

VENTURA COLLEGE
Minutes of the Classified Senate - DRAFT

Date: August 10, 2016

11:30 pm –12:30 pm

Approved 9/1/16 Meeting

Present: Veronica Allen, Tricia Bergman, Eileen Crump, Abra Flores, Angeline Gonzales, Dora Harmen, Vitoria Jimenez, Kai Liang, Olivia Long, Rachel Marchioni, Matthew Moore, Sara Murillo, Gabriela Nava, Peder Nielsen, Yessica Ortiz Noriega, Karen Osher-Partovi, Katherine Owashi, Sharon Oxford, Margaret Dominguez, Alma Rodriguez, Susan Royer, Chief Sidnam, Carol Smith, Felicia Torres, Susana Alonso, Samantha Freitag, Eva Martin

Recorder: Felicia Torres

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Call to order	The meeting was called to order at 11:30 a.m.			Pamela Yeagley
Adoption of the Agenda		Dora Hartman moved to adopt the Agenda. Yessica Ortiz Noriega seconded. No discussion; so adopted.		
Ground rules for meeting	<p>Pamela went over ground rules that was taken from the District Administration Center’s Making Decisions Document. She asked for feedback and explained that the Senate would be looking to review the bylaws this year. At the next meeting, the Senate will send out a request for people to participate on a sub-committee that will review these ground rules and discuss what can and will be incorporated into the updated bylaws of the Senate.</p> <p>Comments added to discussion: Peder-It is very important that we cover a lot of the committees on campus. This year’s Senate did a lot to get the ball rolling with the 9+1 and must be continued and protected.</p> <p>Olivia-Said that she likes last bullet on the list that says, “Share opinions without fear of retribution” and added her feelings in regard to it.</p> <p>Pamela said that she will be soliciting input for future</p>	Add 9+1 explanation for future agenda item	Complete - this year	Whole membership

	meetings.			
Public Comment	Olivia made a public comment, stating that she is excited for Pamela to take on the role of Classified Senate President. Katie Owashi asked for quick introductions before the meeting began as there were several unfamiliar faces. Everyone in attendance stated their name and department.			
Approval of Minutes	There were no prior meeting minutes to approve.	Peder motioned to postpone approval of previous meeting minutes until next month's meeting. Olivia Long, seconded the motion. No discussion; So moved. Previous minutes to be approved.		Pamela Yeagley
Treasurer's Report	Balance from last year is \$287 dollars. Karen asked for some clarification regarding scholarships, because she is still in the learning process of her role as Treasurer.	Karen to get info regarding expenses		
Consultation Council Report	During Administrative Council, there is a big push to beautify the campus for the Accreditation visit in September, so they are seeking feedback to be sent to Pamela, Greg or Jay Moore's attention. Every little bit counts. Pamela gave an update regarding her recent attendance at the Consultation Council. She asked for feedback regarding major concerns from classified staff. She asked that the information be sent to her via email so that she can relay that to the council at the next scheduled meeting. A workgroup will be convening under the Vice Chancellor of Business Services. Pamela asked that those who are asked to serve on the council to notify her of this via email.		Monthly basis	
Board Report	Several BPs and APs were adopted. There was a lengthy discussion on selection of the new Chancellor and the process to follow. The current Chancellor was		Monthly basis	

	approved to go through June 17 th . Olivia added a quick explanation of the process to those in attendance of how it works at board meetings and how the parameters are done for the search committee. The committee has not been put together yet.			
Accreditation Update	The ISER has been submitted to the state. The site visit will be on September 26, but there will be a pre-visit on the first day of classes where 2 members of the accreditation team will be coming.			
Safety Plan – Action	Pamela began by saying that the plan was sent out as an attachment in the outlook invitations for the meeting.	<p>Katie Owashi moved to approve the Safety Plan as presented. Racheal Marchioni, seconded the motion.</p> <p>Discussion: Sue Roher thanked Pamela for her efforts and the rest of the Senate for moving on it so that it could move forward. Pamela has some minor edits to send to Sue.</p> <p>Vote was called; motion was passed unanimously. Safety Plan approved.</p>		
Emergency Operations Plan – Action	Same. Emergency Plan send as attachment in Outlook Invitation.	<p>Katie Owashi moved to approve the plan. Aundre Roberts (?) seconded.</p> <p>Discussion: Sue gave more information regarding the emergency plan and the few changes that had been made since last report. She said it would be a bit more accessible of who does what with the few added edits.</p> <p>Vote was called; motion was passed unanimously.</p>		

