



Our College Mission

At Ventura College, we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of their learning experience, we serve a highly diverse student body by providing innovative instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

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: 12/1/2016

Time: 3:00pm to 4:00pm

Room: CCCR

1. Call to Order – Pamela – 1 min
2. Adoption of the Agenda – Pamela – 2 mins
3. Public Comment
4. Approval of Minutes – Pamela – 2 mins
5. Classified Senate Reports
 - a. Treasure's Report – Karen – 3 mins
 - b. Subcommittee for Bylaws & Constitution – Felicia – 3 mins
6. Committee and Group Reports
 - a. Board of Trustees – 1 min
 - b. District Committees – 10 mins
 - c. Campus Committees – 10 mins
7. Classified Senate Officers – 10 mins
 - a. Vote on Vice President vacancy
8. Program Review, Classified Prioritization – 10 mins
 - Vote on hiring priorities
9. Professional Development Update – 3 mins
10. Announcements – 5 mins
11. Adjournment

VENTURA COLLEGE
Minutes of the Classified Senate - DRAFT
Date: November 3, 2016
3:00 pm –4:30 pm

Present: Tricia Bergman, Kelly Denton, Margaret Dominguez, Angeline Gonzales, Katie Owashi, Chief Sidnam, Carol Smith, Pamela Yeagley

Recorder: Tricia Bergman

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Call to order	Meeting called to order at 3:00 p.m.			Pamela Yeagley
Adoption of the Agenda		Katie Owashi moved to adopt agenda. Chief Sidnam seconded		
Public Comment	No Smoking Campus: Mary Jones and Damien Peña joined the meeting. Mary said she is putting together a committee to address issues regarding moving our campus to a smoke free campus. Some concerns that will be addressed are: will people be fined? How do we implement this? What will the consequences be for smoking on campus? Will we be offering a smoking cessation class; will we offer free counseling to students? The smoke free campus will start on November 19th. She requested some classified volunteers to be on the committee. Please let her know if you are interested.			
Approval of Minutes		Motion to approve minutes by Katie Owashi. Karen Osher seconded. Motion carried. October minutes approved.		Pamela Yeagley
Classified Senate Reports	Treasurer's Report: Karen gave report. She said the Trust an Agency money is still holding at \$287.00 and said some expenses will be coming up with the football throw-down. The general fund has approximately \$3,000 and that \$770 was spent for meals for the classified orientation, \$75.00 was spent to pay registration for the 4CS retreat on October 15th as well as \$100 paid to 4CS for membership fee. She said the District has dedicated \$15,000 for staff development for each campus in the District, which will mean \$5,000 for each campus. Pamela said that she will be meeting with Dan Kumpf to discuss this further.			

	<p>Subcommittee for By-Laws & Constitution: Felicia was not present. Pamela gave the report. Pamela announced that Eileen Crump had resigned as VP of the Classified Senate. She said that because they are exceptionally difficult to follow, we have not been following the By-Laws in the past we will continue to not follow the By-Laws. Much discussion followed. She said there were two options concerning filling the vacated position: 1) run another full election; or 2) ask the President to pick someone. She went on further to say another option would be to leave the position vacant.</p>			
<p>Committee and Group Reports</p>	<p>Board of Trustees – No Report District Committees – Pamela reported that the VCCCCD Diversity Dashboard is now public and can be accessed on our computers and is not just available on District computers now. There is an idea being put forward to use District funds as seed money for mini-grant activities and projects that support Diversity in Hiring and Diversity across the Campus with the goal being for activities and projects to raise value in diversity. Professional Development Committee – Tentative programs for upcoming Professional Development training and tours have been posted to our Outlook Calendars for March 15, 2017 and June 8, 2017. Further information will follow with more details. Campus Committees: Administrative Council: Pamela shared Dr. Gillespie sent out an email on October 10th where he shared that effective this fiscal/academic year, the Ventura College Foundation Board of Directors had approved a new policy regarding administrative fees on campus donations. He further explained that beginning July 1, 2016, five percent (5%) and ten percent (10%) administrative fees will be assessed only on campus pass-through gifts and campus program operating endowment earnings, respectively. These unrestricted fees go towards compensating the Foundation for staff time associated with processing approximately \$200,000 in campus program pass-through gifts and approximately \$120,000 in annual campus program operating endowment earnings. Campus pass-through donations are received through the Foundation, but are not allocated to VCF programs, but whose donations are co-solicited, officially acknowledged, and processed by VCF staff throughout the year. The Foundation will transfer the net amount to the appropriate campus trust</p>		<p>Monthly basis</p>	

