

Classified Professional Manual 2017

VENTURA COLLEGE

CLASSIFIED SENATE EXECUTIVE BOARD

VENTURA COLLEGE | 4667 Telegraph Road, Ventura, CA 93003



VENTURA COLLEGE CLASSIFIED SENATE

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Letter from the College President

Dear Classified Professional:

This manual provides an overview of college and district procedures, policies, and regulations. In addition, a review of the services and resources that are available to assist you is also included.

This handbook does not take the place of the collective bargaining agreement between the District and the Service Employees International Union (SEIU Local 99, AFL-CIO). Please review the collective bargaining agreement for the contract language related to rights and benefits, work assignments, leaves of absence, salary, evaluation procedures, transfers and other aspects of general working conditions.

Thank you for all that you do to support Ventura College and the success of our students. I encourage you to get involved in our governance processes, serve on committees, and share your ideas on how we can be a more effective “Beacon of Learning” for our students and community.

Sincerely,

A handwritten signature in black ink that reads "Greg Gillespie". The signature is written in a cursive, flowing style.

President, Ventura College

Classified Senate at Ventura College

The objective of the Classified Senate shall be to address the non-bargaining concerns of the classified employees and, in the spirit of participatory governance, work with college management in the development and implementation of college goals and objectives to promote campus community involvement, personal development, and collegiality.

Code of Ethics of Classified Professionals

A copy of the adopted Classified Code of Ethics is found on the Classified Senate web page. <http://www.venturacollege.edu/faculty-and-staff/classified-senate>. The Classified Code of Ethics contains the following commitments:

- To accept and uphold the decisions of the Ventura College Classified Senate, its constitution, by-laws and policy objectives as determined by majority vote of its members.
- To accept the legal and ethical commitments and responsibilities of the Ventura College Classified Senate to the college staff and the students we serve.
- To maintain productive associations that enable the Classified Senate to pursue its objectives by means consistent with the interest of the students, classified professionals, faculty and administrators.
- To dedicate myself to the highest ideals of honor and integrity in all public and personal conduct; to maintain integrity, to disclose conflicts of interest, personal relationships or other affiliations that may influence my Senate decisions, and if necessary, to abstain from the discussion and vote of the Senate.
- To base decisions upon all available facts in each situation; vote my honest conviction in every case, and uphold the majority decision of the Senate.
- To welcome collaboration and to encourage participation of all members from the campus community.
- To propose change through constructive channels with due consideration for the opinions of others and their right to dissent.
- To demonstrate respect for the diverse cultures comprising the Ventura College community.

Constitution and By-Laws (separate document at end of manual)

Executive Officers

President:	Pamela Yeagley
Vice-President:	Gabriela Wood
Secretary:	Felicia Torres
Treasurer:	Sara Murillo
Past President:	Pamela Yeagley

Membership

As a classified employee of Ventura College, you are automatically a member of the Classified Senate. There are no dues required to participate in the Classified Senate and participation in the Classified Senate is completely voluntary. As per the Classified Senate Constitution Article III. Membership - The general membership of the Classified Senate shall include all permanent, probationary full-time and part-time classified employees, including classified supervisors and confidential classified employees whose work assignment is attached to the Ventura College campus.

Classified Senate Logo



Classified Senate Participation and Meetings

The Classified Senate is open to all Classified Personnel and all meetings are open for all to participate. We are always in need of your voice and your help to make Ventura College a wonderful place to work for all. We are currently planning our fundraisers and activities for this academic year, and would love your feedback. Contact any of us in the Executive Board team for more information and to get involved.
<http://www.venturacollege.edu/committees/classified-senate>

Classified Professional Development

The Professional Development Committee at Ventura College as well as the District Classified Professional Development Committee plan and evaluate professional development activities for Classified Professionals. These activities are open to all who would like to attend.

Union (SEIU)

For information on the Union Contract please visit:

<http://www.vccd.edu/departments/human-resources/contracts>

SEIU Local 99 website: <http://seiu99.org>

Ventura 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.

Ventura College Vision

Ventura College will be a beacon of learning—a source of inspiration and guidance—for our students and community.

Ventura College Guiding Principles

At Ventura College, we believe that students come first and all else follows. We strive to create a campus environment that fosters collaboration, communication, and mutual respect. We are committed to these Guiding Principles in all that we do:

- Embrace the strength of diversity
- Listen with intensity and compassion
- Communicate with integrity and patience
- Design student-centered solutions
- Spark self-confidence and a sense of discovery
- Pursue our vision and goals with passion

Office of the President

Telephone: 805-289-6102

David Keebler – Interim President

Laura Brower – Executive Assistant

Anne King – Ventura College Foundation Executive Director

The President, as Chief Executive Officer, is responsible to the Chancellor of the District for the operation and administration of the college. He serves as the administrative head and provides educational leadership for Ventura College. The role of President has an ambassadorial function in providing a positive image of the college on campus and within the community.

Laura Brower assists the President, answers faculty and management questions, coordinates with the Ventura College Foundation and handles reservations for the President's Conference Room. As well as keeps the Campus Organizational Chart up to date:

<http://www.venturacollege.edu/departments/administrative>

The Ventura College Foundation is a non-profit, tax-exempt corporation organized to accept and solicit gifts, donations, trusts, and bequests for college related use.

Office of the Vice President of Academic Affairs & Student Learning

Telephone: 805-289-6464

Kimberly Hoffmans, RN, Ed.D. – Vice President, Academic Affairs and Student Learning

Sebastian Szczebiot – Senior Administrative Assistant

Sarah Ayala – Curriculum Technician

Reporting to the President, the Vice President of Academic Affairs and Student Learning serves as the chief academic officer of the College. The Vice President Academic of Affairs and Student Learning serves as a member of the President's Executive Team and has overall responsibility for academic programs, faculty, distance education, and grant development. Duties include overseeing the development, organization, and revision of the college's academic programs; monitoring grant goals and objectives; evaluating instruction according to college policy; participating in the development and revision of academic policy; supporting specialized accreditations for academic programs; serving as ACCJC Accreditation Liaison Officer; and demonstrating a strong commitment to the philosophy and mission of a California comprehensive community college.

Office of the Vice President of Student Affairs

<p>Ventura College Campus 4667 Telegraph Road, Ventura, CA 93003</p>	<p>Ventura College at Santa Paula Campus 957 Faulkner Road, unit 106, Santa Paula, CA 93060</p>
<p>Telephone: 805-289-6113 Office: ADM-17 Damien A. Peña, Ed.D. – Vice President, Student Affairs Olivia Long – Senior Administrative Assistant</p>	<p>Telephone: 805-289-6113 Office: ADM-17 Damien A. Peña, Ed.D. – Vice President, Student Affairs Sabrina Canola-Sanchez – Administrative Assistant/Bil Maiya Rodriguez – Student Services Assistant II/Bil</p>

Under the direction of the President, the Vice President for Student Affairs serves as the Chief Student Services Officer and is responsible for the overall design, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive student development program charged with promoting and delivering programs and services that enhance student success, achievement, and retention. These areas include Assessment, Admissions and Records, Counseling Services, Student Health Center, Student Conduct, Title IX Compliance, Disabled Students Programs & Services, Foster Youth Services, EOP&S Program, Student Outreach, Veterans' Resource Center, CalWorks, International Student Services, Student Activities, and Financial Aid.

Dr. Peña also oversees Ventura College's satellite campus in Santa Paula (see above for information): (<http://www.venturacollege.edu/departments/administrative/ventura-college-santa-paula-and-off-campus-programs-east-campus/faculty>)

Office of the Vice President of Business and Administrative Services

Telephone: 805-289-6354

David Keebler –Vice President, Business and Administrative Services

Maureen Jacobs – Senior Administrative Assistant

Office: ADM-15

Reporting to the President, the Vice President of Business and Administrative Services is the chief financial officer for Ventura College. The Vice President of Business and Administrative Services is a member of the President's Executive Team and has overall responsibility for college operations including the Barnes and Noble Bookstore, Campus Fiscal Services, Campus Payroll, Civic Center, Facilities, Maintenance & Operations, Information Technology, and the Student Business Office. Duties include overseeing the development, organization, and revision of the college's budgets, facilities, information resources and auxiliary enterprises; evaluating college operations according to district and state policies, regulations and codes; participating in developing and implementing district business procedures and policies; and, demonstrating a strong commitment to the philosophy and mission of a California comprehensive community college.

