

A large, faint watermark of the Ventura College logo is visible in the upper left corner of the page. The logo consists of a circular emblem with a central sunburst or floral design, surrounded by concentric circles and lines.

# VENTURA COLLEGE

SET YOUR COURSE

## **CLASSIFIED STAFF HANDBOOK 2011-2012 Academic Year**



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## INTRODUCTION

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Dear Member of the Classified Staff:

This handbook is designed to help you navigate the maze of college and district procedures, policies, and regulations, and provide you with an overview of some of the services and resources that are available to assist you.

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 making a difference in the lives of so many students, and don't hesitate to give me a call or drop me a line if you would like to share your thoughts about what might be done to continue to strengthen Ventura College and to improve the experience for our students!

Sincerely,

*Robin Calote*

Robin Calote, Ed.D.  
President, Ventura College

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## OUR MISSION

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Ventura College, one of the oldest comprehensive community colleges in California, provides a positive and accessible learning environment that is responsive to the needs of a highly diverse student body through a varied selection of disciplines, learning approaches and teaching methods including traditional classroom instruction, distance education, experiential learning, and co-curricular activities. It offers courses in basic skills and English-language learning; programs for students seeking an Associate's Degree, certificate or license for job placement and advancement; curricula for students planning to transfer; and training programs to meet worker and employee needs. The College is a leader in providing instruction and support for students with disabilities.

With its commitment to workforce development in support of the state and region's economic viability, Ventura College takes pride in creating transfer, career technical and continuing education opportunities that promote success, develop students to their full potential, create lifelong learners, enhance personal growth and life enrichment and foster positive values for successful living and membership in a multicultural society. The College has a dedicated, caring faculty and staff who are committed to student success and to continual assessment of learning outcomes in order to maintain high quality courses and programs.

Originally landscaped to be an arboretum, the College has a beautiful, park-like campus that serves as a vital community resource.

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## OUR VISION

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Ventura College will be a model community college known for enhancing the lives and economic futures of its students and the community.

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## CORE COMMITMENTS

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Ventura College is dedicated to following a set of enduring Core Commitments that guide both planning and decision-making:

**Student Success:** Centering our efforts on meeting the needs of our students and helping them to succeed.

**Respect:** Recognizing the personal dignity and full potential of every individual and fostering positive values in all interactions.

**Integrity:** Maintaining an open, honest and ethical environment.

**Quality:** Achieving excellence in the broad range of academic programs and services provided to our students and the community.

**Collegiality:** Creating a professional and supportive environment where students, faculty and staff can achieve personal growth and fulfillment and where accomplishments are recognized and celebrated.

**Access:** Providing learning opportunities for all individuals.

**Innovation:** Embracing creative methods and approaches to assuring the best possible experience for all students and the community we serve.

**Diversity:** Embracing and responding to our increasingly diverse student body and the global environment in which the college operates.

**Service:** Enhancing the quality of life of the community and meeting its needs.

**Collaboration:** Working together as colleagues on College issues and decisions and actively seeking to form partnerships with our community and other organizations to address mutual goals.

**Sustainability:** Fostering responsibility and pride in our campus and serving as a model of environmental stewardship, being mindful of the impact we have on the environment as individuals and as a community.

**Continuous Improvement:** Recognizing that as an organization we are always in a state of evolution, we strive to be the best we can be through continual reflection, data-driven decision making and holding ourselves accountable for responsible use of public resources.

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## “Housekeeping Issues”

### **District Vehicle Use**

Only district employees are allowed to operate a district-owned vehicle.

Reservations are on a first come, first served basis. Athletic reservations are handled by the Health, Physical Education & Athletics Division. Business Services handles all other campus reservations. To reserve a vehicle, call Eloisa Limon at ext. 6462 or email her at [elimon@vccd.edu](mailto:elimon@vccd.edu). You will be given a Vehicle Request form to complete. If you are using the vehicle for a field trip, field trip forms must be completed and submitted to your division office two weeks before vehicle use.

To pick up the vehicle, call the Warehouse Operator at ext. 1296. He is available between 7:00 a.m. and 2:30 p.m. He will direct you to the Warehouse, which is located in the S & R building at 4900 Loma Vista Blvd. You will be issued keys and a credit card that may be used for vehicle expenses only. If you need the vehicle before 7:00 a.m., please indicate this on your request. Vehicles are parked at the V Lot, where you may leave your personal vehicle while you are using the van.

When you return the vehicle, please pick up the trash and lock the doors. Return the keys, credit card, and charge slips to the Warehouse Operator. Do not lock keys and/or credit card in the van.

