**VENTURA COLLEGE**

**Minutes of the Classified Senate Committee**

**September, 2015**

**Present:**

**Absent:** Eileen Crump

**Recorder:** Rachel Marchioni & Rick Trevino

**Minutes:**

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| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| **Faculty Senate Report** |  Thanks Senate for approving 9+1. |  |  |  |
| **Accreditation** | Institutional wide effort and conversation need more classified support and help in his process everyone needs to be knowledgeable. Look into what your department is responsible for. Suggest standardize meeting to serve as support foe meeting accreditation standards that can be used as evidence. Should include who said what. Articulation in minutes what is being done.College Policy on how minutes should be taken and trained. Have the college pay for training for minutes taking. Different styles of minutes taken. Generalize and discussion both need to be included. Brown act says by law we can record all meetings.Suggests taking these suggestions to Phillip Briggs Policy, and procedure for meeting minutes.  |  |  |  |
|  **Review of Vice Chancellor Changes** | DAC going forward with it. Permanent July. But interim how (most likely Rick post). No board policy delated to interim. Provide feedback on this job description. Interim is moving forward. Still can give feedback for permit. Question regarding equity in job description. History with district of support for research. Doesn’t make sense that it isn’t addressed with district initiatives. Need to be coordination district wide with research.Last Coordinator wasn’t good. He submitted all these reports to state that weren’t correct without checking with colleges. All classified present they need more support than they are getting. Hire people that don’t have experience in helping support the area. Overwhelmed with the lack of support. Training employees above you doesn’t make sense. The hiring process aren’t right. Suggestion last board meeting having community board to hiring search. At orientation new people complaining about lack of training employees are starting in July and not getting banner access until September.Issues with on boarding and hiring addressed with union (Olivia)  |  |  |  |
| **Classified Unified Input from All Thee Colleges** | Input is stronger in what we want to see in a job description versus trying to prevent it. The job description is not finalized. Out of the 21 managers across the district only two have more than two years of experience for accreditation. Peder will be meeting to discuss why we are losing so many administrators.  |  |  |  |
| **Making Decisions Documents**  | This document needs some help in order to implement the changes at the college. Currently, it is being reviewed to make sure we can make sense of it. We need to make sure it clearly communicates who is a part of it and what they are doing. The document is very detailed but needs to be condensed and simplified. Question regarding brown act compliance.  |  |  |  |
| **Brown Act** | Brown Act is a CA enforces that any institution using public funds can’t have closed meetings.  |  |  |  |
| **Professional Development Activities**  | * Brown Act
* How to Take Minutes
* Retreat
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| **SEUI**  | September 24th 1-3pm at DAC – Give feedback to Olivia  |  |  |  |
| **Adjourn**  | 11:45am |  |  |  |