Deans and Divisions

Departments at Ventura College are grouped into Divisions

(<http://www.venturacollege.edu/departments/academic>) lead by a Dean. Each Division has an Academic and a Service component to it. There are currently five Divisions at Ventura College:

1. **Workforce and Economic Development**
(<http://www.venturacollege.edu/departments/academic/workforce-and-economic-development>)
2. **English, Math and Learning Resources**
(<http://www.venturacollege.edu/departments/academic/english-math-and-learning-resources>)
3. **Sciences** (<http://www.venturacollege.edu/departments/academic/sciences>)
4. **Health, Kinesiology, Athletics and Performing Arts**
(<http://www.venturacollege.edu/departments/academic/health-kinesiology-athletics-and-performing-arts>)
5. **Visual Arts, Behavioral and Social Sciences, and Languages**
(<http://www.venturacollege.edu/departments/academic/visual-arts-behavioral-and-social-sciences-and-languages>)
6. **Institutional Equity and Effectiveness**
(<http://www.venturacollege.edu/departments/administrative/institutional-equity-and-effectiveness>)

Policies and Procedures

Equal Opportunity Statement

Ventura College provides a positive educational and employment environment that encourages the full range of equal opportunities for all, regardless of race, color, religion, gender, sexual orientation, national origin, physical or mental ability, age, marital status or veteran's status.

For questions about our nondiscrimination policy or gender equality and athletic teams, contact our Title IX Committee Chair, Dr. Lynn Wright at (805) 289-6232 or by e-mail at lwright@vcccd.edu.

Nondiscrimination

Ventura College takes necessary steps to provide a positive educational and employment environment that encourages the full range of equal opportunities for all, regardless of race, color, religion, gender, sexual orientation, national origin, physical or mental ability, age, marital status or veteran's status.

Sexual Harassment Policy

It is the policy of the Ventura County Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications (including voice and e-mail telecommunications, fax machines, etc.) constituting sexual harassment as defined and otherwise prohibited by state and federal statutes.

It shall be a violation of this policy for anyone (employee, student, or contractor) to engage in sexual harassment. Within the Ventura County Community College District, sexual harassment is prohibited regardless of the status and/or relationship of the affected individuals.

Disciplinary action, up to and including termination or expulsion, may be instituted for behavior described in the definition of harassment set forth in this policy.

Any retaliation against a student or employee for filing a harassment charge, making a harassment complaint or otherwise being involved in a harassment investigation is prohibited. Any persons found to be retaliating against another employee or student shall be subject to disciplinary action up to and including termination or expulsion.

Any employee who receives a harassment complaint, observes, or otherwise learns of harassing behavior in the educational/business environment or workplace, must direct the concerns to the appropriate Sexual Harassment Intake Facilitator or to the Vice Chancellor of Human Resources at the District Office. Students are encouraged to follow the same procedure.

More information can be found in the Ventura College Catalog.

Drug Policy

Ventura College adheres to a drug free campus policy. All students, faculty, and staff assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Therefore, possession, use, or distribution of alcoholic beverages, narcotics, or other dangerous drugs on campus or at any off-campus college-sponsored activity will result in disciplinary action.

Smoking

In the interest of the health and welfare of students, employees and the public, smoking is not permitted anywhere on the Ventura College Campus. Smoking is not allowed in college- owned vehicles. Please make sure students are aware of this policy and as you walk through campus, please remind other students who may be smoking that Ventura College is a smoke-free campus since June 1st, 2017. Please remind students that free smoking cessation assistance is available in the Student Health Center.

Work Injury Reports

If you are injured as the result of a work-related activity, your immediate supervisor should be notified immediately. You will be given a Worker's Compensation Claim Form (DWC1), a listing of approved medical facilities and a Treatment Referral and Medical Authorization form to provide to the medical facility. <http://www.vcccd.edu/sites/default/files/files/departments/human-resources/Benefits/workerscompensationclaimform-dwc1.pdf>

Absences and Absentee Reports

If you will be unable to work on a given date for any reason – personal illness, bereavement, personal necessity, or personal business – notify your Supervisor and/or Division Office as far in advance as possible. Following your absence, an Employee Absentee Report must be submitted to the Supervisor/ Division Dean through the Portal. Typically, this will be on your Work Life tab under Time Reporting. Announcements with monthly due dates are sent out from the Payroll Office.

Signature Authority

All contracts, agreements, leases, proposals, price quotes/estimates, and memorandums of understanding (MOUs) must be reviewed, approved and signed by a District Administrative Center (DAC) manager. No managers, faculty or staff outside the District Office may sign any such agreements. All contracts, agreements, etc., should be sent through channels to the attention of Terry Cobos (DAC Director of General Services) for review, approval, and possible Board action. You need to allow for an appropriate amount of time for this routing, review, and DAC manager approval.

Per Board Policy, the authorization to make purchases or to contract for services is vested in the Governing Board and no employee of the District, except as designated, may obligate the District for any expenditure of funds without prior approval. The purchase of goods or contracting for services requires the issuance of an approved District purchase order prior to items being ordered or the start of services. Any obligation contracted without appropriate prior approval may become a personal expense of the employee.

Volunteers

District procedure governs under what limited conditions volunteers may be used on the college campus. Volunteers may not be used to conduct work that falls within a defined employee job description. A form must be filled out that exempts the district from liability and a background screening will be conducted by the district. If you are considering the use of a volunteer, see your division dean for additional information.

Keys

Keys to college facilities are issued to Ventura College employees only. Request your keys through your Division Office. The unauthorized duplication or unauthorized possession of keys to college property is a misdemeanor and is prohibited by Section 469 of the California State Penal Code. When employment is terminated or key use is otherwise unauthorized, the key must be returned to the division's administrative assistant.

Mailboxes (in the LRC)

The college mailroom, located in the Library & Learning Resource Center (LRC), provides an individual mailbox for each division, department, and employee (some employees may share a box). U.S. mail, inter-district, and intra-college mail are distributed to these mailboxes on a daily basis. Employees are personally responsible for checking their mailboxes on a regular basis in order that pertinent and timely notices (e.g., time sheets for payroll, student petitions) and correspondence are not overlooked. Note that mailboxes may also be found within the Division Offices for within-division mail and notices for employees.

Parking

Employees can obtain a parking permit from the campus police office at no charge. Decals are issued and need to be affixed to the lower left corner of the inside front windshield. Staff spaces are marked with the word "STAFF" and yellow painted lines. All persons driving a vehicle to the Ventura College campus are responsible for being legally parked. If the permit is not displayed as specified, the car may be ticketed. Traffic citations are the responsibility of the owner of the vehicle. Parking is valid anywhere in campus parking lots, except for handicapped zones (unless the employee member has a special handicapped permit) or fire zones. The staff parking permit is honored at all district locations.

When inviting guests to the campus, provision should be made for a visitor's parking pass. Visitor passes are available from Maureen Jacobs (Admin to the VP of Business Services). Pay parking is also available for visitors for \$2 per day.

District Vehicle Use

Only district employees are allowed to operate a district-owned vehicle. Reservations are on a first come, first serve basis. However, the Athletic department gets priority. All reservations should be made well in advance. First, contact Nancy Fredrickson (x6136) (nfredrickson@vcccd.edu) of the Athletics, Health and Kinesiology Division and copy Eloisa Limon (x6462) at elimon@vcccd.edu if you are contacting Nancy per e-mail. Should Nancy and Eloisa not be available, contact Maureen Jacobs (x6354) at mjacobs@vcccd.edu with the details of your request. Once your requested date is confirmed you will need to submit a Vehicle Request form to Eloisa Limon in the administrative building. Eloisa will hand over van keys and a gas card to you. Vehicles are parked at the V Lot, where you may leave your personal vehicle while you are using the van. Return the keys, credit card, and gas receipts to Eloisa Limon. Do not lock keys and/or credit card in the van.

Photocopying (RICOH Copy Center, LRC-155)

The RICOH Copy Center is located in the Library & Learning Resource Center (LRC 155). You may make your own work-related copies at the self-service photocopy machines or leave your materials for the RICOH staff to run. You will need your department code to use the RICOH copy services. Please consult the RICOH Center for assistance at x 6376. Use the copy net service to place a copy order online (<http://www.copynetsolutions.com/store/login.aspx?SerialNum=500198>). The hours of service are: Monday and Thursday, 7:30 a.m. – 6:00 p.m., Tuesday and Wednesday, 7:30 a.m. – 5:30 p.m. and Friday, 7:30 a.m. – 4:00 p.m.* Summer hours are as posted. You are required to adhere to applicable copyright laws.

IMPORTANT: If you need copy paper for your dept. /office printer, order from the VC warehouse directly (**Maintenance & Operations x 6340**).

***PLEASE NOTE:** The LRC closes at 3:30 p.m. on Fridays. The Copy Center may be accessed by phone at extension 6376.

Course /Wellness Request

Once you are no longer a probationary Classified Professional status at Ventura College, you can request to sign up for a Ventura College class relating to your work or wellness.

Please see section 11.21 of SEIU Agreement for more details. Here are the guidelines:

- Classes may be taken only during fall and spring semesters.
- A maximum of 3½ hours of release time may be given to take one course, including travel time, or for monitored wellness activity or fitness center utilization.
- Additional time will be made up during the same work week.
- Online classes do not qualify for release time.
- Attach copy of class schedule.

