



Classified Senate
2017-2018 Academic Year

Meeting Notes
February 1, 2018 ~ 10:30 a.m. – 12:00 p.m.

Present: Dana Boyton, Cynthia Salas, Karen Osher, Greg Beckley, Sammy Freitag, Gabriela Wood, Carol Smith, Joseph Cordero, Tatiana Lawler, Veronica Allen, Victoria Nielsen, Sara Murillo, Pamela Yeagley, Sebastian Szczebiot
Online: Chez Harper, Dora Hartman, Jason Robinson, Olivia Long, Angelica Rodriguez, Susana Alonso, Felicia Torres, Ornpawee Duangpun

Guests: Phil Briggs

Recorder: Sebastian Szczebiot

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
A. Call to Order	10:30			
B. Adoption of Agenda		Carol First, Sammy Second – Adopted!		
C. Public Comments	Welcome and Introductions			
D. Approval of Minutes	Tabled until March 2018 Please send corrections to Sebastian S.			
E. Classified Senate Reports 1. Treasurer's Report	General Fund – 1084.69 Trust and Agency – (-) 756.00? We will look into our budget carefully as these numbers appear to be miscalculated.			
F. Committee and Group Reports				

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Board of Trustees</p>	<p>BOARD OF TRUSTEES</p> <ul style="list-style-type: none"> • January 16th BoT meeting <ul style="list-style-type: none"> ○ Study Session: VCCCD Information Technology Security Initiatives ○ Approved Use of Undesignated, Unallocated Reserve Funds for Information Security Initiative. The estimated cost for these initiatives is \$350,000, to be spent over the next two years. ○ Adopted the 2018-2019 Nonresident Tuition Rate of \$240 per unit and the per unit Nonresident Student Capital Outlay Surcharge Fee of \$20 for a total of \$260 per unit effective Fall 2018. ○ Approved an Office Assistant position for the Career Education Division at VC funded by Strong Workforce Grant. ○ Reclassification of positions and incumbents effective January 17, 2018 - Student Services Assistant I to Student Services Assistant II funded by MESA Grant (VCU563) ○ Approved Board Policy 7270 Student Workers (revised). Administrative Procedure 7270 Recruitment and Hiring: Student Workers provided for information. Covers approx. 341 student workers at VC. 			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<ul style="list-style-type: none"> • January 20th – BoT Mid-Year Review covered <ul style="list-style-type: none"> ○ Enrollment ○ Community Outreach and Communication ○ Workforce and Economic Development ○ Budget and Reserves ○ District-Level Student Success Metrics 			
District Committees	<p>DISTRICT COUNCIL ON ADMINISTRATIVE SERVICES</p> <ul style="list-style-type: none"> • DCAS is discussing how the state January allocation plan (draft) will affect a different Districtwide Resource Budget Allocation Model. The Governor’s plan for the allocation model is 50% based on FTES, 25% on serving low-income students and 25% on a 3-year completion rate. • Moorpark College Proposal for a Budget Allocation Model is still being discussed and focuses on how exceeding FTES goals are funded. <p>CONSULTATION COUNCIL</p> <ul style="list-style-type: none"> • No report. Next meeting on February 9th, 2018. <p>DISTRICT CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE</p> <ul style="list-style-type: none"> • Spring Training and Tours date is being discussed as possibly in April. It will take place at the DAC. 			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE</p> <ul style="list-style-type: none"> No report 			
<p>Campus Committees</p>	<p>ADMIN COUNCIL</p> <ul style="list-style-type: none"> VC now has a Cal Fresh website – and lead: John Ruff Career Dev Center and University Transfer Center are now separate. Pirate Fridays will be in April. Student Connect area is being revitalized. The Great Shake Out will occur at 10:18 am on 18 October 2018 (?) and there will be an evacuation drill on 28th of February 2018 (11 am and 7:20pm approx.) <p>BUDGET RESOURCE COMMITTEE</p> <ul style="list-style-type: none"> Classified Tri-chair. Pamela voted into this position. BRC program review request prioritization approved on January 17th Discussed the Governor’s planned allocation model. Discussed elevator phones’ functionality and impact this had during Thomas fires on employees. Cathy is continuing to work on our HVAC systems. 			