



Our College Mission

At Ventura College, we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of their learning experience, we serve a highly diverse student body by providing innovative instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

9 + 1

1. Standards or policies regarding student support and success
2. College governance structures, as related to classified roles
3. Classified roles and involvement in accreditation processes
4. Policies for classified professional development activities
5. Processes for program review
6. Processes for Institutional planning and budget development
7. Curriculum systems integrations and implementation
8. Degree and certificate requirements
9. Educational program development
 - Any other district and college policy, procedure, or related matters that will have a significant effect on Classified Staff



VENTURA COLLEGE CLASSIFIED SENATE

AGENDA

Date: 08/03/2017

Time: 10:30am to 12:00pm

Room: Campus Center Conference Room

1. Call to Order – Pamela, 1 min
 2. Adoption of the Agenda – Pamela, 2 mins
 3. Public Comment
 4. Approval of Minutes – Pamela, 5 mins
 - a. July 2017
 5. Classified Senate Reports
 - a. Treasure's Report – Sara, 5 mins
 6. Committee and Group Reports
 - a. Board of Trustees – 10 min
 - b. District Committees – 10 mins
 - c. Campus Committees – 10 mins
 7. Review Classified Senate Charge – Pamela, 15 mins
 - a. Classified Senate Charge: The Classified Senate represents classified staff, including classified supervisors and classified confidential, in the formation of college and district policy on professional matters, and address all matters either directly or through participatory governance committees (such as but not limited to: College Planning Council (CPC), Admin Council, Budget Resource Council (BRC), Classified Staffing Priorities, and Chancellors Consultation Council). The Classified Senate interfaces with the college administration in the implementation of college goals and objectives, and collects, evaluates, disseminates, and receives non-bargaining information for and from classified staff as appropriate. Members of the Classified Senate Executive Committee serve on the Accreditation Steering Committee and contribute to the assessment of Accreditation Standard IV.
 8. 2017-2018 Ventura College Classified Senate Goals – Action, Pamela, 15 mins
 9. 2017-2018 Participatory Governance committee members – Pamela, 5 mins
 10. Professional Development Update – 5 mins
 - a. Upcoming PD Opportunities
 11. Announcements – 7 mins
- Adjournment

VENTURA COLLEGE
Minutes of the Classified Senate

Date: July 6, 2017
10:30 am – 12:00 noon

Present: Susana Alonso, Sara Murillo, Katie Owashi, Olivia Long, Kelly Denton, Sarah Ayala, Seb Szczebiot, Tatiana Lawler, Cynthia Salas, Greg Beckley, Gabriela Wood, Nan Duangpun

Recorder: Felicia Torres

Minutes:

Agenda Item	Summary of Discussion	Action
Call to order	Meeting called to order @ 10:32 am. Pamela announced an added information item to the agenda and a correction. (Goals for the new year and time change)	
Adoption of the Agenda		Olivia moved to approve. Katie seconded. Agenda approved.
Approval of Minutes a. May 4th meeting- b. June 1st meeting-		Olivia moved to approve both months of minutes with no changes and added the comment that the notes are thorough and concise. Katie seconded. Minutes for May and June are approved.
Public Comment	<p>Olivia made 2 comments:</p> <p>1) Those who attended CLI conference in Tahoe gained a lot of knowledge. The presentation that she and Pamela gave went really well and they received a lot of positive comments. Olivia accepted an award for Greg and the Classified Senate also received an award for its website, which will be overhauled this year.</p> <p>2) Union negotiations: SEIU is still at the table and an update will be sent out when an update is available. There is still no movement at the table. Olivia explained the process of being at the negotiation table, the process of a TA (tentative agreement) and the process for voting members. Other questions were asked in regards to the contract and negotiations while Olivia facilitated. The next negotiations meeting will be on July 21.</p> <p>The CSEB who went to the CLI conference informed the senate that they had done quite a bit of work while there. They spent time working on next year's calendar of activities and events for the senate and they ROCKED the poster presentation. Many of the other colleges were very impressed and took pictures. Kudos to Pamela!</p> <p>Pamela announced that the next CLI conference that will be held this year at the</p>	