### **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).

If you have registered for the emergency notification service, in the event of an emergency or campus closure, you will be notified immediately and receive further instructions, if necessary.

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. No one will ever receive "spam" or unwanted messages, other than a yearly test of the system.

The District is committed to the safety and well-being of all of its students, staff and faculty and offers this method of communication in conjunction with other aspects of the Safety Program, such as sirens and alarms that will be installed in the near future.

The Chief of Police for the Ventura County Community College District strongly encourages all students, staff and faculty to participate in this program to help maintain their safety.

### **Emergency Procedures**

All emergencies or accidents need to be reported to the Campus Police Department, then to the manager on duty. **In the evening the manager can be located in the Administration Building and can**

**be reached by calling ext. 6483.** When reporting an emergency, be brief and specific when giving information about the emergency you are reporting. Let them know the nature of the emergency and the location so that immediate and appropriate assistance can be provided.

For medical emergencies, call the **Campus Police** at **654-6486** or **642-7000**. The Campus Police can provide assistance on the scene and also direct the paramedic truck to the actual location on the campus. Campus Police vehicles are equipped with an automated external defibrillator (AED) that can become a life-saving device in response to a cardiac arrest when seconds are critical. If Campus Police cannot be reached:

1. **Dial 911** (Ventura Police/Fire) from campus phones *or*
2. **From blue phones in the parking lots, press the button and the dispatch center will answer through the speaker, or**
3. **Dial 911** from cell phones, pay phones or off campus phones, *or*
4. **Dial 0** for the Campus switchboard and the operator will call for you

In the event that the Campus Police Office is temporarily unoccupied and locked, you may contact the police by using the emergency phone encased in the red “Emergency” box that has been installed just outside the Police Office. The phones require no dialing. Picking up the phone will connect you directly with the police dispatcher, who will be able to immediately contact an officer via radio.

If a student becomes ill or injured during class time, call the Student Health Center (ext. 6346) for assistance. If the Health Center is closed, call the Campus Police. All student accidents must be documented on the **Report of Personal (Non-Employee) Accident** form and sent with the student to the Health Center or put in the Student Health Center mailbox. This form documents the incident for Risk Management and verifies that the accident occurred on campus. The forms are available at the Student Health Center, the Evening Office and in each department. The original and yellow copy of the form must be given to the Health Center for processing.

A copy of Ventura College’s Emergency Plan is available in Division Offices. The purpose of the Plan is to delineate staff responsibilities, emergency procedures, campus resources and the college’s relationship to the rest of the community during an emergency. The College President is the incident commander with the authority, in conjunction with the District Chancellor, to declare an emergency.

## **Keys**

Keys to college facilities are issued to Ventura College employees only. Request your keys through your supervisor. 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.

## **Mileage**

Should there be no college vehicle available, or if for other reasons you are required to use your own car for approved college business, the district will reimburse you at the federally-approved mileage rate. In order to receive this repayment for mileage within Ventura County, it is necessary to file a **Mileage Reimbursement Claim Form** with your Division Dean. Please file a **Travel Request Form** for mileage

outside of Ventura County.

## **Parking**

Staff parking spaces are provided at various locations on campus and require a staff permit. These permits may be obtained at the Campus Police Office.

Parking regulations are strictly enforced under the vehicle code.

Visitor parking passes are available at the Campus Police Office or at the President's Office.

Day parking passes, available for \$2.00, can be purchased from bright yellow machines located in the West, East, and North parking lots.

## **Photocopying**

Canon Business Solutions is located in the Administration building. You may make your own work-related copies at the self-service photocopy machines or leave your materials for the Canon staff to run. Your department will have a code for you to use for the Canon copy services. Please consult the Canon Center for assistance. The hours of service are: Monday - Thursday, 7:00 a.m. – 7:00 p.m., and Friday, 7:00 a.m. – 3:00 p.m. Summer hours are as posted. You are required to adhere to applicable copyright laws.

## **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.

## **Policies and Procedures**

### **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.

### **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.

### **Sexual Harassment**

The Ventura County Community College District is committed to maintaining a learning and working environment that is free from sexual harassment. Any suggestions or implications of a sexual nature and any conduct that is demeaning to another's gender, including behavioral, verbal, symbolic, electronic, or pictorial gestures that make others uncomfortable, are considered unacceptable. Sexual harassment is a violation of one's personal rights and is unlawful conduct on the basis of both federal and state legislation. Employees who have questions should contact either Assistant Dean David Bransky at 654-6400, ext. 3138 or Assistant Dean Karen Gorback at 654-6368. [See Board Policy Manual, available in the college library and on the district website.]

