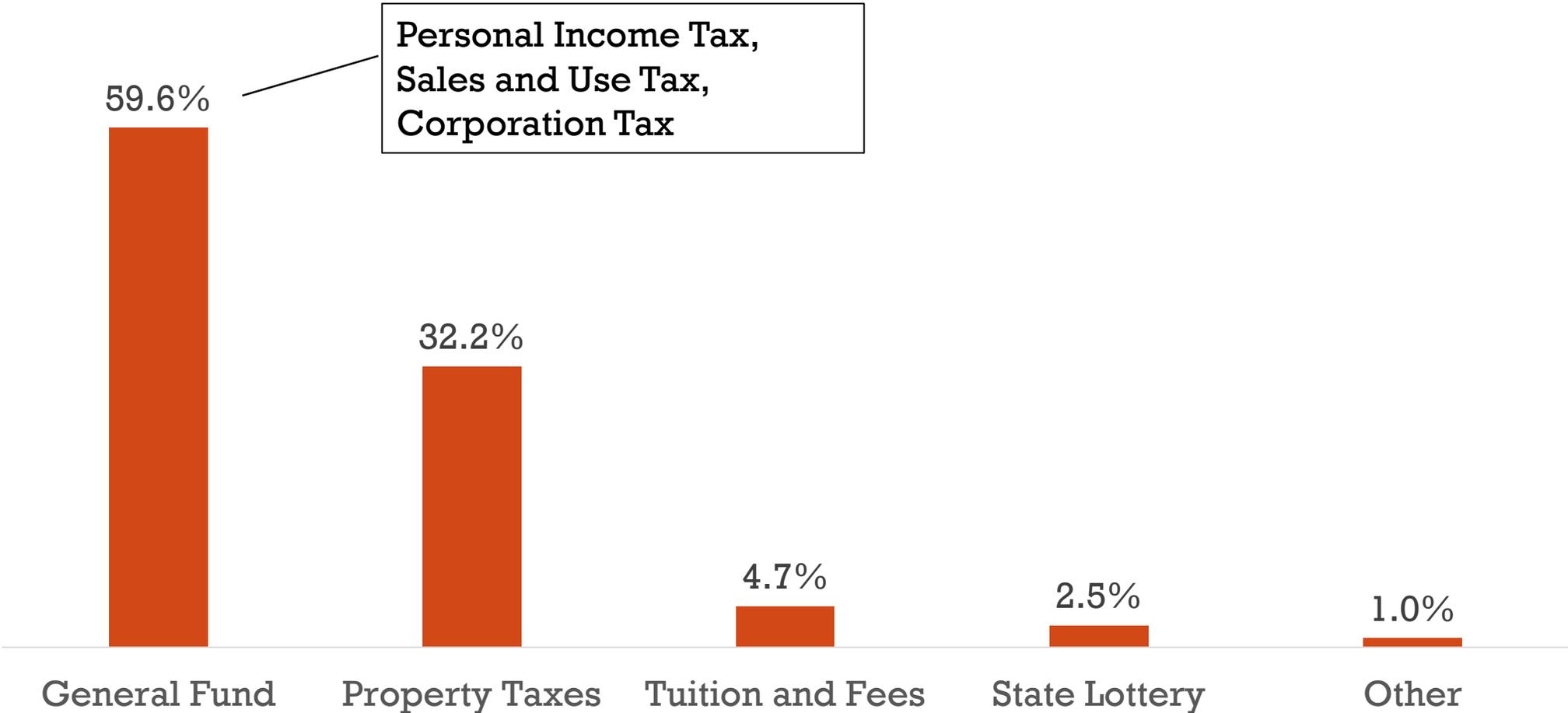
Day 2: Poetry Slam (Theme to be determined)

FTEs? FTEF? PRODUCTIVITY?

September 6, 2017



STATE OF CA PUBLIC COMMUNITY COLLEGE FUNDING SOURCES



WHAT DETERMINES HOW MUCH EACH COLLEGE RECEIVES?

Size



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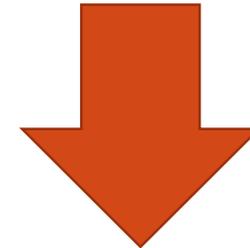
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HOW DO YOU MEASURE SIZE? FTES!