		Emergency Operations Plan approved.		
Campus Committees & Classified Representation	The Senate will be collecting names of people who want to serve on shared governance committees on campus. If you would like to serve on any of them, please send your name to Pamela via email. The President has offered support to employees who wish to participate.			
Announcements	<p><u>Pamela Yeagley</u> –</p> <p>Administrative Council - Send any ideas about the “beautification” of the campus to Greg so we can make things look nice before the Accreditation Site Visit during the week of September 26th.</p> <p>Consultation Council - Will add the Common Assessment to the agenda for ongoing discussion & updates. Please let me know how the Common Assessment will impact your work so that I can take it to the meetings; Discuss classified employee release time for voluntary or assigned “extra” duties. Please let me know how “extra” duties impact your work so that I can take it to the meetings.</p> <p>Board - An FTES work group will be created by Vice Chancellor El Fattal. Please notify Pamela Yeagley if you are asked to serve on this group; Approved BP 3510 Workplace Violence Plan (revised). AP 3510 Workplace Violence Plan (proposed); Approved BP 3515 Reporting of Crimes (revised). AP 3515 Reporting of Crimes (revised); Approved BP 3540 Sexual and Other Assaults on Campus (revised). AP 3540 Sexual and Other Assaults on Campus (proposed)</p> <p>Review, Discuss, Modify, and Approve Board Policy 2431 CEO Selection (revised);</p> <p>Administrative Procedure 2431 CEO Selection - The only policy item that was discussed at length was 14.05, concerning AP and BP 2431 CEO section. The discussion revolved around the composition of the hiring committee to select the chancellor. The external search process was selected for the position by the board, which gives them the freedom to select the composition of the hiring committee (the AP dictates the composition for internal searches). Trustees Blum and McKay stated support for keeping the composition the same (with minor adjustments). The discussion will</p>			

continue next month. I spoke on behalf of moving the process along to hire a chancellor during my senate consultation, but the board is in no rush to replace the interim chancellor.

Accreditation update: The Self-evaluations have been submitted to ACCJC. VC site visit is scheduled for September 26, 2016.

Announcements:
Meetings are now available on Skype. See information in the body of the Outlook invitation for meetings.
Fun Facts about VC – please email pyeagley@vcccd.edu with any fun facts that you know about Ventura College past, present or future.
Classified Employee of the Year – webpage updated, <http://www.vcccd.edu/departments/human-resources/classified-employee-of-the-year> & Classified Employee selection committee needs VC representation dates are January 17th from 11-12, January 19th from 10-12. Send an email to pyeagley@vcccd.edu if you are interested in serving on this committee.

Sue Royer-
VC pays for 400K B&W copies across the campus which also includes the copies made at the machines in the department/divisions offices. She asked that we send requests of 50+ pages to Richoh for processing. VC made almost 70K color copies last month and VC pays for only 5K through the copy center. Keep in mind that when Copy Net goes live, color copies will not be an option.
Please contact the VC warehouse to deliver cases of paper, not the Richoh copy center.
There will be an open house from 8AM-NOON on August 31st with snacks and door prizes to those interested in learning more about the copy center.

Eilieen Crump - Professional Development week announcement. 2 highlights for Classified staff. Please look at the schedule that is posted online.

Katie Owashi - She is now the one in charge of EMS requests and she is the point person for booking rooms and class scheduling.

Peder Nielsen - He asked that Classified staff keep a look out for the mission and vision statements to be

	<p>posted around campus and be ready for the accreditation visit beginning on Sept 26th.</p> <p><u>Chief Sidnam</u> - He is collecting signatures for union steward representation.</p> <p><u>Alma Rodriguez</u> - She would like for people to keep in mind that during the first week of school, everyone is a little more busy and emotions run high when pressed for time, so she asked that everyone try to be kind and smile a lot, because a little bit goes a long way. Be courteous to each other and have lots of patience. If students are complaining about services, please be understanding that the offices are working hard and students do come first.</p> <p><u>Aubra Flores</u> -Lots of performances coming up! Keep your eyes and ears open for those coming in the Fall semester. Contact her if you have questions.</p>			
Adjournment	The meeting was adjourned at 12:33 pm.			Peder Nielsen