### **Smoking**

Smoking is prohibited in all college buildings, college owned vehicles, indoor and outdoor facilities, interior bus stops, designated campus entrances and all open areas. Smoking is permitted only in main campus parking lots (N, E, S, W, and SW lots) and in designated areas in other lots (A, M&O and ICPD lots). All smoking materials, including cigarettes, cigars, pipes, and other apparatus used to smoke organic and non-organic materials must be extinguished and/or properly disposed of in the designated receptacles located in the parking lots before entering the campus.

### **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 supervisor for additional information.

## **General Information**

### **Classified Code of Ethics**

A copy of the adopted Classified Code of Ethics is found on the Classified Senate web page. 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 staff, 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.

### **Classified Senate**

The Ventura College Classified Senate provides a vehicle by which the classified staff are able to participate in the process for achieving the goals and mission of the college. The Classified Senate collects, evaluates and disseminates information for the classified staff, raises awareness of the roles, contributions and achievements of classified staff, and promotes the welfare of the classified staff through personal and professional development.

The Classified Senate maintains a page on the college website that includes agendas and minutes from its meetings. For additional information about the Classified Senate, contact Barbara Cogert at ext. 6342.

### **Equal Opportunity Statement**

The Ventura County Community College District is committed to providing nondiscrimination and equal opportunity in education, in extracurricular school activities, and in the workplace.

All members of the College community - students, faculty, administrators, staff, and visitors - must be able to study and work in an atmosphere of mutual respect and trust. Indeed, the District is actively committed to creating and maintaining an environment that respects the dignity of everyone.

Ventura College and the Ventura County Community College District, without regard to age, marital status, race, color, creed, religion, national origin, gender, sexual preference, disability, or status as a

military veteran:

- Welcome students for admission to any course of study for which they are otherwise qualified,
- Encourage students to participate in extracurricular school activities,
- Offer all opportunities in Career and Technical Education programs,
- Consider all applications for financial assistance programs, i.e. student loans, work study/compensation, grants, scholarships, special funds, subsidies, prizes, etc., and
- Assure compliance with federal and state guidelines and regulations regarding nondiscrimination in recruitment, hiring, placement, assignment of tasks, hours of employment, levels of responsibility, and pay/compensation.

Harassment of any student, employee or visitor on any ground listed above is strictly prohibited.

Ventura College embraces both the letter and the spirit of the Americans with Disabilities Act (ADA), and fully informs students of the availability of services to ensure equitable access. Access information is disseminated in both printed and electronic form throughout the College's expansive service area.

If you feel that you have been subjected to unlawful discrimination based on disability or in violation of the ADA, or if you feel that you may have been subjected to any other form of unlawful discrimination, including violations of the General Educations Provisions Act (GEPA), and including Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education, programs and activities, please contact David Bransky, Assistant Dean, Student Services, and Title IX Officer and Section 504/ADA Coordinator, Ventura College, 4667 Telegraph Road, Ventura CA 93003. Telephone: (805) 654-6400, ext. 3138 or e-mail: [dbransky@vcccd.edu](mailto:dbransky@vcccd.edu)

## **Student Conduct Referral Process**

There is an electronic form available that allows you to bring your concerns to a student assistance team. You can use this form to formally or informally document student misconduct. You can also alert the team to a concern you have for a student's mental or emotional state. If the team notices a pattern of such referrals, an action plan may be developed to assist the student through the problem(s) he or she is experiencing, or to refer the student to the variety of support services that are available. The form can be accessed on the college website at [www.venturacollege.edu](http://www.venturacollege.edu). Click Departments at the top, then Student Services, then the BICT (Behavior Intervention Care Team) link. Hard copies of the form are available in Division Offices.

If you have a situation where you have an immediate need for Campus Police, they can be reached at 654-6486 or 642-7000. For consultation purposes, if you would like to speak with someone about a student mental health concern, please call Elaine Tennen at Student Health and Psychological Services at 654-6346. If you would like to speak with someone about Student Conduct, please call David Bransky at 654-6400, ext. 3138.

It is suggested that you familiarize yourself with the *Crisis Intervention Handbook* found on the Student Health and Psychological Services section of the college web site.

