

**VENTURA COLLEGE**  
**Minutes of the Classified Senate**  
**Date: Thursday, May 5, 2016**  
**3:00 pm – 5:00 pm**

**Present:** Eileen Crump, Peder Nielsen, Felicia Torres, Allison Torres, Rick Trevino, Chief Sidnam, Katie Owashi, Carol Smith, Yessica Ortiz Noriega, Sandra Gustafson, Gabriela Navas, Phillip Briggs (guest), Abra Flores, Karen Kittrell, Sharon Oxford, Barbara Cogert

**Recorder:** Eileen Crump

**Minutes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Call to order	The meeting was called to order at 3:05 p.m.			Peder Nielsen
Adoption of the Agenda	Felicia Torres motioned to accept the agenda as is and Katie Owashi seconded the motion. The agenda was accepted.			Peder Nielsen
Public Comments	No public comments.			Peder Nielsen
Approval of Meeting Minutes	Allison Torres motioned to approve the March 22, 2016 meeting minutes and Chief Sidnam seconded the motion. The March 22, 2016 meeting minutes were approved.  Katie Owashi motioned to approve the April 7, 2016 meeting minutes and Yessica Ortiz Noriega seconded the motion. The April 7, 2016 meeting minutes were approved.			Eileen Crump
Treasurer's Report	There is a balance of \$57 in the budget.			Rachel Marchioni
Classified Senate Student Scholarships	The Classified Senate awarded \$4,500 in student scholarships. The Academic Senate contributed \$1000 to the Classified Senate scholarships for students.			Peder Nielsen, Olivia Long
Program Review	Philip Briggs, the Dean of Institutional Equity and Effectiveness, discussed the 2016-2017 Proposed Program Review Improvements.  The College Planning Committee Program Review Taskforce was organized to streamline and improve the Program Review process.			Philip Briggs, Dean of Institutional Equity and Effectiveness

	<p>"No SLO, No Dough" policy was developed to ensure that programs that are not participating in the SLO/SUO process will not receive funds for their program review request.</p> <p>Two rubrics were created to list criteria that programs must meet in order to be eligible to receive funding for programs. The two rubrics are: Instructional Program Rubric and Service Program Rubric.</p> <p>A 2016 - 2017 Program Review Timeline was distributed during the meeting.</p> <p>A flowchart with the Proposed Program Review Resource Allocation Request Prioritization Process was distributed.</p>			
Ventura College Emergency Operations Plan 2016 Draft	<p>Sue Royer discussed the Campus Safety Plan, which is displayed in all the classrooms and offices on campus. The draft is posted on the Ventura College website.</p> <p>VENTURA COLLEGE EMERGENCY OPERATIONS PLAN 2016 Draft is posted on the portal under the Employees tab.</p> <p>Ventura College is going to schedule Disaster Preparation Week in October 2017.</p> <p>The Classified Senate meeting in June will include an Action item to discuss and approve the VENTURA COLLEGE EMERGENCY OPERATIONS PLAN 2016 Draft.</p>			Sue Royer, College Services Supervisor
Classified Appreciation Awards 2016	<p>The winners of the Classified Appreciation Awards are:</p> <p>Service to Students: Karen Kittrell  Service to Classified: Celia Rodriguez  Service to College: Eileen Crump</p>			
Classified Senate Board Nominations	<p>Send the Classified Senate Nomination Forms to Nomination Officer, Allison Torres. The forms are due on Tuesday, May 10<sup>th</sup>, by 5:00 pm.</p> <p>It was recommended that the elections should be staggered to keep some continuity in the elected body.</p>			Allison Torres
9+1	<p>Classified staff shared their concern that they are allowed only to offer suggestions, but not to vote in</p>			

	<p>certain committees that relate directly to their jobs. Classified staff have their hands on the implementation and execution of many decisions and want to make sure that they are involved in discussions and decisions that directly affect them.</p> <p>Classified staff need to be at the table when decisions are made regarding college policies, and they need to be given the opportunity to participate in decision-making at the college. This is the purpose of the 9+1 that was approved by the Classified Senate on March 31, 2015.</p> <p style="text-align: center;"><b>9+1</b></p> <ul style="list-style-type: none"> <li>• Standards or policies regarding student support and success</li> <li>• College governance structures, as related to classified roles</li> <li>• Classified roles and involvement in accreditation processes</li> <li>• Policies for classified professional development activities</li> <li>• Processes for program review</li> <li>• Processes for institutional planning and budget development</li> <li>• Curriculum systems integrations and implementation</li> <li>• Degree and certificate requirements</li> <li>• Education program development</li> <li>• Any other district and college policy, procedure, or related matters that will have a significant effect on Classified Staff</li> </ul> <p>Rick Trevino motioned to approve the 9+1 with amendment. Felicia Torres seconded the motion. All were in favor, and the motion was passed.</p> <p>The Classified Staff 9+1 will be included in the Making Decisions at Ventura College document.</p> <p>The Making Decisions at Ventura College has not been approved by the Academic Senate.</p>			
New Classified Staff Orientation	The New Classified Staff Orientation will be held on Monday, August 8, 2016.	Peder will meet with college president Greg Gillespie to discuss the orientation.		Peder Nielsen, Eileen Crump

	<p>It was recommended to invite the VPs' administrative assistants to answer questions at the orientation.</p> <p>Sue Royer will be invited to talk about Event Planning on campus.</p> <p>Katy volunteered to help Eileen with putting together the binders that will be distributed to the new employees that attend the orientation.</p>	Eileen will update last year's agenda and send it to Peder.		
Professional Development	<p>Six members of the Professional Development Advisory Group gave two presentations on professional development at Ventura College. The two conferences were: the Alliance of Hispanic Serving Institution Educators (AHSIE) on March 21 at CSU Channel Islands; and the California Community College Council for Staff and Organizational Development (4CSD) on April 7 &amp; 8 in Claremont. The presentations were well received.</p>			Eileen Crump, Sharon Oxford, Matthew Moore, Gwendolyn Huddleston, Philip Clinton, Sharon Beynon
District Classified Professional Development Committee	<p>The college district has allocated professional development funds for classified employees.</p> <p>In 2016-2017 there will be 3 trainings and tours planned. Some of the trainings will focus on business services and human resources for administrators.</p> <p>In June 2017 Ventura College will be hosting the training and tours. Three hundred employees are expected.</p>			Peder Nielsen
Classified Staff Appreciation Luncheon	<p>The classified staff appreciation luncheon will be held on June 8 from 11:30 am – 1:30 pm in the agricultural BBQ area.</p>	Peder will meet with Greg Gillespie to discuss the luncheon.		Peder Nielsen
SEIU	<p>SEIU AFT tentatively settled for 3.01%. SEIU is waiting to see what happens with ME TOO.</p>			Felicia Torres
Adjournment	<p>The meeting was adjourned at 5:00 pm.</p>			Peder Nielsen