

CLASSIFIED STAFF
HANDBOOK
2015-2016

VENTURA
COLLEGE
SET YOUR COURSE





INTRODUCTION

Dear Classified Staff Member:

This handbook 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 the success of our students. Please know that you are welcome to stop by any time to visit. I also encourage you to 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

OUR 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.

OUR VISION

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

Our 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

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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 Athletics, Health and Kinesiology Division. Business Services handles all other campus reservations. To reserve a vehicle, call Eloisa Limon at ext. 6462 or email her at elimon@vcccd.edu. If Eloisa Limon is not available you can contact Maureen Jacobs at ext. 6354 or email her at mjacobs@vcccd.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 Eloisa Limon at extension 6462. You will be issued keys and a credit card that may be used for vehicle expenses only. 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 (gas receipts) to Eloisa Limon. 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 first 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 **289-6486**. 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:

- **Dial 911** (Ventura Police/Fire) from campus phones *or*
- **From blue phones in the parking lots, press the button and the dispatch center will answer through the speaker, or**
- **Dial 911** from cell phones, pay phones or off campus phones, *or*
- **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 https://www.vccd.edu/sites/default/files/imported/assets/pdf/risk_management/rm_intra_report_of_personal_accident.pdf 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.

A copy of the Campus Emergency Map is inside the Emergency Procedures Packet and online. The map shows locations of all campus evacuation areas. <http://www.venturacollege.edu/departments/student-services/student-health-center/emergency-map>

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.

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 it is necessary to file a **Mileage Reimbursement Claim Form** or a **Travel Request Form** with your Division Dean.

MyVCCCD Portal

You may access the MyVCCCD portal at <http://my.vcccd.edu> or from the Ventura college website. This is the district-wide portal used for accessing your college e-mail and other employee information. MyVCCCD is where you will find the latest news, information, announcements, and receive personal alerts.

Organizational Charts

Organizational charts, showing the names, titles, and working relationships of all contract faculty and classified staff, are posted on the college web page.

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 at ex. 6376. 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. <http://www.vcccd.edu/sites/default/files/files/departments/human-resources/Benefits/workerscompensationclaimform-dwc1.pdf>

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. Faculty and staff who have questions should contact either Assistant Dean David Bransky at (805) 289-6153, Assistant Dean Karen Engelsen at 805-289--6064 or Dean Tim Harrison at 805-289-6121.

View Board Policy 3430 at

<http://www.boarddocs.com/ca/vcccd/Board.nsf/goto?open&id=83LD750DD2BD#> Enter Harassment and Discrimination in the search bar.

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.

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 DRC lots). All smoking materials, including cigarettes, cigars, pipes, electronic devices, 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 division dean 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. <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 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. <http://www.venturacollege.edu/faculty-and-staff/classified-senate>. For additional information about the Classified Senate, contact Peder Nielsen at ext. 6277.

Equal Opportunity Statement

The college provides equal opportunity in education and in employment per state and federal law. The college prohibits discrimination against any person due to race, color, religion, national origin, sex (gender), disability, sexual orientation, age, citizenship status, marital status, veteran status, or genetic information. 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 Statement

Ventura College does not discriminate on the basis of race; color; religion; national origin; sex; disability; sexual orientation; age; citizenship, marital, or veteran status; or genetic information in its programs and activities.

- 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 Education 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 our Title IX Committee Chair, Dr. Lynn Wright at (805) 289-6232 or by e-mail at lwright@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 http://www.venturacollege.edu/departments/student_services/BICT/index.shtml. 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 805-289-6486. For consultation purposes, if you would like to speak with someone about a student mental health concern, please call Mary Jones at Student Health and Psychological Services at 805-289-6346. If you would like to speak with someone about Student Conduct, please call David Bransky at 805-289-6153.

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.

Campus Resources

College Bookstore

As a Barnes & Noble College Bookstore, the Ventura College Bookstore works to deliver:

- The latest industry insights and trends
- Comprehensive education and training materials
- Simple and convenient adoption processes
- Exceptional support and customer service

Their mission is to enhance your experience working with the campus store and help you drive academic success year-round. Additional Faculty Resources can be found at www.facultyenlight.com or by selecting the Faculty Resource tab on www.venturacollege.bncollege.com.

They offer affordable textbook options with our rental, digital, new and used options. Textbook information is easily accessible via their website, and students can order books for in-store pick-up or have them shipped to them.

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.

A portion of bookstore sales goes back to support the college.

Normal operating hours for the Bookstore are:

Monday – Thursday	7:30 a.m. – 5:30 p.m.
Friday	Closed

Closing hours are extended during the first week of each semester.

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 x6285 or 805-289-6285. If they don't support it, they know who does, and 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 805-289-6285, you can open non-urgent support tickets by sending e-mail to vchelpdesk@vccd.edu. Please be as detailed as possible in your e-mail requests.

Educational Assistance Center

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). The Assistive Technology Training Center (ATTC) is designed to teach all students with disabilities about the latest in computer access devices and instructional software. This includes speech synthesizers, screen enlargers, adapted keyboards, voice-input systems, text to speech software and adapted word processing programs. The ATTC is located on the first floor of the Learning Resources Center.

Students who are interested in more information about qualifying for EAC services should contact the EAC @ 289-6019.

Fitness Center

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 completion of 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).
 - d. If your supervisor is requesting 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.

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.

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.