## **Ventura College Promise Program**

The Ventura College Promise is a program sponsored by the Ventura College Foundation that is

designed:

- To remove the economic barriers to education for graduating high school seniors
- To improve the college-going rate in the Ventura College service area
- To enhance the quality of the workforce in the Ventura College service area

Through the program, the Foundation promises that current year Ventura County high school graduates, regardless of family income, will have their enrollment fees covered during their first year of attendance at Ventura College. This same promise is extended to students who have successfully completed their GED requirements or who have completed the coursework for high school during the current year, but have not yet passed their exit exam. Expenses covered by the Ventura College Promise include the per-unit cost of classes, the Health fee and the Student Center fee.

Approximately 1,000 students per year attend Ventura College on the Promise program. To qualify, the Ventura County applicant must:

1. Identify an educational goal
2. Take the college's assessment examination
3. Work with a Ventura College counselor to develop an education plan
4. Complete a Financial Aid Application (FAFSA)
5. Apply for the Ventura College Promise and be enrolled in Ventura College within twelve months of high school (or GED) completion and be enrolled in Ventura College immediately after high school (or GED) completion

There is no minimum or maximum number of units that must be taken, and no minimum grade point average or assessment score that must be met. Please refer students who may be interested in the Ventura College Promise to the Foundation Office or to the Counseling Department.

## Campus Resources

### **College Bookstore**

In addition to textbooks, the College Bookstore stocks a wide variety of other classroom supplies, soft goods and personal items for the benefit of students, faculty and staff. The Bookstore will attempt to inventory art, drafting or other specific classroom supplies as requested by the faculty.

Normal operating hours for the Bookstore are:

Monday – Thursday	7:45 a.m. – 7:00 p.m.
Friday	7:45 a.m. – 1:00 p.m.

Closing hours are extended during the first week of each semester, when the hours are:

Monday – Thursday	7:45 a.m. – 9:00 p.m.
Friday	7:45 a.m. – 2:00 p.m.

Additionally, the Bookstore is open on the first day of Saturday classes: 8:00 a.m. – 2:00 p.m.

### **College Technical Services**

College Technical Services (CTS) is your first point of contact for your technical support needs across campus. If it affects a college computer, telephone, voicemail, or smart classroom, and you need assistance, contact the Help Desk at ext.4357 (H-E-L-P). If we don't support it, we know who does, and we will direct you accordingly.

Help Desk Hours:

Monday – Friday	8:00 AM to 5:00 PM
Weekends	Closed
Summer and Breaks	As Posted

In addition to dialing HELP, you can open non-urgent support tickets by sending e-mail to [vchelpdesk@vcccd.edu](mailto:vchelpdesk@vcccd.edu). Please be as detailed as possible in your e-mail requests.

### **Educational Assistance Center**

The Educational Assistance Center (EAC) serves students who have physical, communicative, learning, and other health disabilities. Please stop by if you have a student who you suspect might be having learning or other disability-related problems. Specialists and counselors are available to discuss how the problem can be diagnosed and the support services that are available to assist the student to succeed in your class. The EAC is located in the Administration Building.

### **Fitness Center**

You may use the college Fitness Center when it is open without paying an enrollment fee or being graded on your participation. The Fitness Center is located on the upper level of the Athletic Event

Center. Come visit the Fitness Center and speak to an instructor to arrange an orientation time and to find out how to get signed up to use the Fitness Center.

## **Graphic Services**

Graphic services available for campus staff include assistance in designing forms, booklets, and flyers. A Graphic Artist is available on campus one day per week. She can be reached on Wednesdays at 654-6400, ext. 6483. On other days, a message can be left with the Laura Brower, the Executive Assistant to the President at 654-6460.

In order to help maintain a more standard college identity to the public, staff are asked not to design nor print their own business cards, stationery, or logos. Letter head stationery, business cards, and brochures can be coordinated through your Division Office, using the services of the Graphic Artist and the district-wide Marketing Specialist.

## **Learning Center**

The Learning Center, located on the first floor of the Library & Learning Resource Center in the “BEACH,” has 369 computers for student use. MS Office Suite and the Internet are available for students to conduct research and to complete assignments. Materials and software programs are also available supporting English, English as a Second Language, foreign language, learning skills, math, emergency medicine, health sciences, assistive technology, and many other areas.

## **Library**

Ventura College Library, located on the second floor of Learning Resource Center (LRC), primarily supports faculty, staff, and students by providing resources relevant to instruction, research, and curriculum of Ventura College. The Library currently holds approximately 85,000 items and provides access to a variety of databases both on campus and off-campus.

