

VENTURA COLLEGE
Minutes of the Classified Senate

Date: August 3, 2017

10:30 am – 12:00 noon

Present: Susana Alonso, Barbara Arriaga, Brad Aukerman, Sarah Ayala, Libby Fatta, Dora Hartman, Tatiana Lawler, Olivia Long, Sara Murillo, Jason Robinson, Hilda Ruiz, Carol Smith, Sebastian Szczebiot, Felicia Torres, Pamela Yeagley

Skype attendance – Abra Flores, Erin Askar, Matthew Moore, Cynthia Salas, Angelica Ramos, Sharon Oxford

Recorder: Felicia Torres and meeting members

Minutes:

Agenda Item	Summary of Discussion	Action
Call to order	Meeting called to order @ 10:31 a.m.	
Adoption of the Agenda		Seb moved to adopt the agenda. Carol seconded. There were no changes. Agenda is approved.
Approval of Minutes a. July meeting	During discussion: Pamela voiced her corrections. Felicia Asked for a copy of those changes for the minutes. Corrections will be made to the minutes and will be presented to the senate for approval at next meeting. Seb explained and provided clarification as needed. Carol asked that Felicia Duenas be added to mention of new deans.	Seb moved to approve the minutes for July. Cynthia seconded. Minutes were approved.
Public Comment	Flex day and would like offices closed 8-1pm so that all can attend please let supervisors know; grant jones will be doing workshops on outlook and email and Thursday 8/10 and on the 9th other workshops for classified; cal pers for classified will be doing both at same time, please RSVP go to VC master calendar at noon and drag it to your calendar and let Jaime know and choose yes; Pamela explain how to accept meeting requests and have them show on your calendar; rsvp to Jamie Hanna in foundation; Cynthia getting lot of inquiries about catalog and whereabouts and should be arriving tomorrow so should be on campus next week; can be found online; will have some for sale in solid bound;	
Classified Senate Reports • Treasurer's Report	Sara gave treasurers report. As of August 2 nd , the general fund account has \$3K. The Trust and Agency account has \$768.25 minus expenditures from recent senate activities.	
Committee and Group Reports • Board of Trustees • District	BOARD OF TRUSTEES The emergency preparedness report was presented. For VC: <ul style="list-style-type: none"> • Installed Lock Blok devices • Updated AED boxes to include Bleeding Control Kits • Entered into a 1-year trial with, Rave Alert, a mobile app safety system • Coming up: • Continuous exploration of automated door lock project software 	