Children on Campus

Per Board Policy 3504, all children must be accompanied by an adult while on campus, unless enrolled in a college-sponsored program or activity. Children are not allowed in the classroom or in the worksite, and may not be left unattended in any campus facility. Also in accordance with Board Policy 3504, children may not be present at an employee's worksite. This does not preclude short visits when the child is accompanied by an adult.

Animals on Campus

Per Board Policy 3503, animals (with the exception of laboratory animals or service animals for individuals with disabilities) are not permitted on district or campus facilities.

Campus Resources

Emergencies/Campus Police (x 6486 or 805-289-6486)

In case of emergency, you are to call x 6486 (using a campus phone) or 805-289-6486 from a cell phone. If the campus police do not pick up immediately, the call is rolled over to the police dispatch. This is faster than dialing 911.

Please add the Campus Police phone number to your mobile phone address book to ensure quick retrieval when needed.

Lost and Found

Items left in the classroom or found on campus grounds should be taken to the Campus Police Department which serves as the collection point for all lost and found items.

Print & Web Graphics, Photography, Business Cards, Video, and Outdoor Banners

Graphic design services are available for campus staff including assistance in designing booklets, flyers, posters, print and on-site ads, shooting photography, creating videos, creating web and social media banners, etc. Contact Janeene Nagaoka (JNagaoka@vcccd.edu) at 805-652-5515 or Dina Pielat (gpielat@vcccd.edu) at 805-652-5515, or go online at MyVCCCD and fill out a Marketing Project Request form, located under the Employee Information tab. In order to help maintain our standard college identity, faculty and staff may not design their own business cards or stationery. We also encourage utilizing our District Marketing team for any outreach products like posters, print ads and outdoor banners. Contact your division office to order these items.

<http://www.vcccd.edu/marketingphotography-project-request-form>

Emergency Procedures

Life-Threatening Situations (Dial x 6486)

For all life-threatening emergencies contact Campus Police at x6486. If you call 911 yourself also notify Campus Police so they can respond to the situation quickly.

When off-campus, dial 911.

Non-Life-Threatening Situations

Contact the Student Health Center (x6346). A nurse is on duty during daytime hours and limited evening hours (not on Friday evening or Saturdays). When the nurse is NOT available or the Student Health Center is closed, contact Campus Police (x6486). NOTE: First-Aid is available from the Campus Police when the Student Health Center is closed. When off-campus, call 911.

Student accidents must be reported to the Student Health Center within 72 hours of occurrence. The instructor or person in charge shall make a written report of injury. Accident reports are essential for insurance claims to be submitted. All student accident reports and insurance claims are processed through the Student Health Center and forms are available at the Center, from the Evening Facilitator, or from the Campus Police. Once an accident report is received that requires an insurance claim, the student will be given information about the College's insurance coverage and the billing procedures. NOTE: An injury resulting from an illness is NOT covered by the college's insurance, but it still needs to be reported to the Student Health Center.

Emergency Phone Numbers

911 Ambulance/Fire/Rescue/Sheriff
6486 Campus Police
6346 College Nurse/Student Health Center

Suicide Hotline 877-727-4747

LGBTQ Youth Hotline 866-488-7386

Veterans Crisis Hotline 800-273-8255

Emergency Mass Notification Alert System

The Emergency Mass Notification Alert System is a system used to convey emergency messages via text (SMS), email, and voice mail to employees and students who register. You are strongly encouraged to register through the MyVCCCD Web Portal. The system will ask for two contact phone numbers: a cell number and a personal landline number. When an emergency is identified, you will receive a text message and a voice message providing information about the nature of the incident. You will be asked to acknowledge receipt of the message (either by pressing a number or sending a reply text). Emergency Alert information is completely confidential, and will not be used for any purpose other than to alert an employee of a problem or emergency on campus.

Disaster/Emergency Plan

The college's Disaster/Emergency Plan is designated to maximize life-saving efforts for the students and employees. The purpose of the Plan is to delineate employee responsibilities, emergency procedures, campus resources and the College's relationship to the rest of the community during a disaster or emergency. The Vice President (or designee) is the Incident Commander with the authority in conjunction with the Chancellor, to declare an emergency. This Plan is available to all staff, and can be located in the various division offices, or in the Student Health Center.

Gifts/Donations

All proposals of gifts or donations to the District are subject to approval of the Governing Board before acceptance by any employee of the District. A gift, once accepted by the Board, becomes the property of the District without conditions or restrictions, except as may have been specifically stipulated at the time of acceptance. A Donation/Gift Acceptance form (found in Business Tools on the Portal) must be completed and returned to the office of VP of Business Services.

Resources... Where to find Information

Board Agendas, Policies, and Procedures

<http://www.boarddocs.com/ca/vcccd/Board.nsf/Public>

Here you will find all the AP's (Administrative Procedures) and BP's (Board Policies) as well as the agendas with decisions from the Board Meetings. This is a great place to see current information on upcoming changes. The AP's and BP's will give insight and direction for daily processes.

VCCCD Portal

<https://my.vcccd.edu>

You will find links to important announcements as well as applications that are used in the District. Your monthly time report is submitted within the Portal.

HR Tools

<https://vcccdventura.sharepoint.com/sites/VCCCD/hrtools/Lists/forms/HR%20Tools.aspx>

Here you will find all the forms and procedures for your HR needs. The list of items you have access to is dependent on your role. Should you need your access increased please contact your supervisor. For most up-to-forms please go directly to HR Tools rather than saving a local.

Business Tools

<https://vcccdventura.sharepoint.com/sites/VCCCD/BusinessTools/Lists/forms/BusinessTools.aspx>

Forms and procedures from purchasing to travel are located under the Business Tools. These forms are kept up to date so it is advisable to go directly to Business Tools rather than save a local copy so that you will always have the most up to date information.

Mileage Claim Reimbursement

If there is no college vehicle available for college-related travel, or for other reasons if it is more desirable for the employee to use his or her own car for college business, the college may reimburse the employee for mileage costs at the current district rate for mileage. In order to receive this repayment, the college-related travel must be approved in advance by the Division Dean, to ensure that the Division budget has the necessary funds to reimburse the employee. If approved, the employee must file a Mileage Claim Reimbursement form with the appropriate Division Dean within a timely manner. You can find this form in Business Tools Fiscal Services Forms and in Appendix D of this document.

The majority of forms that you will need for Fiscal Services can be found in [Business Tools](#) or [HR Tools](#). Below are a few key forms that we wanted to ensure everyone is familiar with.

Requisition

You can find this form in your Division Office, Department Office, or with Fiscal Services in the Administration Building. For any purchase orders, you must complete this form. If you have questions about vendors or purchasing you can refer to the [Purchasing](#) page on the District website.

Invoice

You can find [this](#) form in Business Tools.

Journal Transfer

You can find this form in Business Tools. Please be sure to familiarize yourself with the [Journal Voucher Guidelines](#).

Travel Request

You can find this form in your Division Office, Department Office, or with Fiscal Services in the Administration Building. Please read the [Employee Travel Procedures](#) in Business Tools for details and policies.

Office 365 / SharePoint

<https://www.office.com/>

Employee Resources and Services

Fitness Center (x 6477)

If you are interested in exercising at the Ventura College Fitness Center and Weight Room, please follow the procedures below:

1. To use the facilities as part of Study Leave (SEIU Contract 11.21), first obtain approval from your supervisor and Human Resources by completing the VCCCD Course/Wellness Request form (available on HR Tools).
2. Obtain a VCCCD or VC Staff ID card (with picture) through the Student Activities Office. Photo ID may be required.
3. Set an appointment with Dean Tim Harrison or Fitness Center Coordinator Maureen Eliot.
 - a. Fill out and sign the VCCCD hold harmless waiver.
 - b. Go through the Fitness Center orientation (10-15 minutes).
 - c. Receive Fitness Center sticker (if necessary).

If your supervisor requests a monitoring report of your use, please contact Dean Tim Harrison. You must workout inside the VC Fitness Center or VC Weight Room under the direct supervision of a trained VCCCD employee assigned to the VC Fitness Center or VC Weight Room.

What to bring:

- VC or VCCCD ID card and lanyard. Card must be visible when exercising.
- Towel
- Water for hydration

VC Fitness Center/ VC Weight Room Rules and Regulations:

- All persons using the facilities must display a valid Fitness Center ID badge during workouts.
- Participants are required to bring a towel to wipe down equipment before and after use.
- Appropriate workout clothing and close-toed athletic shoes are required at all times.
- Always warm up prior to exercising (ask instructors on duty for warm up ideas).
- No food or drink (except water in closeable, plastic containers) allowed in Fitness Center.
- No cell phone use allowed in the Fitness Center due to safety and privacy regulations.
- Put away all floor mats when you are finished using them.
- Complete all lifts with proper form and technique (ask instructors for assistance)
- Do not attempt weights that are entirely too heavy.

