

VENTURA COLLEGE
Minutes of the Classified Senate
Date: September 1, 2016
3:30 pm –4:30 pm
Approved 10/6/16 Mtg

Present: Gabriela Navas, Kai Liang, Felicia Torres, Margaret Dominguez, Tawni Pringle, Chief Sidnam, Carol Smith, Angelina Gonzales, Karen Osher, Eileen Crump, Pamela Yeagley, Sara Ayala, Katie Owashi, Rick Trevino

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 3:02 p.m.			Pamela Yeagley
Adoption of the Agenda		Katie Owashi moved to adopt agenda. Seconded – Chief Sidnam		
Ground rules for meeting	Not included in agenda attachment, but are the same as those attached to the previous month's agenda. Any questions or changes regarding ground rules, please send to Pamela			
Public Comment	<p>Campus safety conversation began with a member (Gabriela Navas) making a suggestion that it would be a great idea for posters that referenced the saying of, "If you SEE something, SAY something" be posted in all the classrooms. The member wanted to let the senate know that she is doing all that she can to participate in campus safety conversations. It was suggested that the member contact Mary Jones because she is the head of the Campus Safety Committee.</p> <p>Katie Owashi wanted to make a comment about Jenifer Cook leaving Ventura College and acknowledging her for all of the work she has done for VC faculty, staff and students during her years at VC.</p> <p>Sara Ayala was announced as a new member of the VC family. She joins us from the district office and is the new Curriculum Tech.</p>			
Approval of Minutes		June minutes – Felicia Torres moved to adopt the June minutes. Seconded – Karen Osher-Partovi		

		<p>Motion carries. June minutes approved.</p> <p>August minutes – Gabriela Nava moved to adopt the August minutes. Seconded - Katie Owashi. Motion carries. August minutes approved.</p>		
Treasurer’s Report	<p>Karen reported that there are no change from last month’s meeting. The total amount in the Classified Senate budget stands at \$287. She has inquired with MC regarding fundraising with See’s Candies, and discovered that the Senate would need to invest approximately \$700 to start up, but will continue to look into something more affordable. Karen asked that if anyone had ideas for fundraising, to please bring them forward during the meetings or send her an email.</p>			
<p>Committee and Group Reports</p> <ul style="list-style-type: none"> • Committee and Group Reports • Governing Committees • Advisory Groups • Operational Groups 	<p>Board Meeting – Next Board meeting on September 13th; open session begins at 5pm at DAC</p> <p>Classified Prof. Dev. Committee – 1st meeting was held on August 3rd at DAC. Reps from the different campuses attended and talked about the “Training and Tours session that was held at VC. They are now planning for the next one to be held on October 21 at OC and guest speaker Stedman Graham. The committee talked about employee of the year and now have a logo. The committee is also looking to do a similar training districtwide for supervisors.</p> <p>Consultation Council Report – Next CC meeting on September 2nd</p> <p>District Committee on Accreditation and Planning (DCAP) – Next DCAP meeting on September 2nd</p> <p>Equal Employment Opportunity (EEO) Advisory Committee – Next EEO Advisory committee meeting on October 28th</p> <p>Meeting with Dr. Luskin – Please bring any issues you would like discussed with the Chancellor to Pamela.</p> <p>Budget Resource Committee (BRC) – Next BRC meeting on September 21st</p> <p>College Planning Committee (CPC) – Website provided:</p>	<p>Behavioral Intervention Care Team (BICT) – Remove from list.</p>	<p>Next meeting agenda</p>	<p>Felicia Torres</p>

<http://www.venturacollege.edu/committees/college-planning-committee>

Pamela displayed the CPC website on the white screen and made an announcement for "The Great Shakeout". She reminded those in attendance that this was the first time that there would be two drills for it. She also showed the VC master calendar on the white screen and went through the steps for those who were not already familiar with accessing it.