	<p>and agency accounts. Much discussion ensued.</p> <p>Budget and Resource Council (BRC): Pamela said that the BRC is trying to identify overarching areas on campus that are creating non-cost effective resources. For example, if a class meets on a Saturday in the MCE building, based on electrical and HVAC usage, both the entire MCE and MCW buildings will be fully operating which is a waste of money. Following discussion, Katie Owashi and Kelly Denton, the two IDS specialist who handle the block scheduling room use utilization, we asked to attend the next BRC meeting to provide important information to the committee.</p> <p>Student Success Committee (SSC): Angeline said that in the SSC meeting Damien had presented the Student Equity and SSSP budgets that included line-items of what had been spent last year. Damien said that last year's monies have to be spent by December 31, 2016. The new Pirates Cove area recently constructed was completely funded by SSSP money.</p> <p>Facilities Oversight Advisory Group (FOG): The facilities master plan goals list has been pushed back to the end of the school year. A consultant has been hired to handle this. He/she will looking at the master plan, identify current inventory and survey how students use space on campus. This is not an external outside consultant.</p>			
Program Review, Classified Prioritization	<p>Pamela said that the Classified Senate has traditionally done the prioritization for classified hires coming out of Program Review. She passed out a rubric with the Program Review request on it and said that we have until February 10, 2017 to complete the prioritization. She asked for a sub-committee to be formed within the group which would require a 4-week commitment and would begin November 17, 2016 through December 16, 2016. She would like the vote ready for the January Classified Senate meeting so we could vote on it. If anyone is interested in being on the subcommittee please let Pamela know.</p>		Monthly basis	
Professional Development Spotlight and Update	<p>The committee watched a short video taken from the Grovo, the Professional Learning Network, website on Data Security and how to keep your information secure both in person and online.</p>			
Announcements	<ul style="list-style-type: none"> • Pamela shared that Angeline Gonzales will be leaving on November 18, 2016 to being a new position at Moorpark College. It is a promotion and her job will be to implement common assessment in their new 			

	<p>assessment office on campus. Our loss is their gain and we will miss her.</p> <ul style="list-style-type: none"> • Registration for the Spring Semester has begun. • Any "goings-on" within the classified areas, please send emails and pictures to Pamela. • Volunteers still needed for the Classified Staff Employee of the Year. • Thanksgiving Potluck will be held on November 23rd. Please sign up to bring a potluck dish. • Baskets are needed from different departments for the annual Holiday Luncheon on December 8th. This year it will be a silent auction rather than ticket purchases. Discussion followed to explain to newcomers how the baskets are created. • There VC Classified Senate Spring Retreat will be held on March 14, 2017 from 9:00 a.m. – 3:00 p.m. Location forthcoming. 			
Adjournment	The meeting was adjourned at 4:08 p.m.			Pamela Yeagley

2016-2017 Program Review Classified Staffing Requests

										Priority		
Area	Division	Program	Position	Type	Description	Cost Est.	Request Type	Req in Prev Yrs	Yrs Requested	Prog	VP	Comm
AA	Engl/Math	Learning Resource Center	Instructional Lab Technician 1 - Learning Resources as a floater for all LRC programs (Beach, Tutoring Center, Santa Paula)	PT	12 months, 40%	17,500	New	Yes	2015-2016	2	1	1
AA	WED	Nursing Science	Administrative Assistant	FT	One classified staff position cannot support the 160 CNA and 210 ADN students and the complicated admission and ongoing procedures and BRN requirements necessary to run the nursing, certified nurse assistant & home health aide program.	47,560	Replacement	Yes	2013, 2014, 2015, 2016	1	4	2
AA	BSS, Vis Arts	Art	Kiln Operator	PT	Increase to a 90% position to facilitate the popular ceramics program to accommodate increased enrollment including summer and to increase	40,000	Replacement	Yes	2015	1	5	3
AA	WED	WED I Division	Instructional Lab Tech - Health Science	FT	Support increased and expanded sections in Nursing and EMT/Paramedic programs	80,000	New	No		3		4
AA	Engl/Math	Library	Library Assistant (11 month, SP/VC split position)	FT	Need for a 40% VCSP / 60% VC Library Asst. This replacement position is needed because last year these funds were unilaterally moved from the Library to the BEACH outside of the program review process leaving the	51,874	Replacement	Yes	2015-2016 (LIBR-1609)	1	8	5
AA	WED	WED I Division	Office Assistant	FT	Support increased workload in Division and bring up to staffing level of other Division offices.	80,000	New	No		2	7	6
AA	WED	Drafting	Lab Tech	FT	Lab Tech to serve Drafting, Architecture, Engineering and Manufacturing	60,000	New	Yes	20,142,015	1		7