Fitness Center - Hours of Operation (Subject to Change):

Monday thru Thursday 6:30am to 7:30pm, Friday 6:30am to 5:00pm

Weight Room - Hours of Operation (Subject to Change):

Monday thru Thursday 8:30am to 7:30pm, Friday 8:30am to 5:00pm

The facilities are not available during holidays and breaks between semesters.

Information Technology (VCHelpdesk)

Information Technology (IT), in collaboration with our sister campuses and district IT, develops, implements, and maintains Ventura College's technology infrastructure, provides coordination and leadership to advance technology across the enterprise, and guides policy creation and implementation.

IT's responsibilities include: the provisioning and support for reliable voice, video, and wide-area network services to the campus and its satellite facilities; systems administration and enterprise application management; desktop computer maintenance; software support; and phone/voice-mail.

IT reports to District IT and the Vice President of Business Services. IT acts in active partnership with the campus community to provide the highest levels of technical leadership, support, and service.

If you have any questions related to the following IT disciplines, please give IT a call at x6285: email, phone/Skype, network issues, audio-visual carts/gear, software needs, printer needs, hardware failures, wifi, and internet.

In addition to dialing 805-289-6285, you can open support tickets by sending an e-mail to vchelpdesk@vcccd.edu. Please be as detailed as possible in your e-mail requests.

Student Resources and Services

Admissions and Records (A&R)

The Admissions & Records (A&R) Office provides a variety of services including admission, residency determinations, registration and add/drop activity, transcript processing, evaluation and posting of degrees & certificates, general education certifications for transfer to the UC and CSU systems, verification and certification of student eligibility for athletics, enrollment verifications and VA educational benefits. A&R is the campus contact for MyVCCCD, and assists students and faculty with questions about online features and services, coordination and the collection of census reports, and the recording of grades and positive attendance hours. They process grade changes, academic renewals, petitions for exceptions to deadlines, course repetition, credit-by-exam, & Pass/No Pass. Additionally, they manage student enrollment priority as well as reinstatements approved by Counseling. A&R also provides records under subpoena and fulfills student requests for enrollment/degree verifications.

More information can be found at:

<http://www.venturacollege.edu/departments/student-services/admissions-and-records>

Transcripts can be requested at: <http://www.venturacollege.edu/departments/student-services/admissions-and-records/official-transcript-request>

Assessment Testing

As a component of the Student Success and Support Program, the assessment program at Ventura College provides assessment services to help students determine appropriate placement into English and math classes. The assessments are not pass/fail and are used for placement recommendations only. Math testing is also used to determine math competency for awarding of Associate degrees. Additionally, the assessment program provides ability to benefit testing services to determine eligibility for financial aid for students with neither a high school diploma nor a GED Certificate.

For more information please contact the Assessment Office at: (805) 289-6402 or vc-matriculation@vcccd.edu

Assistive Technology Training Center (ATTC) for Students with Disabilities

The ATTC Program provides instruction in computer access to students with a broad range of disabilities, using the latest assistive technology available [both hardware and software]. Students learn to use such access strategies as speech synthesizers, voice-input systems, alternate keyboards, specialized word processing programs, mouse alternatives, and other assistive hardware and software appropriate to their learning needs. Specially trained instructors and support staff are available to ATTC students. Ventura College has implemented campus-wide assistive technology availability for students with disabilities through the Mainstream Computer Program.

Center information can be found at: <http://www.venturacollege.edu/departments/student-services/assistive-technology-training-center>

Athletics

Athletics provide a quality program of intercollegiate athletic programs that will challenge students' skills and prepare them for transfer to a four-year college or university program. Ventura College belongs to the very competitive Western State Conference (WSC) and the California Community College Athletic Association (CCCAA). The college provides a complete support system for the student athlete including a full time athletic counselor, two athletic trainers, an equipment manager, tutorial program, financial aid program and complete indoor and outdoor facilities.

More information, including team schedules, rosters, and athletic news can be found at: <http://www.venturacollege.edu/athletics> and <http://www.vcweplayhard.com/landing/index>

Behavior Intervention and Care Team-BICT

This form is for any employee or student who is having concerns about a student. The types of concerns may be behavioral in nature such as class, office or activity disruption or inappropriate comments. This can also demonstrate in class assignment on line or on paper. Sometimes you may have a concern regarding a dramatic change in the student's demeanor, attendance or grades. The form is also used when the student is perceived to be under the influence of drugs or alcohol. Cyber bullying or stalking should also generate a report. This form when received allows the team to take immediate action to help the student or resolve the situation.

In emergencies please contact Campus Police at (805) 289-6486 and/or the Student Health Center at (805) 289-6346.

The BICT Report form can be found at:

<http://www.venturacollege.edu/departments/student-services/behavioral-intervention-care-team>

Bookstore

The Bookstore operated by Barnes and Noble Education, located in the BCS Building, carries in stock the textbooks and supplies needed for all classes offered each semester. The Bookstore's days and hours are published online and in the Schedule of Classes. The Bookstore offers new, used, online, and rental textbooks to students. Students may return books for refunds the first week of the term, provided they follow a clearly specified policy that is well publicized. A book buy-back period is held each semester during the Final Exam period. Students may sell back books that are in useable condition during this period if needed for the next term.

The bookstore also carries a selection of Ventura College clothing and gifts, school supplies, trade books and convenience items.

VCCCD Faculty and Staff receive a 10% discount on clothing, gifts, school supplies and trade books.

Department POs and charges receive a 20% discount.

More information, including hours of operation can be found at:

<http://venturacollege.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=78736&catalogId=10001&langId=-1>

CalWORKs

CalWORKs is California's welfare reform program designed to help head of households become self-sufficient through a variety of educational and work-related activities, including attendance at Ventura College. A leader in higher education, Ventura College provides individuals with the opportunity to obtain new job skills or enhance existing skills through a variety of state-of-the-art programs.

Program information can be found at <http://www.venturacollege.edu/departments/student-services/calworks>

Campus Police

The Ventura County Community College District Police Department employs sworn police officers who are vested with full arrest authority in the state of California pursuant to California Penal Code 830.32 and California Education Code 72330. The Police Department is recognized by, and adheres strictly to, the State of California Police Officer Standards and Training (POST) guidelines. The department has been charged with providing law enforcement, security, investigations, and parking/traffic control for students, faculty, staff and visitors on all properties owned and operated by the Ventura County Community College District.

Those wanting to report a suspected crime or suspicious activity anonymously may do so through the Tip Line. Additional information can be found at the following link:

<http://www.vcccd.edu/departments/police/crime-prevention-information/tip-line>

For further information, call the Ventura College Police Station at (805) 289-6486 or visit

<http://www.vcccd.edu/departments/police>

Career Center

Located in the Student Services Center (SSC), the Career Center provides career counseling planning and assessment, job listings, and internship and work experience information. Students also have access to computerized career information, and software that assists them in developing their resume. To schedule an appointment for career counseling students should call (805) 289-6411.

General open hours are: Monday-Thursday 8:00 a.m.-5:00 p.m., and Fridays 8:00 a.m.-3:00 p.m.

Full service website is available:

<http://www.venturacollege.edu/departments/student-services/career-center>

Child Development Center

The Orfalea Child Development Center, Ventura College is located on campus at the corner of Telegraph Road and West Campus Way. Toddler and preschool programs are available for children ages 2 years through pre-K /Toddler and preschool programs provided emphasize active, hands-on learning. The Center also serves as a preschool laboratory for college students studying Child Development. The Center serves VC student, faculty and staff families, as well as families from the nearby community. A new waiting list begins each semester as the Ventura College campus schedule is released. Classrooms fill quickly and it is encouraged to get on the waiting list as soon as possible. Call (805) 289-6030 for a brochure or to set up a tour appointment with the director.

Assistance in paying child care fees is available to student parents who qualify. Visit the Center or e-mail the director at rdouglas@vcccd.edu for more information.

More information, including hours of operation can be found at:

<http://www.venturacollege.edu/departments/student-services/child-development-center>

Counseling Office

The role of the Community College Counselor is unique and complex. Ventura College Counselors are professional, credentialed faculty who utilize a variety of skills to assist students in reaching their goals and achieving the greatest possible benefit from their college experience. Title V of the California Education Code identifies three required categories of Counseling: Academic, Career, and Personal. Located in the Student Services Center (SSC), the Ventura College Counseling Office is open days and evenings for counseling appointments and drop-by counseling.