Student Success Committee (SSC) –
Next meeting September 28th

Basic Skills Advisory – No report
College Technology Advisory – No report
Distance Education Advisory – No report
Enrollment Management Advisory – May not even exist yet
Facilities Oversight Advisory Group –
Carol Smith reported that the committee decided to remain as FOG. They reviewed the goals from last year and added some for next year. Carol said that the group also decided to start next meeting in January. She said this will be a big deal, because last year a consultant come in and no one showed up to the meeting. It was embarrassing for VC and it makes a big difference on the future plans of the campus. Tim Harrison bought a banner for the campus and asked the group to look at a process for putting banners up and getting an established procedure set in place. Another topic the group discussed was the start of working on a new door locking system that is automated. The new buildings are easy to do, but the old ones are going to be harder to bring online. The group is making Pirates Cove now. It is in process and there will be 15 or 50 computers available for students. Other topics discussed included themes for the Pirate Walk, the state of the trees around campus, a native garden and getting digital wall clocks that keep accurate time.

Professional Development Advisory –
Eileen reported that Dan Kumpf was appointed at the overseer of the group. Eileen will remain as the co-chair for group. There are less funds that previous years. Some of the topics being considered for staff include first aid, CPR, design essentials, 9+1 presentation for those still unfamiliar with that, etc., but space is limited. Sabrina added that she would like

	<p>some workshops to be held in Santa Paula. Most workshops are small, but many still want them. Please send Eileen any ideas for new topics. Eileen will put the calendar on the VC web page as soon as it is more complete.</p> <p>Student Equity Advisory – Have not meet. Waiting for Student Success to meet first. Meetings have not been calendared.</p> <p>Student Learning Outcomes Advisory (SLO)– Next meeting September 6th</p> <p>Student Success and Support Program Advisory – Waiting for Student Success Committee</p> <p>Accreditation Steering – Have not heard anything. No work has been done</p> <p>Behavioral Intervention Care Team (BICT) – Most likely will not have a report. This groups is completely confidential. Remove from list.</p> <p>Communication Councils – <i>Admin Council</i> – Making Recommendations Document (MRD) is now available online or at this link: http://www.venturacollege.edu/departments/academic/mathematics/administrative-publications</p> <p>The Accreditation Team will be on campus September 26th – 29th. Please check the VC Master Calendar for specific events & meetings. A pep rally to disseminate info about the visit will take place before then. Readers are needed for foundation scholarships. Get involved through the foundation website</p> <p>Student Support Leadership Council – mostly attended by student services heads</p> <p>Institutional Review Board (IRB) – Existed in name only. Not sure it will exist going forward.</p> <p>Safety and Wellness Work Group – No report given. Have not met this year, per Eileen.</p>			
<p>Campus Committees & Classified Representation</p>		<p>Motion to accept all the names of the campus committees – Katie Owashi Seconded – Karen Osher</p> <p>Discussion: Katie said that she likes the variety of representation. It was said that it would be nice to have some people to move</p>		

		<p>to other committees to spread the diversity. We can look at making changes for alternates and balancing out the number of reps on the different committees as the committees meet and go over their respective membership.</p> <p>Motion carries to accept names with Gabby's amended name added.</p>		
2016-2017 Classified Senate Goals	<ol style="list-style-type: none"> 1. Increase classified employee participation on CPC, BRC, and SSC by filling all slots for voting members on these committees and designating alternates. 2. Increase professional development opportunities for classified employees from 21 to 24 by offering regularly scheduled professional development sessions to classified employees. 3. Increase fund raising activities for classified employee activities. 4. Revise Classified Senate Bylaws and create a Classified Senate Constitution by June 2017. 			
Professional Development Spotlight a. Grovo, on the Professional Learning Network	Professional Development Spotlight, California Community Colleges Professional Learning Network, Grovo https://prolearningnetwork.cccco.edu/ Tabled for next meeting.			
Formation of Subcommittee to revise bylaws and create constitution	Need as many volunteers as possible. Chief Sidnam, Margaret Dominguez and Gabby Navas. Others interested to contact Pamela.			Felicia Torres to head sub-committee get meetings started.
Announcements	Will send out an AllUsers email per week.			Pamela Yeagley
Adjournment	The meeting was adjourned at 4:29 pm.			