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AA	HED, Perf Art	Athletics	Campus Housing Coordinator	PT	work in combination with student services	40,000	New	Yes	2016	2	9	8
AA	BSS, Vis Arts	BSS, Vis Arts Division	Distance Education Director/Assistant Dean or perhaps Supervisor	FT	Director or Assistant Dean to assist the Dean over DE in providing full 40 hour week plus support for Distance	120,000		Yes	Last 5 years	1	3	9 - supervisor or
AA	OSL	Collegewide	Graphic Designer	FT	VC has recently hired a marketing specialist to assist with college promotion. Much of her time is spent creating flyers and other materials. To compliment her activities, the college needs a graphic designer.	80,000	New Classified Staff	No			2	
AA	HED, Perf Art	Health/Kin, Perf Arts Division	Performing Arts Assistant/Coordinator	FT	Person to support box office, marketing, and outreach duties and initiatives	120,000	New	No		1	6	
AA	WED	Nursing Science	Clinical Simulation Specialist	FT	Facilitate learning, use and maintenance of patient care simulators and other technology-based models; provide expertise in use of patient care simulators to orient new faculty; program and operate the patient care simulator (Delayed retirement)	55,000	Replacement	No		2		
AA	WED	WED I Division	Instructional Lab Techs - Diesel and Automotive	FT	Support the new Diesel Mechanics program and the Automotive program	160,000	New	No		1		
AA	Engl/Math	Library	Library Technician (12 month, VC) -- reinstate to a 12 month position. Day shift.	FT	Reinstate the Library Tech to a 12 month, day shift position from its present 11 month, day shift assignment.	5,028	Replacement	Yes	2015-2016 (LIBR-1607)	3		

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AA	WED	Nursing Science	Clerical Assistant	PT	To collect and manage nursing data required for accreditation mandatory reporting. Collect & manage data for accreditation & BRN approval (ATI has > 1,000 students to track alone)	15,021	Replacement	Yes	2015, 2016	3		
AA	WED		ILT 4									
AA	WED	WED I Division	Matriculation Specialist	FT	Outreach to high school students	80,000	New	No		4		
AA	WED	Emergency Medical Technician/Paramedic	Admin Assistant	FT	Increase current 12 month 50% position to full-time to assist the EMT and Paramedic programs.	40,000	New	Yes	20,142,015	2		
AA	BSS, Vis Arts	Art	Office. assist									
AA	BSS, Vis Arts	BSS, Vis Arts Division	Classified Kiln Operator	PT	Kiln Operator position was reduced during economic crisis when we eliminated summer programs. We now need to bring this position back to support summer courses. We already pay for this with provisional funds. So no additional cost to budget is added.			Yes	For the last 4 years.	2		
AA	BSS, Vis Arts	History	Faculty clerical support	PT	Help faculty with preparing data for SLOs and Program Reviews		New	Yes	2012-2013	1		
AA	BSS, Vis Arts	Human Services	Clerical position for the Division of Art, Modern Languages, Social and Behavioral Sciences and Distance Education	FT	To assist the Division with all of it required operations	60,000	Replacement	Yes	2015	1		
AA	BSS, Vis Arts	International Studies	Faculty clerical support	PT	Help faculty with preparing data for SLOs and Program Reviews		New	Yes	2012-2013	1		
AA	BSS, Vis Arts	Philosophy	Classified staff for the Division of Art, Modern Languages, Social and Behavioral Sciences, and Distance Education	FT	Due the intense demands of this division an additional classified staff position is warranted at this time	100,000	New	Yes	2015	1		