More information, including hours of operation can be found at:

<http://www.venturacollege.edu/departments/student-services/counseling>

Distance Education

Resources regarding Distance Education for prospective and current students can be found at:

<http://www.venturacollege.edu/online-services/distance-education>

Student Help Line/VC Distance Education Hotline

VCDEStudentHelp@vcccd.edu (805) 289-6452

Educational Assistance Center/ Disabled Students Programs & Services

Ventura College provides support for all eligible students with disability related needs. The Educational Assistance Center (EAC) facilitates equal access for qualified students to community college education through services, academic accommodations and specialized instruction. These services may include: one-stop priority registration assistance; specialized academic and career advisement; sign language interpreters; note taking assistance; readers; transcribers; mobility assistance; disability-related counseling; class room testing; print material in alternate format; assistive computer technology and other assistive equipment.

Through the instructional side of the program, Learning Skill classes (LS) and EAC classes are offered for personal and scholastic development such as writing, reading, math, memory, study strategies and adapted physical education. These classes are offered to assist students needing additional basic skills preparation for college-level course work. Although designed for students with disabilities, these courses are available to all Ventura College students. Students can also register for a variety of instructional classes in Assistive Computer Technology (ACT).

More information, including accommodation procedures and hours of operation, can be found at:

<http://www.venturacollege.edu/departments/student-services/disabled-students-programs-services-dspseac>

EOPS (Extended Opportunity Program and Services)

In 1969, the California Legislature (SB 164, Alquist) established the Extended Opportunity Programs and Services (EOPS) with the intent of "extending the opportunities for community college education to all who may profit thereof, regardless of economic, social and educational status." EOPS encourages the enrollment of low-income and educationally disadvantaged students into institutions of higher learning. EOPS is a state-funded, services-oriented program. It combines financial assistance with support services designed to inform, recruit, admit, and academically motivate low-income and educationally disadvantaged full-time students to pursue a college education. Through the EOPS Program, students can receive comprehensive services such as tutoring, academic, personal and career counseling, book vouchers/grants, student parking permits, peer advisement, and any special help that a student might need to stay in school or to prepare for a career.

More information, including hours of operation can be found at:

<http://www.venturacollege.edu/departments/student-services/eops>

First Year Experience (FYE)/ Guiding Pirates to Success (GPS)

The goal of FYE/GPS is to introduce new students to the expectations of higher education. Through FYE/GPS, students connect with campus resources designed to promote academic retention and success. This year-long cohort program begins with a summer extended orientation and continues with activities designed to teach students to make informed decisions about their educational and career goals. Students engage in the college experience, develop critical thinking skills to enhance academic success, and plan for a successful future at VC and beyond.

Program information can be found at:

<http://www.venturacollege.edu/departments/student-services/first-year-experience>.

Financial Aid

The Financial Aid Office at Ventura College is comprised of dedicated financial aid professionals committed to serving students by providing them information to secure the necessary financial resources to meet their educational objectives. The types and amounts of financial aid Ventura College awards or recommends are subject to availability of funds, eligibility for funds, enrollment status and financial need. Ventura College students have a variety of financial aid programs available for assistance. Programs vary in eligibility criteria, award amounts, and repayment options.

Full service website available at:

<http://www.venturacollege.edu/departments/student-services/financial-aid>

International Students

The International Student Office assists and supports students in their orientation to Ventura College and United States customs, immigration issues, and other academic and personal related issues and concerns while attending Ventura College. The International Student Office is located in the CSC/CSA building.

More information, including hours of operation can be found at:

<http://www.venturacollege.edu/departments/student-services/international-students>

Learning Resource Center (LRC)

The Learning Resource Center computer lab, called the "BEACH," is located on the first floor of the Library & Learning Resource Center. The "BEACH" is an acronym for "Best Educational Access to Computers and Help." The 369 station computer lab serves as a lab for classroom instruction and as an open-access drop-in lab for students. The lab provides instructional support through technology for several academic and vocational disciplines including English, Foreign Language, ESL, Geography, Learning Skills, Math, Nursing, Emergency Medicine, Reading and Study Skills. The Learning Center also supports Ventura College's distance learning program by hosting many of the orientations and exams.

More information, including hours of operation, is available at:

<http://www.venturacollege.edu/departments/student-services/learning-resource-center>

Library

The Ventura College Library serves all currently enrolled students, faculty and staff, and members of the community. With more than 100,000 volumes and more than 250 periodical subscriptions, the library's collection includes books, eBooks, periodicals, CDs, microfilm, DVDs, and more than 50 databases.

More information available at: <http://www.venturacollege.edu/departments/student-services/library>

MESA – Mathematics Engineering Science Achievement

The Mathematics, Engineering and Science Achievement (MESA) Program serves to enrich the experience of students majoring in math, science and engineering at Ventura College. MESA supports financially disadvantaged and/or historically underrepresented students by providing a variety of services to equip MESA students with the skills and attitudes necessary for their successful transfer to a university. MESA works closely with industry partners and the University of California, California State University, the California Community Colleges, the Association of Independent Colleges and Universities and the State Department of Education. MESA is nationally recognized for its innovative academic development program.

More information, including hours of operation and contact details, can be found at:

<http://www.venturacollege.edu/departments/student-services/mesa>

Outreach Office

The Ventura College Outreach Office serves the community by providing information and access to college exploration and career planning. The Outreach Office supports all prospective students in their transition to Ventura College, and works in collaboration with Ventura County high schools, community organizations, and other local agencies to promote our programs and services.

More information, including contact information, can be found at:

<http://www.venturacollege.edu/departments/student-services/outreach-services>

Santa Paula Campus and Off-Campus Programs

The Ventura College Santa Paula Campus is located at 957 Faulkner Road, unit 106, Santa Paula, CA 93060. The Satellite Campus offers a rotation of general education and transfer classes, career and technical training, and basic skills courses. A full array of student support services are available, including a full-time Academic Counselor and Student Services Assistant II to assist with educational planning, admissions and registration. Student Services are available Monday through Thursday, 8:00 a.m. to 7:00 p.m.

The VCSP Library and Learning Resource Center, is an extension of the main campus LRC, open to all students, faculty, staff, and community patrons. The LRC offers a textbook lending, reserve, and reference collection, as well as a drop-in computer lab, open Monday through Thursday 8:00 a.m. to 8:30 p.m. The VCSP location also serves as the center of operations for Ventura College's Off-Campus Programs which include Dual Enrollment classes offered at local high schools.

For more information please contact VCSP at (805) 525-7136, vcsp@vcccc.edu, or visit online at

<http://www.venturacollege.edu/departments/administrative/ventura-college-santa-paula-and-off-campus-programs-east-campus>.

Student Activities and Clubs

Students achieve success more consistently if they feel a connection to the campus where they attend classes. From student government to a variety of interest-based student organizations, Ventura College offers students various ways to be involved on campus.

More information, including hours of operation, can be found at:

<http://www.venturacollege.edu/departments/student-services/student-activities>

Student Business Office

The Student Business Office, located in the Student Services Center (SSC), provides a variety of financial services. Such transactions include receiving payment for all student fees and obligations, Associate Student Ventura College (ASVC) cards, clay and other miscellaneous fees. For official business, students need to show a Driver's License (or other acceptable photo ID and must know their student ID--social security number will not be accepted). For further information, call (805) 289-6488.

More information can be found at:

<http://www.venturacollege.edu/departments/student-services/student-business-office>

Student Connect Center

The Student Connect Center ambassadors help new and returning students navigate the system by helping them to: complete the online application to Ventura College; set-up and access their MyVCCCD student portal; understand the steps for successful enrollment; discover Ventura College's academic programs; find class schedules and course offerings; and learn about financial, academic, and personal support programs

More information can be found at: <http://www.venturacollege.edu/departments/student-services/outreach-services/student-connect-center>

Student Government, Associated Students of Ventura College (ASVC)

The Associated Students of Ventura College (ASVC) assumes major responsibility for coordinating student activities and expressing student concerns, interests, and viewpoints to the administration and college community. ASVC Board meetings are held every Tuesday at 1:45pm in the Student Center Multi-Purpose Room. Student participation is welcome. Contact the ASVC for more information at (805) 289-6156.

Student Health Center

The Student Health Center (SHC) provides physical, mental health, and health education services to support students in reaching their academic goals. The SHC is located in CRC-108 and is open Monday-Thursday 9:00am to 5:30pm and Friday 9:00am to 1:00pm.

Call: (805) 289-6346 to make a confidential appointment or visit

<http://www.venturacollege.edu/departments/student-services/student-health-center> for more information.

Supplemental Instruction

The Supplemental Instruction (SI) model of student academic assistance increases students' success by targeting historically difficult transferable or basic skills courses that are barriers to student success measured by transfer and graduation rates. All students are invited to group study sessions lead by SI group leaders in order to work collaboratively to engage with course content while they develop and integrate learning and study strategies.

More information can be found at: <http://www.venturacollege.edu/departments/student-services/supplemental-instruction>

Textbook Lending Library

The Ventura College Textbook Lending Library is a program where students can check out up to three textbooks to use for an entire semester at no cost. As resources are limited, these textbooks are checked out on a first-come, first-served basis. Additionally, priority days are offered before the start of each semester.