Library Borrowing: A library card must be presented at the time of check out for all types of materials including reserves. Library cards are issued during open library hours. Students need to provide a valid picture ID to apply for a library card. Students may check out regular materials for a period of two weeks and have the option to renew up to three times unless there is a hold on the material. Faculty and staff are exempt from fines and have the privilege of an extended loan period of half a semester for regular library materials unless there is a hold placed on the material or it is close to the end of the semester.

Textbook Lending: The library also has a very popular textbook lending program that includes two collections. The Reserve Collection includes copies of the current textbooks that students may check out to use in the library only. The Lending Collection consists of used books (both current and older editions) that students may check out for the entire semester. The program has helped many students who are unable to afford to purchase their books. Please drop off any donations to Linda Carroll or Tanya Shaffer at the Circulation Desk in the library and they will see that the items are promptly placed into the collection.

Study Areas: The Library has eight study rooms and forty-eight public computer stations with MS Office Suite and Internet connection. Wi-Fi is available in the library. Students may access

the Wi-Fi using their MyVCCCD username and password. See the librarians if you need assistance in locating the network.

Updated library hours, as well as complete contact information of librarians and library staff, are posted on the VC Library home page. For additional information on library services and holdings, please visit the VC Library Web site.

## **Media Services**

Classroom Equipment: You should contact the College Technical Services HELP Desk at ext. 4357 for media cabinet keys, equipment instruction, and for any problems with classroom equipment.

DVD Collection: The college DVD collection continues to be available for faculty use and may be checked out from the Library and searched through the library catalog at [www.venturacollege.edu/library](http://www.venturacollege.edu/library).

## **Staff Resource Center**

Located in LRC-132, the Staff Resource Center is available to all staff for a wide variety of uses. The Center has MACs and PCs supporting basic word processing, image scanning for handouts, brochures and presentations, web page development, Internet activity, and many other presentation and communication capabilities. Scantron are also located in the Center.

The Staff Resource Center is available for daily use (including weekends) from 6:00 a.m. to 11:00 p.m. for any interested staff who request access. Electronic locks have been installed to allow access afterhours. No access code is needed during the hours the Learning Center is open. To request a code and weekend security alarm instructions, please contact Sandy Hajas at [shajas@vcccd.edu](mailto:shajas@vcccd.edu).

## **Student Business Office**

The Student Business Office provides a variety of financial services for both the students and the faculty. The office receives payment of all student fees. This includes fees for enrollment, parking, non-resident tuition, health services, ASB cards and child care.

The Business Office maintains the Associated Student Body Fund, the Campus Trust Fund, the Co-Curricular Fund, and the ASB Bookstore Loan Fund. In this function the office receives money for deposit and provides a monthly financial statement for each fund.

The Student Business Offices maintains a revolving fund for the campus for approved reimbursements. The Student Business Office also maintains a petty cash fund for reimbursing approved expenditures under \$100.

## **Textbook Lending**

The Ventura College Library has created two textbook lending collections that are supported by donations from students and faculty and funds from the VC Foundation. The "Library Use Only" reserve textbook collection is located at the Circulation Desk. The collection incorporates most all VC texts and is supported with funds from the VC Foundation. Students are able to use the textbooks in the library for a two-hour renewable period.

The textbooks in the Faith George Lending Library collection are circulated for the entire semester to VC students enrolled in VC courses only. The collection is available to students on a first-come-first-serve basis. The Faith George collection is developed mainly through donations from faculty and students and receives some funding from the VC Foundation, ASB, and grants. You are encouraged to donate textbooks to the collections and are asked to encourage students to do the same.

You are welcome to recommend the textbook lending collections to students. Rules and policies guiding the use of the collections may be found on the library's website.

## **Tutoring Center**

Located on the first floor of the Library & Learning Resource Center, the Tutoring Center provides drop-in, group, and individual tutoring for nearly all classes scheduled each semester. All services are free for Ventura College students. For more detailed information contact Antonio Huante at 648-8926.

## **Ventura College Foundation**

The Ventura College Foundation, established in 1981, is a non-profit organization that operates independently of the District's formal governance structure to promote the College's general welfare. With assets of over \$6.5 million, the Foundation endeavors to pursue the following objectives to provide the College assistance and support:

- A. Awarding and administering scholarships to students;
- B. Funding additional student support grants;
- C. Providing seed funds for new programs at the College;
- D. Raising supplemental funds for existing and new capital projects;
- E. Increasing the visibility of Ventura College and the Foundation in the community.

Many members of the staff have received Foundation innovation grants that have helped them to complete special projects in their areas of assignment.