	<p>Ventura Marriot and said that many volunteers are needed. Please consider volunteering. Gabi added a comment that she thought the conference offered her a lot of professional development and knowledge about College Classified Senates in general.</p> <p>Katie Owashi announced this would be her last Classified Senate meeting and her last day at VC is July 28th. ☺ Bye Katie.</p>	
<p>Classified Senate Reports</p> <ul style="list-style-type: none"> Treasurer's Report 	<p>Sara gave a brief update. She said that there is currently \$3000 in the general fund for this (17-18) fiscal year. Some of the expenditures have not reflected on the budget, so the number is not as accurate as in the past, but she should have a better number for the next meeting. There is \$884 dollars that were spent and are not reflecting in the budget printout.</p> <p>Some recent purchases included Peder's plant and other purchases for the summer celebration.</p>	
<p>Committee and Group Reports</p> <ul style="list-style-type: none"> Board of Trustees District Committees Campus Committees 	<p>BOARD OF TRUSTEES</p> <ul style="list-style-type: none"> ❖ Dr. Luskin attended his last BoT meeting as Interim Chancellor on June 13th. Dr. Gillespie will attend the July 11th BoT meeting as Chancellor. ❖ Dr. El Fattal presented the VCCCD 2017-2018 Tentative Budget. ❖ A BoT Planning Session is scheduled for July 26th. The Trustees will review the Tentative Budget at that time. ❖ A Grant Director - Career and Technical Education position has been created at VC. This position will be under the VP of BAS, David Keebler. <ul style="list-style-type: none"> • Under the administrative direction of an assigned administrator, a Grant Director - Career and Technical Education plans, organizes, directs, supervises, and evaluates a wide variety of grants, programs, and initiatives pertinent to career and technical education. • The new classification of Grant Director - Career and Technical Education (Management Salary Schedule #105, \$82,359 - \$110,364) was approved by the Personnel Commission on April 18, 2017. • Annual salary of \$90,800, annual benefits of \$51,726; 80% Strong Workforce Grant and 20% General Fund. ❖ The VC 2017-2023 Educational Master Plan and the VCCCD Decision Making Handbook were presented at informational items. <p>CONSULTATION COUNCIL</p> <ul style="list-style-type: none"> ❖ Consultation Council is closely watching the DAC budget and its effect on VCCCD reserves. <p>DCAP</p> <ul style="list-style-type: none"> ❖ No June meeting, nothing to report <p>EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE</p> <ul style="list-style-type: none"> ❖ No June meeting, nothing to report <p>DISTRICT CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE</p> <ul style="list-style-type: none"> ❖ Training & Tours 	

	<ul style="list-style-type: none"> ❖ June 8, 2017 (VC), 8:30-4:30 was very well received. CPDC is looking for input on content for future T&T events. You can contact me with ideas or email Jennifer Holist at jholst@vcccd.edu <p>ADMIN COUNCIL</p> <ul style="list-style-type: none"> ❖ No meeting In June, nothing to report <p>BUDGET RESOURCE COMMITTEE</p> <ul style="list-style-type: none"> ❖ No June meeting, nothing to report <p>COLLEGE PLANNING COUNCIL</p> <ul style="list-style-type: none"> ❖ No June meeting, nothing to report <p>ASAG</p> <ul style="list-style-type: none"> ❖ • No June meeting, nothing to report 	
<p>2017-2018 Classified Senate Goals</p>	<p>Pamela began this discussion item with a review of last years' goals and introduced several ideas for this coming year. A lengthy discussion followed with several suggestions from those in attendance and other ideas were discussed and noted.</p> <p>Olivia stated that from personal experiences, she has enjoyed using Lynda.com, but would like to see a time set aside, maybe quarterly, for several others to go outside of their workstations to work on it as a group in a computer lab on campus.</p> <p>Katie said that she has enjoyed the ability to skype in to senate meetings, because many times she was unable to get away and it allowed her the opportunity to not miss the discussions at the meetings.</p> <p>The CSEB will look at the list and bring it back for a discussion then for a vote at the next meeting. More information to follow in a weekly update or agenda.</p>	
<p>Professional Development Update</p> <p>a. Calendar for 2017-2018 school year</p>	<p>Pamela began the discussion by saying that the professional development events are going to be laid out ahead of time this year. The first professional development activity will be presented solely by classified and will focus more on how it can affect us in meetings. There will be two sessions available for governance committees and will be required to attend by those who are going to be representatives on the various committees. There will be professional development sessions for program review since the whole process will be going to TracDat. Other ideas were shared and discussed for consideration on upcoming professional development opportunities for classified professionals.</p>	
<p>Announcements</p> <p>a) Holiday Basket Coordination</p>	<p>The CSEB would like to get an earlier start on collecting items for this year's Holiday Basket silent auction and plan to rely more heavily on the Admin Assistants. It is the best opportunity to raise enough money to be able to offer two scholarships by the Classified Senate.</p> <p>Katie made the announcement that the college was moving forward with combined registrations for scheduling and catalog. She wanted those involved with that on campus to be aware and be patient with the process.</p>	

