

VENTURA COLLEGE
Minutes of the Classified Senate

Date: October 6, 2016

3:00 pm –4:30 pm

Approved 11/3/16 Mtg

Present: Margaret Dominguez, Sammy Frietag, Yessica O. Noriega, Carol Smith, Katie Owashi, Sarah Ayala, Barbara Cogert, Sandra Gustafson, Cynthia Salas, Pamela Yeagley, Gabriela Navas, Cindy Jones

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 3:06 p.m.			Pamela Yeagley
Adoption of the Agenda		Felicia Torres moved to adopt agenda. Seconded – Katie Owashi		
Public Comment	<p>Mary Jones joined the meeting. She began by asking for our assistance with an upcoming fundraising event for Brenda Be who works with Mary at the Student Health Center. Mary gave the group some background information on Brenda and explained the purpose for the fundraising. She handed out a flyer with date and time information. She explained some other details regarding the event and what the \$ goal was set at.</p> <p>She provided the Classified Senate with information regarding the upcoming Shakeout drill for 10/20 at 10:20 am. She announced that the Safety & Wellness committee members have all been deputized. It was brought to our attention that VC has not had an official fire drill in 15 years and this drill would be a great opportunity for the college to see where, if any, the holes are. The committee is also hoping to do an active shooter drill during the spring semester.</p> <p>Mary said that she will be sending an electronic copy of flu shot announcements to Pamela soon for her to distribute to the senate. She said that the college missed the first wave of the flu, but they are gearing up for several other strands that they have been made aware of. She wanted to encourage everyone to get their shot as soon as possible. They are normally \$20 and they accept walk-ins for flu shots.</p>			

	<p>Another topic discussed while Mary was present was regarding the BIT form. She was able to provide us with some insight to the whole process and the progress that it has been made since Damien Peña joined the team. He has brought real leadership and closure to some cases that have lingered for some time. One suggestion that was made regarding the BIT forms was to possibly have it available on the student portal. Mary said that she would take that suggestion forward.</p>			
Approval of Minutes		<p>Motion to approve minutes – Katie Owash Seconded – Margaret Dominguez. Motion carries. September minutes approved.</p>		
Classified Senate Reports <ul style="list-style-type: none"> • Treasurer’s Report • Subcommittee for Bylaws & constitution 	<p>Treasure’s Report- Karen was not present. Pamela gave report. The senate has approximately \$3K which she believes can be used for printing costs, travel and things like that, more than likely not for food. We will have access to a pot of money coming from the district, but not sure if that money is shared between all three colleges or not. An idea would be that some could be set aside for professional development. And we still have the trust and agency money which is still holding at \$247.</p> <p>Subcommittee for Bylaws & Constitution- Felicia reported that the group would be meeting on Monday, 10/10 and would set up a timeline for completing te documents. She listed the names of the people on the subcommittee: Felicia, Alma, Gabby, Chief and Margaret.</p>			
Committee and Group Reports <ul style="list-style-type: none"> • Committee and Group Reports • Governing Committees • Advisory Groups 	<p>Board of Trustees - Pamela reports that the Chancellor issued a letter that urges support for the passage of Prop 55 which basically states the VCCCD position of support for the proposition.</p> <p>District Committees- DCAP met and is looking at the Integrated Planning Manuals and updating them. They are looking for and need people to serve on the committees. Please consider serving.</p> <p>Consultation council – nothing to report</p>			

<ul style="list-style-type: none"> Operational Groups 	<p>Professional Development – There is a Tours and Training event scheduled at Oxnard College in the Condor Café on October 25th and they will have a guest speaker, Stedman Graham at 10am in the PAC. The event will also be skyped/broadcasted at the other campuses for those who are interested in watching but unable to travel to OC to attend. Students are encouraged to attend. March 15th & June 8th, LEAD workshops will be held. The next one is on December 9th. They will have two different ones: one at MC and one at DAC.</p> <p>Personalized Professional Development Plan – They encourage employees to fill one out and work with their supervisors to look and work on advancement.</p> <p>Campus Committees – Administrative Council – The topic of a smoke free campus was discussed. It appears that the students are biggest group that do not want to go smoke free, but the President would like to hear more about the subject from the different groups before making an official announcement. The fall planning retreat will be on October 28 and the college will not be closing the campus. The idea is to have some from the service department go for the beginning of the day and others will go for the latter half. It will be held at the Crown Plaza in Ventura, same place as last year.</p> <p>College Planning Committee – The Educational Master Plan draft needs to be reviewed.</p> <p>Student Success Committee – Margaret reported that during the 9/28 meeting Updates were given regarding the Beacons of Success and Sail to Success initiatives on campus. An action oriented discussion regarding potential reorganization of Advisory Groups ensued. Volunteers Paula, Arleen, Eric and Tammy said they would rewrite the committee and charge and bring to next meeting where initiatives for the next year and priorities for the committee would be discussed. The next meeting is scheduled for 10/26.</p> <p>Pamela reported on her meeting with Dr. Gillespie – The name tags are being ordered. The divisions that don't</p>			
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	<p>have name tags are to talk with their division admins.</p> <p>BRC – They are getting through last years’ initiatives. They will give the list to CPC. Admin Council and CPC will get together and prioritize it.</p>			
Draft Educational Master Plan, 2017-2022	<p>Pamela announced that the Draft Educational Master Plan is up for review and she has asked that members of the senate send suggestions to her at their earliest convenience.</p>			
Professional Development Spotlight	<p>Grovo, on the Professional Learning Network</p> <p>The first demo was given for this new learning tool.</p> <p>To set up an account, go to prolearningnetwork.cccco.edu, register (or sign in), go to Learn, then go to Grovo. She explained that the webpage is made up of a bunch of short videos like the one demonstrated. The videos are designed to be really short and can be very useful.</p>			
Professional Development Update				
Announcements	<ul style="list-style-type: none"> • Classified Senate Weekly Newsletter/Emails • Thanksgiving Potluck –Wednesday before Thanksgiving • Outlook Calendar, now active • VC Classified Senate Spring Retreat – 3/14/17, 9am-3pm; Greg tells the student service area supervisor for us to go • 2 Volunteers Needed for Classified Staff Employee of the Year selection committee; 2 hours apiece • November – Program Review, Classified Hire Requests; get ready, subcommittee of CS • Tailgate for football game – VC v MC; ticket sales; possible face painting available 			Pamela Yeagley
Adjournment	<p>The meeting was adjourned at 4:27 pm.</p>			
Three Takeaways	<p>GROVO PPDP Program review PD</p>			