<p>Committees</p> <ul style="list-style-type: none"> • Campus Committees 	<ul style="list-style-type: none"> • Continuous Active Shooter trainings • Great California Shakeout in October • Coordinated trainings with surrounding law enforcement agencies • Campus Lieutenants to continue speaking at student orientations • Continuous review of new technologies to enhance safety <p>IT Annual Report:</p> <ul style="list-style-type: none"> • Completed migration to Canvas • Went live with Online Education Initiative Course Exchange • Began work on Common Assessment Initiative • Initiatives for 2017-2018 • Common Assessment Initiative • Co-development projects with CCCCCO Tech Center • Upgrade to Banner 9/XE • Updates to systems and processes to allow for earlier registration • Critical system moves to the cloud • Much faster internet from CENIC • Network and firewall upgrades • Multiple new security initiatives • VC Placement Project Specialist for Student Learning - Student Affairs coming from Strong Workforce Program funds • an Exception to Faculty Salary Placement at Ventura College for Automotive/Diesel faculty <p>CONSULTATION COUNCIL</p> <ul style="list-style-type: none"> • District Council on Accreditation and Planning (DCAP) will now only meet as needed. The business formerly dealt with in DCAP will shift back to Consultation Council to better meet its charge. • Draft Chancellor Performance Goals and Objectives were distributed and discussed. • Greg spoke to Richard Winn at ACCJC about Standard III.A.6. It is possible that there will not even be a mid-term visit to VC. • Rick Post will write a district response covering institutional practices of using Student Learning Outcomes (SLOs) to improve instruction. The tentative timeline is that this document will go to the colleges in August for revision/personalization. For MC & VC, this will be the only response needed by ACCJC. OC needs to address the planning issue noted in their ACCJC accreditation report. • The Chancellor wants to acknowledge campus employees who receive awards at the BoT meetings. • September 14th from 4-6pm, DAC Open House <p>DISTRICT COMMITTEE ON ADMINISTRATIVE SERVICES</p> <ul style="list-style-type: none"> • Ventura College continues to be funded by the state for an Instructional Productivity of 525. • VCCCD has an estimated funded growth of 179.6 FTES • The \$9.45M sale of the Camarillo property resolution should come by August 1st. Escrow should close in October and VCCCD should get the \$ in October or November. <p>EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE</p>	
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	<ul style="list-style-type: none"> • No July meeting, nothing to report <p>DISTRICT CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE</p> <ul style="list-style-type: none"> • District CPDC is soliciting ideas for future Training & Tours. <p>ADMIN COUNCIL</p> <ul style="list-style-type: none"> • Budgets will be what was spent last year. The budget this year will be challenging and VC will need to make changes to balance 2018-2019 budget. Our budget will balance this year but only because we have 1-time \$\$ to use. • There is a change in supporting events. We need to reduce our reliance on M&O, especially for events outside of the Ventura College Events calendar that Sue maintains. • Making Recommendation Document will be revised this year. • VC needs to determine its planning parameters for 2017-2018 – probably initiated in CPC • CSUCI has a new president & Greg spoke with her about 2 programs: • A BS in applied supervisory/management • Redirecting rejected CSUCI to Ventura County community colleges. • VC leads the district in CCAP and WED agreements • WED may be renamed Career Education to align with current state terminology. There may be members of the public calling VC asking about Career Education – they probably mean WED/CTE. • Non-credit students will pay no fees for health and student fee • Keebler wants a VC subcommittee to design a Model 2-Year Curriculum to prepare & present to VC community • The Classified Senate (as well as the rest of the campus) should receive a draft Integrated Plan in September to approve in October. • A new Grant Director has been hired and will start on October 9th. • Flex Week Schedule is online. Check back for frequent changes. • Continue using Ricoh for larger jobs. Campus Services is still refining copy charging to divisions/offices • F,M&O would like input on where to locate the Assessment Center. Send input to me & I'll collect it and send it on. <p>BUDGET RESOURCE COMMITTEE</p> <ul style="list-style-type: none"> • No July meeting, nothing to report <p>COLLEGE PLANNING COUNCIL</p> <ul style="list-style-type: none"> • No July meeting, nothing to report <p>ASAG</p> <ul style="list-style-type: none"> • No July meeting, nothing to report 	
Review Classified Senate Charge	Pamela reviewed the charge with attendees and made changes as needed.	
2017-2018 Ventura College Classified Senate Goals	<p>Previously distributed list presented.</p> <p>Pamela facilitated discussion and changes were made as appropriate</p>	<p>Dora moved to approve the goals as revised.</p> <p>Seb seconded.</p> <p>Motion carries and 2017-2018 goals are</p>

		approved.
2017-2018 Participatory Governance committee members	Pamela reviewed the list of committee members on classified senate represented committees and facilitated discussion.	
Professional Development Update	Topic was covered during previous agenda item.	
Announcements	<p>During reports, Sebastian asked that almost all travel requests needing President's approval are being rejected unless they are approved as being essential. Dave has defined essential as needing dean and VP signatures. Hilda also announced that chairs and tables have been disappearing after event wrap ups. She asked that we make sure the requests for set up include take-down and M&O is notified. Contact Sue Royer when submitting event requests.</p> <p>Pamela said that we had the largest Skype presence ever.</p> <p>Olivia gave an update on SEIU negotiations.</p>	
Adjournment	<p>The meeting was adjourned @ 11:56 a.m.</p> <p>Potluck begins – it's Matt's birthday</p>	