Full-Time Equivalent Students = FTES



FTES is used to measure the size of a College



WE NEED A FORMULA FOR FTES



Assumption:
1 Full Time Student
3 Hours per day
5 Days per Week
1 Academic Year (35 Weeks)



WE NEED A FORMULA FOR FTES



Assumption:

1 Full Time Student

3 Hours per day x 5 Days per Week x 35 Weeks = 525 Hours per Year



WE NEED A FORMULA FOR FTES



1 Full-Time Student = 15 hours per week



Mary is in class for
7.5 hours per week.



Eric is in class for 3 hours per week.



Mary is the *equivalent* of
half of a full-time student:
 $7.5/15 = 0.5$



Eric is the *equivalent* of 20% of a
full-time student:
 $3/15 = 0.2$

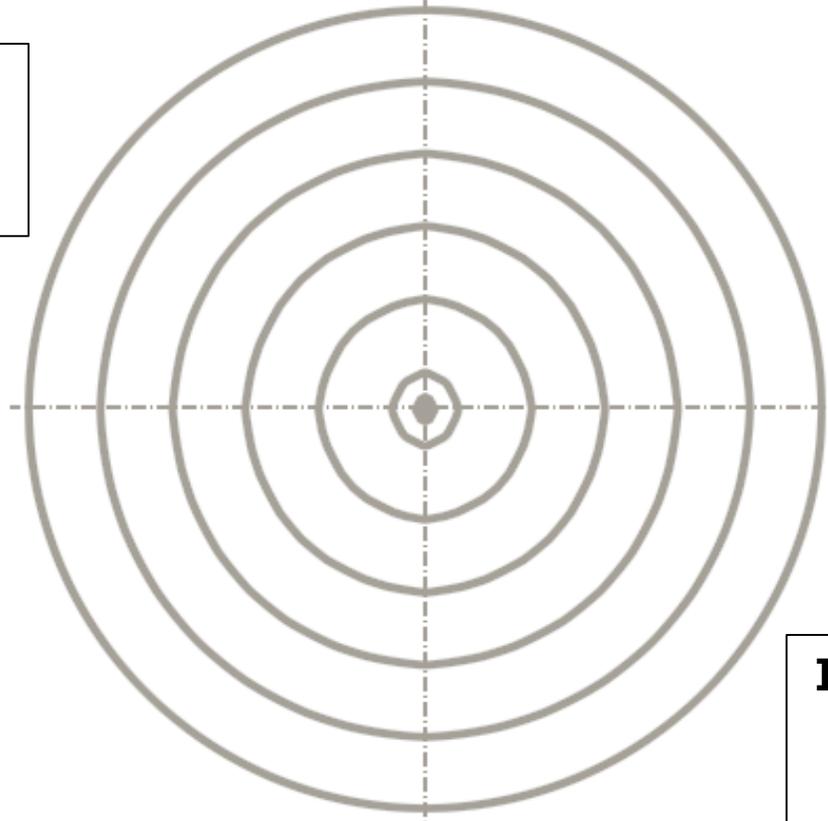
Added together, Mary & Eric are the *equivalent* of
 $0.5 + 0.2 = \mathbf{0.7}$ full- time students



IN 2016-2017

1 CREDIT FTES = \$5005.75 FROM THE STATE

Every year, the state tells us the max amount of funding they will give us = Our Target



If our FTES target is 10,000
The State pays us a max of
\$ 50,057,500



WHAT IS PRODUCTIVITY?



WHAT IS WSCH?



W = Weekly
S = Student
C = Contact
H = Hours

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FTES x 30

More FTES = More WSCH = More State Funding



WHAT IS FTEF?



