VENTURA COLLEGE
Minutes of the Classified Senate
Date: May 4 2017
3:00 pm –4:30 pm

Present: Pamela Yeagley, Gabi Wood, Karen Osher, Chief Sidnam, Carol Smith, Sara Murillo, Eileen Crump, Abra Flores, Samantha Freitag, Nan Duangpan, Kaifeng Liang, Jason Robinson, Susana Alonso, Peder Nielson, Matt Moore, Sue Royer (guest), Greg Beckley, Jay Moore (guest)
Recorder: Felicia Torres
Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Call to order	Meeting began @ 3:02 pm			
Adoption of the Agenda		Gabi moved to adopt agenda. Chief seconded. Agenda is adopted.		
Approval of Minutes (April 6, 2017)	Carol made correction to minutes - 'College Planning Council' should be 'Committee'	Karen moved to approve April minutes with correction. Carol seconded. Minutes approved.		
Public Comment	Gabi asked to make a quick public comment. She teaches as part-time adjunct at OC and works full-time as a lab technician. She wants to do it again and has been hearing rumors that management are wanting to cut down on the number of Classified Professionals teaching as adjunct professors and has also read about similar things online with the San Diego Community College system. She wasn't sure if this was the appropriate venue for the subject but asked that it be noted at this meeting. Other members and also Classified Professionals working as adjunct faculty who were present made comments regarding the matter and they shared their knowledge and experience dealing with the same subject.			
Ratification of VC Classified Senate Constitution and Bylaws	We have quorum, so we are okay to vote.	Felicia moved to approve. Carol seconded. 15-In favor; 0-opposed No Discussion VC Classified Senate Constitution & Bylaws are ratified.	May 2017	
Classified Senate Reports • Treasurer's Report	Karen reported that she had gone around to the offices that volunteered to sell the See's candies and collected approximately $233. There is currently $770 in the Trust and Agency account. There is still around $100 that has not sold.			

	She still has some at her desk and other locations and will work to follow up and wrap up the fundraising.			
Committee and Group Reports • Board of Trustees • District Committees • Campus Committees	**BOARD OF TRUSTEES** ❖ Alexandria Wright, Director Economic and Workforce Development was introduced ❖ On March 17, 2017, the VCCCD Classified Professional Development Committee received the 2017 Innovative Activity Award from the California Community College Council for Staff and Organizational Development (4C/SD) during the Council's annual conference. The award was given for the VCCCD Training and Tours Program. ❖ Child Development Training Consortium (CDTC) grant Ventura College has received notice of renewal grant funding for FY 2016-17 in the amount of $18,700. Grant funds will be utilized for coordination and support for students. Students will be eligible for a stipend for units completed towards earning or renewing a California Child Development Center permit. The term is September 1, 2016 through June 30, 2017. **DCAP** ❖ For the first time there is a 9+1 introduced in a District Decision Making Handbook. It was approved by DCAP and Consultation Council. Once that goes through, we can address procedures and policies at the district level, so to have it in a district document now is a pretty big deal. ❖ DCAP approved the District Decision Making Handbook. It goes to the BoT on May 9th. ❖ DCAP recommended that the Employee Perceptions survey be administered this term. ❖ District Recommendation 1 (Compliance): In order to comply with the Standards, the teams recommend that the District include as a formal component of the evaluation processes for faculty, academic administrators, and other personnel directly responsible for student learning use of the results of assessments of learning outcomes to improve teaching and learning. (III.A.6). ❖ Rick Post composed an email for ACCJC and sent it to Bernie Luskin. ❖ Rick Post is going to do research on the compliance recommendation **EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE** ❖ No April meeting, nothing to report **DISTRICT CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE** Training & Tours ❖ June 8, 2017 (VC), 8:30-4:30 – All Day "It's All About You" We need volunteers for this event! ❖ Committee is looking for content/theme for the October event at OC.			

	❖ Ashley Chelonis, winner of the VCCCD Employee of the Year was is also the California Classified Employee of the Year ADMIN COUNCIL ❖ The posting for Interim President has opened. Starting May 21st, Greg will work with a smaller committee to select the Interim President to start July 1. The permanent position will recruit during the regular cycle in the fall. ❖ Starting in the fall, Program Review will be all online ❖ Commencement Friday, May 19th. Please work with your supervisor regarding adjusting your schedule for the day of Commencement to the hours of 11am – 8pm. We need many volunteers for the event – there are currently 83 and we need at least 120. Volunteers should report to Guthrie Hall at 1:00 for lunch and assignments. It is likely that many offices will close at 1:00. Contact Rick Trevino to borrow regalia if you want to sit with faculty for the ceremony. ❖ CAPS will be web-streaming commencement. ❖ Final exams will be administered during the week of May 15th – 19th. ❖ Do not schedule events from Thursday, May 11th – Saturday, May 13th because of graduation. ❖ 100 users across campus will pilot the Rave panic button app for a year. The pilot is to determine if the app is a good choice for the whole campus. ❖ Our Instructional Productivity target for 16-17 is 500, for 17-18 it is 518 and for 18-19 it is 525. As of yesterday, our Spring 2017 Instructional Productivity is 483 and Summer 2017 is 508. ❖ Greg met with AB540 students to find out about their experiences at VC. He is sharing the findings with the executive team. Campus needs to work on ways to help these students feel safe and included. ❖ Kim encouraged supervisors and managers to make sure SLOs/SUOs evaluations (ACCJC District compliance recommendation) were part of Spring classified employee evaluations. ❖ FY18 is open and starts on July 1st. ❖ Consider using OneDrive - more info at http://www.vcccd.edu/departments/information-technology/office-365-faculty-staff-licensing ❖ Copy Center move study is progressing. The Testing Center has to be moved first. ❖ Greg will have a follow-up to the April Forum – more info is forthcoming ❖ A Dean of Student Services position is open now. ❖ CTE Dean – had President round of interviews 05/03. ❖ District is working with Student Services to change the online orientation for students.			