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AA	BSS, Vis Arts	Political Science	Distance Education Instructional Designer or Technologist	FT	Additional hire of a distance education professional.		New	Yes	2012, 2013, 2014, 2015	1			
AA	BSS, Vis Arts	Sociology	Clerical position for social sciences	FT	There needs to be an additional clerical employee to assist with our large and diverse division.	60,000	Replacement	Yes	2015	1			
AA	Engl/Math h	English/Math Division	ILT 1 LRC	PT	40% position for flexibility and sharing between VC & Santa Paula	17,500	New	Yes	2015-2016	2			
AA	Engl/Math h	English/Math Division	ILT 1 LRC	PT	40% position for flexibility and sharing between LRC & tutoring and Santa Paula	17,500	New	Yes	2015-2016	1			
AA	Engl/Math h	Library	Library Assistant (12 month position, VC)	FT	Need for a replacement Library Asst. Need to reclassify from 11 month to 12 month, day shift position.	55,054	Replacement	Yes	2015-2016 (LIBR-1609)	2			
AA	Engl/Math h	Library	Library Assistant (Seasonal, VC)	PT	Lending Library is extremely time-intensive. We need help.	19,080	Replacement	No		4			
AA	Engl/Math h	Mathematics	math Center coordinator	PT	run the math Center	20,000	Replacement	Yes	2014	1			
AA	HED, Perf Art	Athletics	Strength and Conditioning Specialist	PT	enhance sports performance	40,000	New	Yes	2016	1			
AA	HED, Perf Art	Athletics	Instructional Lab Technician	FT	Replace the 40% PT ITL with a 100% FT ITL. This is needed to provide the appropriate personnel for program management and student - instructor / ITL ratio		New	No	This hiring requests stems from a previously approved PT ITL hiring	1			
AA	HED, Perf Art	Theater Arts	facilitator	PT	Works with Performing Arts faculty	38,000	New	Yes	2015	1			
AA	WED	Business	Administrative Assistant for the WED Internship Programs	PT	Administrative Assistant for the WED Internship Programs	40,000	New	No		1			
AA	WED	Criminal Justice	Administrative Assistant	PT	Intern Coordiantoor	7,500	New	No		1			

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AA	WED	Diesel Mechanics	Instructional Laboratory Technician	FT	Assist instructor in the laboratory, work with students in the laboratory. As well as, maintain the laboratory, the equipment and order supplies.		New	No		1		
AA	WED	Emergency Medical Technician/Paramedic	Lab Tech	FT	Position will provide support to the EMT/Paramedic and Nursing programs. Tech will maintain equipment/supply inventory, setup and take down of daily instructional scenarios and support faculty with lab/classroom instruction.	80,000	New	Yes	2013, 2014,2015	1		
AA	WED	Emergency Medical Technician/Paramedic	Admin Assistant	PT	Administrative assistant is retiring and will need to fill this position		Replacement	No		3		
AA	WED	Manufacturing Technology	instructional aid	FT	manufacturing and Welding instructional aid		New	Yes	2015	1		
AA	WED	Nursing Science	Laboratory Technician	PT	Order and maintain skills lab and equipment	15,000	New	Yes	2012, 2013, 2014	4		
AA	WED	WED II Division	Counselor Assistant	FT	Support matriculation, outreach and successful follow-up of CTE students.	90,000	New	No		1		

2016-2017 Program Review Classified Staffing Requests

Area	Division	Program	Position	Type	Description	Cost Est.	Request Type	Req in Prev Yrs	Yrs Requested	Priority		
										Prog	VP	Comm
BAS	BAS	Facilities, Maintenance & Operations (FMO)	Clerical Assistant	FT	Change 40% PT to 60% PT	30,000	Replacement	Yes	2014	2	1	1
BAS	BAS	Facilities, Maintenance & Operations (FMO)	Sprinkler Repair Technician	FT	Additional grounds worker and sprinkler repair	95,000	New	Yes	2013-2016	3	2	2
BAS	BAS	Facilities, Maintenance & Operations (FMO)	Custodian	FT	Provide additional services for the increased square footage.	95,000	New	Yes	2011	1	3	3
BAS	BAS	Facilities, Maintenance & Operations (FMO)	Maintenance Worker 2	FT	Maintenance helper for other trades	100,000	New	Yes	2015-2016	4	7	4
BAS	BAS	IT	Network Engineer	FT	The future of our college and education relies on a stable and fast network. We currently share a network engineer with the entire district. This is a critical role and our campus should have their own/dedicated network technician that can address network issues quickly and become familiar with our network for fine-tuning.	150,000	New	No		1	4	5
BAS	BAS	VP BAS Office	Programmer	FT	Provide support at the college for developing and maintaining secondary information systems and applications (not the primary district-supported systems).	100,000	New	Yes	2011	1	5	6
BAS	BAS	VP BAS Office	College Services Supervisor	FT	Provide project management support directly to the FMO division including safety/security and access controls; facilities master planning, inventory controls, projects planning and implementation management, etc.	110,000	New	No		3	9	7