Print & Web Graphics, Photography, Video, Outdoor Banners and more

Graphics 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, large on-site graphics, like outdoor banners, more.

Contact Janeene Nagaoka at 805-652-5515 or Dina Pielaet 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.

Learning Center

The Learning Center, located on the first floor of the Library & Learning Resource Center in the “BEACH,” has computers available for student use on a drop-in basis. 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.

Faculty are able to reserve “pods” to bring their class into the BEACH for occasional instruction. Distance Education faculty are also able to schedule orientations and large group examinations in the Learning Resource Center. (Note: Reservations subject to limited availability.) For examinations, faculty must proctor own exam. Reservations must be made by using the electronic form on the Learning Center web page at: <http://www.venturacollege.edu/departments/student-services/learning-center>

Please contact the Learning Center at ext. 6320 if you have any questions.

Library

Ventura College Library, located on the second floor of the Learning Resource Center (LRC), primarily supports faculty, staff, and students by providing resources relevant to instruction, research, and curriculum of Ventura College.

Faculty plays a significant role in building the collection, and they are encouraged to suggest books and databases pertinent to their discipline to support Ventura College academic program. Electronic book order request forms can be found under the “Faculty Services” link on the Library home page at: <http://www.venturacollege.edu/library>

The Library currently holds approximately 85,000 items and provides access to a variety of databases both on and off-campus.

Library Borrowing: Students, faculty and staff 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. You must have a Ventura College ID number for borrowing privileges and present photo identification. 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.

Library Orientations: Faculty may request library orientations tailored to meet class needs in general or be customized. To request an orientation session, contact the reference desk at ext. 6382.

Reserves: Instructors may place material on reserve by contacting the circulation desk at ext. 6482. The loan period and restrictions placed on the reserve material are determined by the instructor. “Library use only” is the most popular restriction placed on reserve materials to ensure fair and equal access to reserve material. One week lead time is required.

Textbook Lending: The library also has a very popular textbook lending program that includes two collections. The Reserve Textbook Collection includes copies of the current textbooks that students may check out to use in the library only. The Textbook Lending Collection consists of both new and used books (both current and older editions) that students may check out for the entire semester. Faculty and students are all encouraged to donate to the Textbook Lending Collection. The program has helped many students who are unable to afford to purchase their books. Please drop off any donations to the Circulation Desk in the library.

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.

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 website.

Make-Up Exam Service

Make up testing service is available through the Testing Center (located in LRC 155) during the fall and spring semester. Faculty guidelines and request forms may be obtained from the Testing Center or online via the Testing Center’s website. Due to funding considerations, the hours of service are limited, so faculty members are asked to use the service only when they cannot personally accommodate their students. Telephone the testing proctor at ext. 6093 for more information.

Classroom Equipment

You should contact the College Technical Services HELP Desk at x6285 or 805-289-6285 for media cabinet keys, equipment instruction, and for any problems with smart 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 http://primo.vcccd.edu:1701/primo_library/libweb/action/search.do?vid=VENTURA

Staff Resource Center

Located in LRC-132, the Staff Resource Center is available to all staff for a wide variety of uses. The Staff Resource Center has MAC and PC computers which support basic word processing, image scanning, brochure creation, presentation creations, web page development, Internet access, eLearning creation, and multimedia creation.

The Staff Resource Center is available for daily use (including weekends) from 7:00 a.m. to 9:00 p.m. The center is staffed from 8 – 5 daily, and electronic locks have been installed to allow access when staff is not present. To request an electronic code please contact your immediate supervisor.

Supplemental Instruction

Supplemental Instruction is available for a limited number of targeted courses as determined by the grant that funds this pilot project. Supplemental Instruction Leaders (tutors) act as model students, and hold outside study sessions to help students learn. For more information, please telephone the coordinator at ext. 6358.

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, 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 Funds, and the ASB Bookstore Loan Fund. In this function the office receives money for deposit.

The Student Business Office also maintains a petty cash fund for reimbursing approved expenditures under \$200.

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.

You are encouraged to bring your students into the center for an orientation or invite a tutor to speak to your classes about the center's services. You are also encouraged to donate current textbooks and send

your syllabi to the Tutoring Center for use by the tutors and students in studying for classes. The Tutoring Center can also be used for instructor office hours or test preps. For more detailed information contact Erika Hurtado at 805-289-6185.

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. Below are program highlights from 2015:

- Scholarship Program- 264 scholarships totaling more than \$560,000 awarded to students
- Phoenix Program- 28 re-entry students were awarded \$1,000 scholarships
- Promise Program- Enrollment fees paid for 1,114 local, incoming high school freshman
- Textbook Lending Library: Over 14,000 checkouts
- Educational Enhancement Grants: 27 faculty members received over \$40,000 for innovative projects

The **Ventura College Promise Program** in particular has been very successful:

- Promise students take 25% more classes
- Promise students persist in their education 23% more of the time
- Promise students are awarded 58% more degrees and certificates
- Over 85% of Promise students are low to moderate income level
- 76% are minority students

In order to qualify for the Promise program, students must:

- Identify an educational goal
- Take the college's assessment examination
- Work with a Ventura College counselor to develop an education plan
- Complete a Financial Aid Application (FAFSA)

Apply for the Ventura College Promise and be enrolled in Ventura College immediately after high school (or GED) completion or within twelve months of 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. For questions regarding the VC Promise, or any of the foundation's programs, refer students to the VC Foundation located at 71 Day Road, or by telephone to 805-289-6461.