More information can be found at:

<http://www.venturacollege.edu/departments/administrative/foundation/programs/textbook-lending-library>

Title IX - Office of Title IX (Sexual Misconduct)

Members of Ventura College (VC) community, guests, and visitors have the right to be free from sexual misconduct and any other form of sexual harassment and gender-based discrimination and violence.

VC does not tolerate sexual misconduct, which includes, but not limited to:

- Sexual harassment (in person, by text, or online)
- Domestic violence
- Dating violence
- Sexual assault
- Sexual stalking
- Gender based Hate Crimes

When an allegation of misconduct is brought to an appropriate employee's attention and a Respondent is found to have violated any sexual misconduct policies, appropriate sanctions will be used to reasonably ensure that such actions are never repeated.

More information, including contact information, informational videos, and VCCCD Board Policy, can be found at: <http://www.venturacollege.edu/college-information/about-ventura-college/title-ix>

Tutoring Center

The Tutoring Center is dedicated to providing academic tutorial support for Ventura College students and is located on the first floor of the Library and Learning Resources (LRC) building. The Center's goal is to help make a student's educational experience a successful one. Drop-in, group and individualized tutoring are available free of charge to all Ventura College students. Online 24/7 tutoring is also available to VC students.

More information can be found at: <http://www.venturacollege.edu/departments/student-services/tutoring>

Testing Center

The Ventura College Testing Center, located in the Learning Resource Center, LRC-155, provides proctoring services for faculty who approve their students to take a make-up examinations. Once approved, students must schedule an appointment with the Testing Center. A valid photo ID is required to take a make-up test at the Testing Center.

More information can be found at:

<http://www.venturacollege.edu/departments/student-services/testing-center>

Transfer Center

The Transfer Center is a place where students can get information and counseling services to learn how to prepare and apply to gain admission to a university or college in California or out-of-state.

More information can be found at: <http://www.venturacollege.edu/departments/student-services/transfer-center>

Ventura College Foundation

For over 30 years, the Ventura College Foundation has been dedicated to providing financial support to the students and staff of Ventura College. Through this support, the Ventura College Foundation assists the College in facilitating student success and grows the impact and legacy of Ventura College as a vital community asset. Annually, the Foundation provides Ventura College students with over \$1,000,000 in scholarships and grants.

More information can be found at:

<http://www.venturacollege.edu/departments/administrative/foundation/programs/scholarships>

Veterans Resource Center

The Veterans Resource Center (VRC) at Ventura College is committed to establishing a supportive environment and a welcoming campus culture for all veteran students along with their dependents. It is founded on the premise that the challenges faced by veterans may be addressed through a combination of services emphasizing academics, camaraderie, and wellness. The Veterans Resource Center staff are available to help provide that support, and to help veterans and their dependents reach their educational goals. The VRC is located in the Campus Student Center (CSC) through the door facing Telegraph Road.

For more information, please visit: <http://www.venturacollege.edu/departments/student-services/veterans-resource-center>

Ventura College

Classified Senate

Constitution & By-Laws



Ratified— March 2017

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VENTURA COLLEGE MISSION AND CORE VALUES

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.

VISION

*Ventura College is a beacon of learning—a source of inspiration and guidance
—for our students and community.*

CORE VALUES

Student Success

Ventura College believes that students come first and all else follows.

Educational Excellence

Ventura College embraces the strength of diversity and is committed to communicate with integrity and patience.

Climate of Inclusion and Respect

Ventura College strives to create a campus environment that fosters collaboration, communication, and mutual respect.

Dynamic Student Services

Ventura College supports students by listening to them with intensity and compassion and designing student-centered solutions.

Ventura College
Classified Senate
Constitution

Ratified—March 2017

ARTICLE I
NAME

Section I. The official name of this organization shall be the Ventura College Classified Senate (VCCS).

ARTICLE II
MISSION AND PURPOSE

Section I. As an integral part of the college community, the Classified Senate shall actively contribute to the growth and success of the college and district. The Classified Senate's mission is to provide Classified Professionals with a formal participatory voice in supporting the college and district's missions, visions, core values, and promoting a successful learning environment for students.

Section II. The Ventura College Classified Senate makes recommendations to their college administration and to the District on the following specific academic and professional matters (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 Professionals.

Section III. The Ventura College Classified Senate is a permanent organization originally sanctioned by the Governing Board in 1989. It shall be the purpose of Classified Senate to participate in the governance of Ventura College; to actively collect, evaluate, and disseminate information and represent the collective interests of Classified Professionals before or on any governance or college committee.

Responsibilities of the Classified Senate shall be as follows:

- A. Provide the Classified Professionals with a formal participatory voice in shared governance supporting the college and district's missions, visions, core values, and the participation in the initiation, development, and evaluation of college and district policies and procedures in areas as outlined in the 9 + 1;
- B. Provide communication, understanding, and mutual support among the Classified Professionals;
- C. Appoint Classified Professionals to participate in college-wide and district standing committees and ad hoc committees as needed;
- D. Communicate Classified Professionals needs, concerns, viewpoints and recommendations on college issues to the college President, District Management and the VCCCD board of trustees;
- E. Ensure that all Classified Professionals are valued, respected, and properly recognized;
- F. Provide opportunities through Professional Development activities;
- G. Accept leadership responsibility for policy recommendations in innovation and professional growth, excluding all areas that would require collective bargaining;
- H. Develop and participate in fundraising events to benefit VCCS student scholarship opportunities;
- I. Provide opportunities which encourage social responsibility and community involvement through giving and actively participating in community outreach efforts both on and off campus.

ARTICLE III MEMBERSHIP

Section I. For the purpose of this constitution, the term "Classified Professionals" refers to all Ventura College permanent, probationary full-time and part-time classified staff, including classified supervisors and classified confidentials. All Classified Professionals as defined shall be considered for membership in the Classified Senate.

Section II. The Classified Senate Executive Board (CSEB) shall consist of: four voting executive officers: President, Vice President, Treasurer, Secretary, and one non-voting executive officer: Immediate Past President.

ARTICLE IV AMENDMENTS

Section I. Amendments to this constitution shall be approved only at a regular meeting of the Classified Senate and by a two-thirds vote of the members present.

Section II. Amendments to the by-laws may be enacted, rescinded, or amended only at a regular meeting of the Classified Senate and by a majority vote of the members present.

ARTICLE V
ELECTIONS AND APPOINTMENTS

Section I. Elections shall be held in accordance with the specific provisions of the by-laws of this constitution.

Section II. Appointed positions shall be filled in accordance with the specific provisions of the by-laws of this constitution.

Ventura College
Classified Senate
By-Laws

Ratified— March 2017

ARTICLE I
ADOPTING BY-LAWS

Section I. These by-laws shall be adopted by a majority vote cast by the Classified Senate. These by-laws shall provide for membership eligibility, regular meetings, methods of nominating and electing officers, the filling of vacancies and such other procedures as shall be needed to carry on the business of the Classified Senate.

ARTICLE II
ORGANIZATION OF EXECUTIVE BOARD

Section I. Members elected to the Classified Senate Executive Board (CSEB) shall serve no more than two consecutive two-year terms of office, or until successors are elected.

Section II. The Classified Senate Executive Board (CSEB) shall consist of the President, Vice President, Treasurer, Secretary, Immediate Past President (non-voting) or designee.

ARTICLE III
DUTIES OF OFFICERS

Section I. *The President shall:*

- A. Preside over all meetings of the Senate;
- B. Determine the agenda for all meetings of the Classified Senate with the Vice President;
- C. Provide a centralized means of communication among Classified Professionals and with the rest of the college community;
- D. Be responsible for budget, Senate reporting and recommendations, and general authority to administer and/or maintain the affairs of the Classified Senate between meetings;
- E. Conduct an orientation for officers and new Senate representatives;
- F. Oversee Senate subcommittees and be responsible for status of work assigned to subcommittees;
- G. Serve as liaison to the Governing Board, Administrative Council, President, Chief Instruction Officer, Chief Student Services Officer, Chief Business Officer and any other relevant representative bodies both on and off campus, and;

- H. Shall attend additional committee meetings as designated by the Senate, including but not limited to Senate, Accreditation Steering Advisory, Board of Trustees meetings, Budget Resource Committee, College Planning Council, Professional Development, Administrative Council, Student Success Committee, and shall attend additional committee meetings either as a member or an observer as circumstances require;
- I. Serve as a liaison for statewide Classified Senate activities or concerns;
- J. Perform other duties as may be deemed necessary, within the limits of these by-laws.