F = Full
T = Time
E = Equivalent
F = Faculty

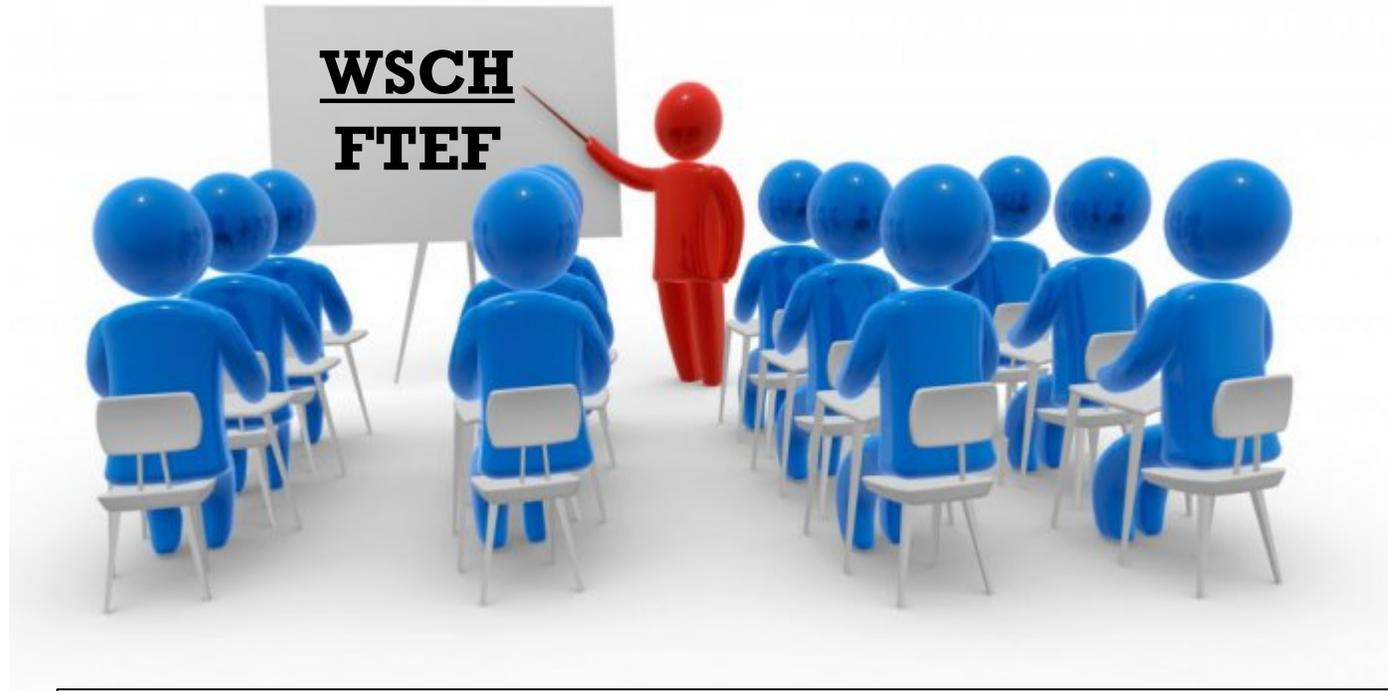


Instructor Load

More FTEF = More Money Spent on Faculty Salaries & Benefits



WHAT IS PRODUCTIVITY?



$WSCH/FTEF = \text{Productivity Ratio}$

Economic Efficiency



WHAT IS OUR BREAK-EVEN PRODUCTIVITY VALUE?



Above 525 - We are **receiving more** than we are spending

525



Below 525 - We are **spending more** than we are receiving



WHICH SCENARIO IS MORE EFFICIENT?

- Scenario A: 10,000 FTES, 300 sections
- Scenario B: 10,000 FTES, 250 sections



SCENARIO A: 10,000 FTES, 300 SECTIONS

- 300 Sections
- One section = 0.2 FTEF (instructor load)
- $300 \times 0.2 = 60 = \text{FTEF}$
- $10,000 \times 30 = 30,000 = \text{WSCH}$

$$\frac{\text{WSCH}}{\text{FTEF}} = \frac{30,000}{60} = 500$$



500 is our productivity value!



SCENARIO B: 10,000 FTES, 250 SECTIONS

- 250 Sections
- One section = 0.2 FTEF (instructor load)
- $250 \times 0.2 = 50 = \text{FTEF}$
- $10,000 \times 30 = 30,000 = \text{WSCH}$

$$\frac{\text{WSCH}}{\text{FTEF}} = \frac{30,000}{50} = 600$$



600 is our productivity value!