	<p>The testing center moved from LRC-155 to LRC-160 then it will eventually be moved to SCI-223.</p> <p>Sebastian said that there are two new deans Debbie Newcomb and new admin support.</p> <p>Gabi announced that she will be teaching part-time at VC in the Biology department. KUDOS Gabi!!</p>	
Adjournment	<p>The meeting was adjourned @ 12:01 pm.</p>	

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2017-2018 Ventura College Classified Senate Goals

1. Maintain or increase classified professional involvement in participatory governance through education designed to raise awareness and understanding of the processes.
2. Increase breadth of professional development opportunities for classified professionals to include training on VCCCD available technology tools and campus structures, processes, and documents.
3. Increase Classified Senate participation through education and monthly teambuilding opportunities.
4. Increase fund raising for classified employee activities through A Dollar A Month campaign.
5. Create a list of common campus acronyms by June 2018 for use by classified professionals.

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Ventura College Committees/Groups - Classified Members 2017-2018

Governance Committees – very high need for representation of our 9+1 rights.

- College Planning Committee (CPC)
 - Pamela Yeagley, Classified Senate President
 - Peder Nielsen, Athletic Equipment Manager, Kinesiology
 - Jason Robinson, Instructional Lab Technician II, Applied Science
 - Sebastian Szczebiot, Senior Administrative Assistant, Office of the Vice President of Academic Affairs

 - Sarah Mossembekker, Admissions & Records Technician (alternate)

- Budget Resource Committee (BRC)
 - Pamela Yeagley, Classified Senate President
 - Erin Askar, Administrative Assistant, Visual Arts, Social and Behavioral Sciences, Modern Languages, Distance Education
 - Tricia Bergman, Administrative Assistant, VP Student Affairs
 - Carol Smith, Instructional Lab Tech – Biology

 - Jason Robinson, Instructional Lab Technician II, Applied Science (alternate)

- Student Success Committee (SSC)
 - Felicia Torres, Administrative Assistant, Institutional Equity & Effectiveness. Classified Senate President Designee
 - Veronica Allen, Student Services Assistant II, Transfer Center
 - Susana Alonso, Administrative Assistant, English, Math & Learning Resources Division
 - Kai Liang, Instructional Laboratory Technician II, Chemistry Department

 - Tatiana Lawler, Student Outreach Specialist (alternate)

Advisory Groups

- Professional Development Advisory (to AS and CS)
 - Pamela Yeagley, Classified Senate President
 - Matthew Moore, Instructional Designer / Technologist
 - Sharon Oxford, Instructional Technologist/ Designer
 - Cynthia Salas, Tutorial Services Specialist II (alternate)

- District Classified Professional Development Committee
 - Pamela Yeagley, Classified Senate President
 - Matthew Moore, Instructional Designer / Technologist
 - Sharon Oxford, Instructional Technologist/ Designer
 - Cynthia Salas, Tutorial Services Specialist II (alternate)

Pamela Yeagley

Subject: Classified Governance Committee Member Training (option 2)
Location: MCW-312

Start: Tue 8/29/2017 2:00 PM
End: Tue 8/29/2017 3:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Pamela Yeagley
Required Attendees: Peder Nielsen; Celine Park; Sebastian Szczebiot; Sarah Mossembekker; Jason Robinson; Erin Askar; Tricia Bergman; Carol Smith; Felicia Torres; Veronica Allen; Susana Alonso; Kai Liang; Tatiana Lawler Sweeney; Gabriela Wood

Hello Governance Committee members,

This is a **mandatory** training for all classified members of VC governance committees. There are two day/time options for this session. You may attend on July 27th from noon-1:30 or August 29th from 2:00-3:30. Both sessions are identical so you only have to attend one.

In this training, we will cover Brown Act, simplified Robert's Rules, responsibility of members and alternates, and tips on being an active committee member. (Remember to talk to your supervisor about using release time for this mandatory training and your committee meeting times.)

Please reply to both of the Outlook invitations sent for this training. (The session that you Accept will show on your Outlook Calendar and the one you Decline will not show on your Outlook calendar.)

Pamela