	❖ FYE has 840 RSVPs for next year. FYE is going to focus on orientation and transition services in the program going forward. ❖ The Professional Development Advisory Group will have a $12,000 budget next year. ❖ June 14th from 9-11, Student Worker training. It is mandatory. ❖ Alma may be the coordinator. Is this for those hiring or student s that are hired. ❖ May 9th 12-1:30, Student Worker Appreciation event. A potluck at the Ag barbeque area. ❖ May 12th from 11:30-2:00 in ASC-120, Retirement Luncheon BUDGET RESOURCE COMMITTEE ❖ Rubrics for Program Review are due September 15th. CS needs to review and formalize the Classified Hiring Priorities rubric before then. Dept chairs will determine which programs will write 3 yr plans next year. If you have facilities or tech initiatives for next years program review, contact Jay or Grant prior to writing to assess feasibility and where to put initiatives. ❖ New Program Approval Policy was approved by Curriculum Committee and added to the Curriculum Handbook. ❖ As far as the ACCJC about looking into internal and external funding to address our aging facilities – probably the only way to do this is a bond. ❖ Budget report. Deans are currently meeting with BAS to develop FY18 budgets. FY18 will be tight, revenue will go down slightly, but expenses are up (see handout), but most of the increases are STRS, PERS and faculty health care costs. ❖ Facilities report. There was a special meeting (4/6/17) to discuss the location of the new assessment center. End result was the locating the assessment center went back to discussion stage. Restroom trailers were installed by small gym so that restrooms and coach's offices can be remodeled. There is a paving project in the works to connect the walkway by the warehouse to MCE and widen roadway. They are installing a battery storage unit to the west of MCW. Purpose is to purchase power at night and use batteries in daytime to save money. Jay is researching solar panels but so far the deals are not good. ❖ Facilities management communication – handout. Effort is underway to define facilities requests into routine, minor projects or major projects. Major projects will have separate budget and will undergo an extensive design and analysis process by FOG. More on this at Forum schedule for 4/20/17. COLLEGE PLANNING COMMITTEE	CPC-		

	❖ Draft 2017-2018 VC Planning Parameters is online on the CPC webpage, as are the IEPI goals. http://www.venturacollege.edu/committees/college-planning-committee ❖ A CTE Advisory Group (under CPC) is being formed. Gabi recommended having classified representation in the membership, like an ILT. ❖ No ASG representatives were present at the last committee meeting and many plans regarding student were being discussed. There were also quite a bit of faculty not present. ASAG ❖ No April or May meeting, nothing to report			
Dave Keebler, VP of Business & Administrative Services • Facilities Master Plan, Capital Projects, and the Consolidated Assessment Center initiative	Jay and Sue to present. The talked about the big ideas that were shared by many of the Classified Professionals who were at the most recent college retreat. They shared the most recent plans being discussed at the management level regarding the Assessment Testing Center and other areas. The goal is to have a plan written out this summer, but requested that should any Classified Professionals have any ideas they encourage that you email Sue by the end of the following Wednesday to have the ideas considered for the plan. They addressed some of the challenges they face working with the various projects on campus and assured us that they are taking the needs of the Classified Professionals into consideration in all areas of the plan. They mentioned other plans also concerning they hydration systems and how soon they expect them to be installed and operational.			
Classified Senate Officers – Gabi Wood • President & Treasurer Elections Announcement	Gabi reported on the process she used to begin the elections for the new officers. She said that she received 6 nominations for Treasurer and one accepted. Sara Murillo is the new Treasurer. Matt shared the task of the elections process with Gabi. She explained that with the online election process, Matt is the only one who sees the numbers when they are submitted. Only 25 people of voted. Sara works as an Office Assistant and became a VC Pirate in 2011. She started as a student worker and her education background is in Early Childhood Education. She has come full circle and we welcome her leadership in the senate. There were two candidates for the President position. Both Pamela and Chief took several minutes to share their ideas for their candidacy with the members in attendance.			
Professional Development Update	No update given.			
Announcements	No announcements made, due to time constraint.			

| Adjournment | The meeting was adjourned @ 4:37 pm. | | | |