Section II. *The Vice President shall:*

- A. Assume the duties and responsibilities of the President if the President is absent or unable to fulfill them;
- B. Assist the President with the development of the agenda for all meetings of the Classified Senate;
- C. Coordinate the appointment of all members of standing and ad hoc committees;
- D. Act as chair of the By-Laws and Constitution Committee;
- E. Chair the Nomination & Election Committee and serve as Chief Election Officer for all elections conducted by the Classified Senate;
- F. Represent the Classified Professionals at various college and district meetings and functions;
- G. Regularly attend Classified Senate meetings; and,
- H. Perform other duties as may be deemed necessary, as delegated by the Senate President, or as assigned by the Classified Senate, within the limits of these by-laws.

Section III. *The Secretary shall:*

- A. Assume the duties of the President in the absence of the President and Vice President;
- B. Record all minutes of the Classified Senate and general membership assemblies and distribute copies of same appropriately;
- C. Organize correspondence; disseminate notifications and reminders of appointments, meeting times, and assemblies; be responsible for a register, or roll, of Senate attendance at regular and special meetings;
- D. Regularly attend Classified Senate meetings; and,
- E. Perform other duties as may be deemed necessary, as delegated by the President, or as assigned by the Classified Senate, within the limits of these by-laws.

Section IV. *The Treasurer shall:*

- A. Assume the duties of the President in the absence of the President, Vice President, and Secretary;
- B. Maintain all financial records of the Ventura College Classified Senate;
- C. Track, review and process all requests for payment/reimbursement, and process deposits;

- D. Be responsible for annual solicitation of Classified Senate Foundation Fund payroll deduction;
- E. Serve as Chair on the Classified Senate Scholarship subcommittee, maintain control of the Classified Senate Scholarship Fund and see to its disbursal in accordance with decisions of the Classified Senate;
- F. Furnish report of monthly financial activity at Senate meetings;
- G. Regularly attend Classified Senate meetings; and,
- H. Perform other duties as may be deemed necessary, within the limits of these by-laws.

ARTICLE IV

TERMS OF OFFICE

Section I. Terms of Office

- A. All elected members of the Senate shall serve no more than two consecutive, two-year terms, unless otherwise stated. The President and Treasurer shall be elected during odd years. The Vice President and Secretary shall be elected during even years.
- B. No officer shall hold more than one office concurrently.
- C. Elected officers as defined above shall take office on July 1 of each calendar year.
- D. Appointed Senate members shall complete the term for which they were appointed.

Section II. Vacancies

- A. Vacancies may occur through resignation, leave of absence, or non-compliance as defined in Article VI, Sections 1 and 2 of the by-laws.
- B. Vacancies shall be filled by any Classified Professionals, as stipulated in Article III, Section I of the constitution excluding probationary Classified Professionals.
- C. All vacancies in an unexpired term will be filled by the process of an election or as deemed by majority vote of the Classified Senate.

ARTICLE V

MEETINGS AND ATTENDANCE

Section I. Meetings shall be open to the public and follow modified Robert's Rules of Order.

Section II. Meetings shall be conducted at least once a month or more, as needed. Exceptions to the regularly scheduled meetings may be made at the discretion of the President with the approval of the Executive Board. In the spring of each year, the Classified Senate shall call a General Session requesting all classified staff attend.

- Section III.** The time and place of all meetings shall be arranged by the Classified Senate Executive Board (CSEB).
- Section IV.** The CSEB may elect, as needed, to meet in the intervals between Classified Senate meetings and shall determine the frequency of the meetings.
- Section V.** A quorum shall consist of a minimum of 10 Classified Professionals present at each meeting where action will be taken. A lack of quorum shall constitute discussion without action.
- Section VI.** The President and Vice President shall develop the agenda for each Classified Senate meeting which shall be distributed by the Secretary of the CSEB.

ARTICLE VI

DISMISSAL AND RESIGNATION

- Section I.** Any Executive Board member of the Classified Senate absent from three consecutive regular meetings in any academic year, without an acceptable explanation and timely notification, including but not limited to: vacation, illness, or emergencies beyond their control, may be considered for removal from office by the Senate.
- Section II.** Dismissal of a Classified Senate representative (including an executive board member) may be considered with a majority of votes cast as per quorum (Article V, Section V). The Classified Senate representative in question may not participate in the dismissal process. The President shall notify the dismissed representative of the removal in writing within 5 working days of the decision. The notification shall include the reason for removal.
- Section III.** Any elected member of the senate may resign by written notice to the President or any other member of the CSEB.
- Section IV.** Procedures for filling the vacancy are outlined in Article IV, Section II of the by-laws.

ARTICLE VII

COMMITTEES

- Section I.** The Classified Senate shall establish both standing (permanent) and, when appropriate, ad hoc (of short duration) committees to assist in the development and implementation of policies and procedures relating to Classified Professionals and to the operational matters of the college, where it does not conflict with union activities.

- Section II.** It shall be the duty of each committee to receive and analyze referred matters, to prepare resolutions or amendments, and to make reports and recommendations through appropriate channels to the Classified Senate.
- Section III.** It shall be the responsibility of all Classified Professionals to provide the Classified Senate with an oral or written report/update on campus-wide committee activities upon request.
- Section IV.** Open call for committee members will remain open for at least five (5) business days or as deemed necessary.

ARTICLE VIII ELECTIONS

- Section I.** The Nomination & Election Committee shall present a slate of candidates for Senate upon the consent of the candidates. Any member may make nominations (including self-nomination).
- A. Classified Senate shall appoint a Nomination & Election Committee from the membership-at-large with the Vice President serving as the chair.
 - B. The Nomination & Election Committee shall
 1. Confirm the eligibility and availability of each nominee;
 2. Oversee the method, preparation, and distribution of the ballots;
 3. Collect and count the ballots; and,
 4. Report the election results to the Classified Senate.
 - C. The Nomination & Election Committee shall prepare and distribute nomination forms to all members of the classified staff. The time and method of submitting nominations shall be provided to all members at least 40 days prior to elections and the notice shall include the office to be filled and the timeline and place for submitting nominations. Nominations will remain open for 10 working days from the date of distribution.
 - D. Following the return of the nomination forms, the Chief Election Officer shall contact each nominee to advise him/her of the nomination and ask if the nominee is agreeable to his/her name appearing on the ballot. Nominees may not run for more than one position.
 - E. If after nominations are closed there is only one nomination for an office, the single nominee shall be declared elected to the office by acclamation and no balloting or other action shall be required. This information will be included on the election notice/ballot.

Section II. Elections by secret ballot by all Classified Professionals, as defined in Article III, Section I of the constitution, shall be held in the final quarter of each year. The Nomination & Election Committee shall tally the ballots cast and announce the results.

- A. The CSEB Secretary will prepare the ballot with the assistance of the Nomination & Election Committee Chief Election Officer.
- B. The time and method of elections shall be provided to all members at least 10 working days before the last day to vote. The notice shall include date, time, balloting instructions, and location. Ballots will be attached to this notice.
- C. A list of those eligible to vote will be obtained.
- D. Ballots will go out by email to official Ventura College email addresses.
- E. Elections will remain open for ten (10) days following distribution of the ballots.
- F. A copy of the list of those eligible to vote will be kept by the Chief Election Officer, and will be used as a check-off list before ballots are tallied. This process will be used to ensure one vote cast per voter.
- G. Ballots will be counted and verified by the Nomination & Election Committee.
- H. Ballots will be held by the Chief Election Officer for six months in case further verification of the results is necessary.
- I. Candidates will be notified before results are made public by the Chief Election Officer.
- J. Election results will be announced by the Chief Election Officer at the subsequent Classified Senate meeting.

Section III. In the event of a tie for any Executive Board Officer nominee, a runoff election will be held between the candidates with the highest numbers of votes. Any ties for the runoff election will be decided by lot.

Section IV. There shall be no at-large proxy voting. However, the Senate may elect to provide electronic voting to accommodate the voting rights of Classified Professionals.

Section V. Following elections, all new Executive Board Officer will be given an orientation to the Classified Senate's Constitution and by-laws.

Section VI. Officers

- A. Nominations of candidates for officer positions in the CSEB shall be open to any Classified Professional as defined in Article III, Section 1 of the constitution excluding probationary Classified Professionals.
- B. Nominations for President must meet the following eligibility requirements:
 - 1. Be a Classified Professional at Ventura College as defined in Article III, Section I of the constitution excluding probationary Classified Professionals, and;
 - 2. Served as a member on at least one participatory governance committee.
- C. Officers shall be elected to a two-year term of office beginning July 1.

**ARTICLE IX
AMENDMENTS**

- Section I.** Amendments to the by-laws may be enacted, rescinded, or amended only at a regular meeting of the Classified Senate and by a majority vote of the members present.

**ARTICLE X
ACTION WITHOUT MEETING**

- Section I.** The CSEB may take action(s) that are within its responsibilities as required or needed without a formal meeting. Action(s) taken without meeting can only be initiated with written majority approval by the senate, including via electronic mail notification and response. Such approval shall be noted in the minutes of the next regular Classified Senate meeting.

