

**VENTURA COLLEGE**  
**Minutes of the Classified Senate**  
**Date: November 3, 2016**  
**3:00 pm –4:30 pm**  
**Approved 2/2/17 Mtg**

**Present:** Tricia Bergman, Kelly Denton, Margaret Dominguez, Angeline Gonzales, Katie Owashi, Chief Sidnam, Carol Smith, Pamela Yeagley  
**Recorder:** Tricia Bergman  
**Minutes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Call to order	Meeting called to order at 3:00 p.m.			Pamela Yeagley
Adoption of the Agenda		Katie Owashi moved to adopt agenda. Chief Sidnam seconded		
Public Comment	No Smoking Campus: Mary Jones and Damien Peña joined the meeting. Mary said she is putting together a committee to address issues regarding moving our campus to a smoke free campus. Some concerns that will be addressed are: will people be fined? How do we implement this? What will the consequences be for smoking on campus? Will we be offering a smoking cessation class; will we offer free counseling to students? The smoke free campus will start on November 19th. She requested some classified volunteers to be on the committee. Please let her know if you are interested.			
Approval of Minutes		Motion to approve minutes by Katie Owashi. Karen Osher seconded. Motion carried. October minutes approved.		Pamela Yeagley
Classified Senate Reports	Treasurer's Report: Karen gave report. She said the Trust an Agency money is still holding at \$287.00 and said some expenses will be coming up with the football throw-down. The general fund has approximately \$3,000 and that \$770 was spent for meals for the classified orientation, \$75.00 was spent to pay registration for the 4CS retreat on October 15th as well as \$100 paid to 4CS for membership fee. She said the District has dedicated \$15,000 for staff development for each campus in the District, which will mean \$5,000 for each campus. Pamela said that she will be meeting with			

	<p>Dan Kumpf to discuss this further.</p> <p>Subcommittee for By-Laws &amp; Constitution: Felicia was not present. Pamela gave the report. Pamela announced that Eileen Crump had resigned as VP of the Classified Senate. She said that because they are exceptionally difficult to follow, we have not been following the By-Laws in the past we will continue to not follow the By-Laws. Much discussion followed. She said there were two options concerning filling the vacated position: 1) run another full election; or 2) ask the President to pick someone. She went on further to say another option would be to leave the position vacant.</p>			
<p>Committee and Group Reports</p>	<p>Board of Trustees – No Report</p> <p>District Committees – Pamela reported that the VCCCCD Diversity Dashboard is now public and can be accessed on our computers and is not just available on District computers now. There is an idea being put forward to use District funds as seed money for mini-grant activities and projects that support Diversity in Hiring and Diversity across the Campus with the goal being for activities and projects to raise value in diversity.</p> <p>Professional Development Committee – Tentative programs for upcoming Professional Development training and tours have been posted to our Outlook Calendars for March 15, 2017 and June 8, 2017. Further information will follow with more details.</p> <p>Campus Committees:</p> <p>Administrative Council: Pamela shared Dr. Gillespie sent out an email on October 10th where he shared that effective this fiscal/academic year, the Ventura College Foundation Board of Directors had approved a new policy regarding administrative fees on campus donations. He further explained that beginning July 1, 2016, five percent (5%) and ten percent (10%) administrative fees will be assessed only on campus pass-through gifts and campus program operating endowment earnings, respectively. These unrestricted fees go towards compensating the Foundation for staff time associated with processing approximately \$200,000 in campus program pass-through gifts and approximately \$120,000 in annual campus program operating endowment earnings. Campus pass-through donations are received through the Foundation, but are not allocated to VCF programs, but whose donations are co-solicited, officially acknowledged, and processed by VCF staff throughout the year. The Foundation will</p>		<p>Monthly basis</p>	

	<p>transfer the net amount to the appropriate campus trust and agency accounts. Much discussion ensued.</p> <p>Budget and Resource Council (BRC): Pamela said that the BRC is trying to identify overarching areas on campus that are creating non-cost effective resources. For example, if a class meets on a Saturday in the MCE building, based on electrical and HVAC usage, both the entire MCE and MCW buildings will be fully operating which is a waste of money. Following discussion, Katie Owashi and Kelly Denton, the two IDS specialist who handle the block scheduling room use utilization, we asked to attend the next BRC meeting to provide important information to the committee.</p> <p>Student Success Committee (SSC): Angeline said that in the SSC meeting Damien had presented the Student Equity and SSSP budgets that included line-items of what had been spent last year. Damien said that last year's monies have to be spent by December 31, 2016. The new Pirates Cove area recently constructed was completely funded by SSSP money.</p> <p>Facilities Oversight Advisory Group (FOG): The facilities master plan goals list has been pushed back to the end of the school year. A consultant has been hired to handle this. He/she will looking at the master plan, identify current inventory and survey how students use space on campus. This is not an external outside consultant.</p>			
Program Review, Classified Prioritization	<p>Pamela said that the Classified Senate has traditionally done the prioritization for classified hires coming out of Program Review. She passed out a rubric with the Program Review request on it and said that we have until February 10, 2017 to complete the prioritization. She asked for a sub-committee to be formed within the group which would require a 4-week commitment and would begin November 17, 2016 through December 16, 2016. She would like the vote ready for the January Classified Senate meeting so we could vote on it. If anyone is interested in being on the subcommittee please let Pamela know.</p>		Monthly basis	
Professional Development Spotlight and Update	<p>The committee watched a short video taken from the Grovo, the Professional Learning Network, website on Data Security and how to keep your information secure both in person and online.</p>			
Announcements	<ul style="list-style-type: none"> <li>• Pamela shared that Angeline Gonzales will be leaving on November 18, 2016 to being a new position at Moorpark College. It is a promotion and her job will be</li> </ul>			

	<p>to implement common assessment in their new assessment office on campus. Our loss is their gain and we will miss her.</p> <ul style="list-style-type: none"> <li>• Registration for the Spring Semester has begun.</li> <li>• Any "goings-on" within the classified areas, please send emails and pictures to Pamela.</li> <li>• Volunteers still needed for the Classified Staff Employee of the Year.</li> <li>• Thanksgiving Potluck will be held on November 23rd. Please sign up to bring a potluck dish.</li> <li>• Baskets are needed from different departments for the annual Holiday Luncheon on December 8th. This year it will be a silent auction rather than ticket purchases. Discussion followed to explain to newcomers how the baskets are created.</li> <li>• There VC Classified Senate Spring Retreat will be held on March 14, 2017 from 9:00 a.m. – 3:00 p.m. Location forthcoming.</li> </ul>			
Adjournment	The meeting was adjourned at 4:08 p.m.			Pamela Yeagley