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>COLLEGE PLANNING COMMITTEE</p> <ul style="list-style-type: none"> • Guided pathways presentation by Corey Wendt. • Marketing Recommendations Document Taskforce (Phil B., Lydia M., Jason R., ASVC Rep, and Pamela Y.) will meet to revise the document. • Classified co-chair position was discussed. <p>STUDENT SUCCESS COMMITTEE Diversity and Culture Festival:</p> <ul style="list-style-type: none"> • There is now a classified Tri-Chair! Veronica A. was voted into this position. • Change to classified members. Tatiana L. is now a voting, and Carol S. is an alternate, and Pamela is non-voting. • Pres. Keebler approved 15k from Equity to fund the VRC proposal. • Pres. Keebler approved 50k from equity for Tutoring Center proposal. • Asked to hold until march 1st round of funding: zero text book cost for Microbiology (5k) • Approved Diversity in Culture Festival (about 25k) <ul style="list-style-type: none"> ○ Passed by one vote. <p>GUIDED PATHWAYS STEERING COMMITTEE</p> <ul style="list-style-type: none"> • We are hoping this is moving forward, and Pamela believes this will be good for our students. • The goal is to get students onto a clear path, and to keep them moving forward! 			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<ul style="list-style-type: none"> • Admin wants classified input, and the how we make the plan is due in a report to the state in march. • So how do we get classified on board? Will our voices be heard and our opinions integrated? And how will classified be compensated for this? <p>ASAG</p> <ul style="list-style-type: none"> • No January meeting <p>PROFESSIONAL DEVELOPMENT ADVISORY GROUP</p> <ul style="list-style-type: none"> • No December meeting • Contact Gigi Fiumerodo with suggestions/proposals for the Diversity in Culture Festival next spring. • Contact Jennifer Garner with proposals for Pirate Talks 			
<p>G. VC 2017-2020 Strategic Implementation Plan, First reading, Phil Brigs (time certain: 11:30 am)</p>	<p>We have an Educational Master Plan, that spans 6 years, and lays out our goals for 2023.</p> <p>The Strategic Implementation plan is the next step in the process. This details the actions and steps we will take to achieve the goals from our Educational Master Plan.</p> <p>Edu. Master Plan is the “what?”, while the Strat. Impl. Plan is the “how?”.</p> <p>Email Phil Briggs with any feedback – this is our first reading.</p>			
<p>H. Candy Grams</p>	<p>We will sell candy grams for 2 dollars that can be delivered to any VCCCD location.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Currently, we already have 100 orders.</p> <p>We need help at a table being set up for us at Student Success Days on the 8th. We are opening this up to students to send candy grams to their instructors.</p> <p>We will need help assembling the candy grams as well.</p> <p>Contact Victoria N. to volunteer. This is to raise funds for our trust and agency.</p>			
I. Change due date of Program Review Classified Hiring Prioritization, Discussion	<p>New calendar. Faculty prioritization is due in the Fall Semester. Faculty receive requests from the Exec team in the Fall. Classified receive this in the Spring.</p> <p>Our intention would be to match with the faculty.</p>			
J. Debriefing on success/challenges with the Thomas Fire	<p>Debrief on Classified Experience.</p>			
K. PD Update 1. Upcoming PD Opportunities	<p>i. VCCS Spring Retreat. 03/19 RSVP by 03/12.</p> <p>ii. Supported Personal Professional Development: Feb. 13, Mar. 13, Apr. 17, May 22, 11:30-1:00 in MCE-342. BYOE (Bring Your Own Earbuds) Snacks and drinks provided.</p> <p>iii. New Classified Professional Orientation 06/13. Orientation session for all VC</p>			
	<p>June 13th new classified orientation</p>			
M. Adjournment	<p>12:01</p>			
Next Meeting Date:	<p>March 2017</p>			