**ARTICLE XI
ACADEMIC YEAR**

- Section I.** The Classified Senate academic year shall be from July 1 through June 30, and all terms of officers shall coincide with this academic year, as stipulated herein.

**ARTICLE XII
QUORUM**

- Section I.** A quorum shall consist of a minimum of 10 Classified Professionals present at each Classified Senate meeting where action will be taken.

- Section II.** A lack of quorum shall constitute discussion without action.



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
VOLUNTEER AGREEMENT
(NOT INVOLVING AN AGENCY)

- Location:** **Moorpark College** **Oxnard College**
 Ventura College **District Administrative Center**

The Ventura County Community College District (“DISTRICT”) and _____ (“VOLUNTEER”) have agreed to enter into this UNPAID VOLUNTEER/NON-SPONSORED AGREEMENT, whereby VOLUNTEER shall be provided the opportunity to complete an unpaid assignment with the DISTRICT, commencing on or about _____ and terminating no later than _____. (A new Volunteer Agreement must be completed each fiscal year).

A non-sponsored VOLUNTEER performs entry-level tasks that require little or no training, and works under the supervision of a DISTRICT employee. A non-sponsored VOLUNTEER does not receive course credit or any other form of compensation for his/her work. Non-sponsored VOLUNTEERS can be either internal to the organization (the College’s own students, faculty or staff who are volunteering in areas other than in their primary assignments) or external to the organization (general members of the public, retirees). Examples of non-sponsored volunteers are individuals who volunteer to feed the animals at EATM and individuals who volunteer to serve as ushers at student performances.

VOLUNTEERS are not authorized to drive District vehicles to transport District students and staff to events.

DISTRICT does not enter into any oral agreements or make or rely on any oral representation concerning volunteer agreements. The entire Volunteer/Non-Sponsored Agreement is expressed in writing and supersedes any understanding that may have been communicated orally or implied.

It is the intent of the DISTRICT to not displace employees nor to allow the DISTRICT to utilize volunteers in lieu of hiring employees in established Ventura County Community College District classifications.

VOLUNTEER acknowledges that any and all performance rendered pursuant to this agreement shall be on an “UNPAID” status. VOLUNTEER further acknowledges that no benefits whatsoever shall accrue for VOLUNTEER’S performance, including, but not limited to, salary or hourly pay of any form, medical, dental, vacation, and/or other benefits as typically provided to employees of DISTRICT.

Workers compensation benefits will be provided by the DISTRICT for any injury sustained by a VOLUNTEER while engaged in the performance of any service under the direction and control of the DISTRICT. Therefore, it is imperative that all VOLUNTEER work be identified and on file for their period of service of not more than one year (form must be completed for each fiscal year). Unless a VOLUNTEER worker has pre-designated a personal physician in compliance with Labor Code 4600, the injured VOLUNTEER must seek medical treatment for an on-the-job injury within the DISTRICT’s approved Medical Provider Network.

VOLUNTEER acknowledges and informs DISTRICT that VOLUNTEER has solicited DISTRICT for this opportunity in an individual capacity, and in no way is VOLUNTEER participating in this agreement through an agency or an educational institution.

VOLUNTEER acknowledges and accepts the requirement that VOLUNTEER and the DISTRICT shall work collaboratively with respect to the performance of this agreement, including, but not limited to, the schedule required by the DISTRICT and the work assigned to the VOLUNTEER.

VOLUNTEER acknowledges and agrees that all work performed and materials produced by VOLUNTEER pursuant to this agreement shall be the sole property of DISTRICT, including but not limited to applicable copyright, trademark, and patent rights.

VOLUNTEER and DISTRICT acknowledge that either party may terminate this agreement at any time, with or without cause. VOLUNTEER acknowledges that acceptance of the terms herein includes the potential reliance by DISTRICT on VOLUNTEER maintaining the agreed upon attendance schedule reached between VOLUNTEER and the DISTRICT. VOLUNTEER and DISTRICT agree to perform the services contemplated herein in good faith. DISTRICT and VOLUNTEER have set forth objectives, goals, conditions and rules as outlined below.

Describe below or on an attached sheet further details of the location of the VOLUNTEER placement(s), intended student learning outcomes, evaluation criteria, and other reporting requirements agreed upon by DISTRICT and VOLUNTEER:

By their respective signatures below, the parties hereto agree to the provisions as set forth above.

VOLUNTEER:

I understand that as a VOLUNTEER, I am not authorized to drive District vehicles.

Have you ever been convicted (unsealed or unexpunged) of a sex or narcotic violation? No Yes

Have you ever been convicted (unsealed or unexpunged) of a felony or misdemeanor? No Yes

If either of the questions above regarding convictions was answered “yes”, VOLUNTEER must complete the Conviction Data Record Sheet (available in HR Tools).

Are you a current or former employee of the District: Yes No

If “yes”, list job title and location: _____

All new and reinstated volunteers who wish to volunteer for a period exceeding 10 consecutive business days must be fingerprinted prior to the first day of service. The fingerprint form and instructions will be furnished by the District after approval of volunteer, and all fees will be paid by the District. Guest lecturers, accompanists, and performers who provide service under the immediate supervision of a District employee are not subject to the fingerprinting requirement.

Volunteer Name (printed or typed) _____ Date _____

Volunteer Signature _____ Birthdate _____

Address _____

Phone Number _____ Fax Number _____ Email Address _____

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT:

Supervising District Employee (printed or typed): _____

Supervising Employee Signature _____ Date _____

Department/Division Manager _____ Date _____

President or Vice President _____ Date _____

Director of Employment Services/Personnel Commission _____ Date _____

Ventura College - Vehicle Request 2015

Date of Request _____ (The date of this form)

Employee Submitting Request _____

Daytime Phone _____ Cell Phone _____

Department/Division _____ Destination _____

Purpose of Trip _____

Number of 12 passenger vans needed _____

Departure Date/Time _____ Return Date/Time _____

Name of Authorized Drivers (Note – non-district employees are not allowed to drive)

1 _____ Driver License Number/State _____

2 _____ Driver License Number/State _____

3 _____ Driver License Number/State _____

4 _____ Driver License Number/State _____

Signature of person requesting vehicle _____

Signature of Supervisor/Manager _____

Signature of Employee Authorizing Reservation _____

A COPY OF THIS FORM WILL BE RETURNED TO YOU VERIFYING YOUR REQUEST

Please read the attached VCCCD Risk Management Department Vehicle and Transportation Procedures.

Directions: Complete request and return to:

- Nancy Fredrickson, x 6136 (nfredrickson@vcccd.edu) for **Athletic Dept.** reservations
- Eloisa Limon x 6462 (elimon@vcccd.edu) or Maureen Jacobs x 6354 (mjacobs@vcccd.edu) for all other Ventura College Departments
 - Upon approval - Call Business Services x 6462 or x6354 to arrange pick up of van keys and fleet gas card.
 - **If this is a Field Trip, please include a copy of the signed and approved Field Trip/Excursion Request form.**
- Be sure to allow enough time for you to fuel the vans if needed.
- Vans are located in the “V” lot just west of the Athletic Event Center.
- Please return them in the same marked location with a **full tank of gas, clean and locked.**
- **Keys, credit cards, and credit card receipts must be returned to Business Services during business hours on the day of return or the first thing the following morning.**



Course/Wellness Request Form

Section 11.21 of SEIU Agreement
(For permanent classified employees only)

- Classes may be taken only during fall and spring semesters.
- A maximum of 3½ hours of release time may be given to take one course, including travel time, or for monitored wellness activity or fitness center utilization.
- Additional time will be made up during the same work week.*
- Online classes do not qualify for release time.
- Attach copy of class schedule.

Name: _____ Location: _____

Employee ID Number: _____ Classification: _____

Course No.: _____ Course Name: _____ Location: _____

Time: _____ Days: _____ Start Date: _____ End Date: _____

Specify days/hours of release time requested: _____

What will the course credit be applied to?

1Degree program – specify program _____

1Certificate – specify program _____

1Work-related – please describe how this course is related to your work assignment

Wellness – specify class _____

Wellness – if not a college class, specify activity and how the activity will be monitored**

*Specify any time to be made up during the same work week: _____

**To be utilized only when employee has reached the limit on the number of times a course may be repeated or specific wellness activity is not a course offering.

Request is for: Release Time Only Reimbursement Only Release Time and Reimbursement

Employee Signature _____ Date _____

For College Employees: _____ Approved Disapproved
Immediate Supervisor

_____ Approved Disapproved
President

_____ Approved Disapproved
Vice Chancellor, Human Resources

For District Employees: _____ Approved Disapproved
Immediate Supervisor

_____ Approved Disapproved
Vice Chancellor, Human Resources