2016-2017 Program Review Classified Staffing Requests

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Area	Division	Program	Position	Type	Description	Cost Est.	Request Type	Req in Prev Yrs	Yrs Requested	Prog	VP	Comm
BAS	BAS	VP BAS Office	College Programmer - Secondary Systems	FT	Working with the Vice President, develops and maintains databases to create college specific integrated applications including: enrollment management, program review information system; buildings information system; detailed budget reporting; etc.	110,000	New	No		2	8	8
BAS	BAS	Facilities, Maintenance & Operations (FMO)	Architectural Associate	FT	Provide architecture analysis and designs for college projects. Complete the conversion of all prior construction drawings and as-builts (paper/CAD) into a common building information system.	125,000	New	No		5	6	9

2016-2017 Program Review Classified Staffing Requests

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Area	Division	Program	Position	Type	Description	Cost Est.	Request Type	Req in Prev Yrs	Yrs Requested	Prog	VP	Comm
SA	Stdnt Srv	EAC	EAC Interpreter/Coordinator	FT	Facilitate interpreting services for hearing impaired students	60,000	New	Yes	2012, 2016	1	1	1
SA	Stdnt Srv	Financial Aid	Financial Aid Specialist/Bilingual	FT	Processing financial aid applications and provide essential financial aid services in Spanish.	81,270	New	Yes	All years since program review was initiated.	3	3	2
SA	Stdnt Srv	Financial Aid	Financial Aid Outreach Specialist/Bilingual	FT	Responsible for coordinating and conducting all financial aid outreach sessions including FAFSA/CA Dream Act, loan, SAP, financial literacy, etc.	97,975	New	No		1	5	3
SA	Stdnt Srv	Assessment & Matriculation	Office Assistant	FT	Assist with clerical duties; Serve as Front line liaison in checking-in students, answering phones, distributing test scores, and leading student assistants	55,000	New	No		1	4	4
SA	Stdnt Srv	Off-Campus Programs	Instructional Lab Technician / Bil (vacant since January 2016)	FT	Urgent request to replace this position to meet student needs and administer operations of the VCSP Library and Learning Resource Center.	80,000	Replacement	No		2	7	5
SA	Stdnt Srv	Career Center	Job Developer	FT	Job Developer to provide comprehensive employment-related opportunities through direct placement and networking with industry.	50,000	New	Yes	2012, 2013, 2014, 2015	1	1	6
SA	Stdnt Srv	Counseling	Student Services Assistant	PT	Assist Student Services Assistant maintain counselor schedule.	30,000	Replacement	No		1	6	7

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Area	Division	Program	Position	Type	Description	Cost Est.	Request Type	Req in Prev Yrs	Yrs Requested	Prog	VP	Comm
SA	Stdnt Srv	EOPS	Part Time Seasonal Outreach Specialist	PT	EOPS will apply for funding through college resources to fund a part time seasonal bilingual outreach/recruiter (Student Outreach Specialist) to recruit for EOPS while focusing on male recruitment. This an intervention/recruitment program designed to address the increasing problem of declining college enrollment of minority males. For several years, EOPS has noted a 29% to 32% drop in under-represented males in the program.	10,100	New	Yes	2015	1		8
SA	Stdnt Srv	FYE	Matriculation Specialist II	FT	In order to have our Matriculation Specialist I be able to do outreach, most important off campus. Vital to our program.	91,583	New	No		1	9	9
SA	Stdnt Srv	FYE	Counseling Assistant	FT	Replacement	89,129	Replacement	No		3	8	
SA	Stdnt Srv	Financial Aid	Assistant Financial Aid Officer	FT	Assist the financial aid officer with the day-to-day operations of the financial aid office. Provide supervision and represent officer when absent.	97,975	New	No		2		
SA	Stdnt Srv	FYE	Student Worker	PT	In order to not rely solely on work-study students	11,674	New	No		2		
SA	Stdnt Srv	Off-Campus Programs	Assistant Dean or Director of VCSP and Off-Campus Programs	FT	Responsible for instructional, student services, and administrative oversight and operations of VCSP and all Off-Campus Programs.	150,000	Replacement	Yes	2013-2014; 2014-2015; 2015-2016	1		