

VENTURA COLLEGE
Minutes of the Classified Senate

Date: March 2, 2017

3:00 pm –4:30 pm

Approved 4/6 Mtg

Present: Peder Nielsen, Gabriela Wood, Margaret Dominguez, Carol Smith, Katie Owashi, Karen Osher, Pamela Yeagley, Cindy Jones (Skype), Angelica Navarro, Greg Beckley

Recorder: Felicia Torres

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Call to order	Meeting was called to order @ 3:03 pm			
Adoption of the Agenda	Pamela asked to allow Margaret to give her committee report first.	Pamela moved to make a change to the agenda and allow Margaret to give her report first. Katie seconded. Agenda was amended and approved with change.		
Public Comment	Peder wanted to let the Senate know that the Classified District Professional Development will be receiving an award from 4CS this year, for its efforts with the Training and Tours series being offered. He also very proud to see hard work is being noticed and officially recognized throughout the state. VC will send a constituency down to receive the award. This just goes to show what our classified and this district can do together. Cindy Jones asked to have the information sent to her in order to get the word out to the community. Introduction of Angelica Ramos-Navarro, new Classified employee for the MESA program. Welcome back to VC Angelica!	Peder will send the award information to Cindy		
Approval of Minutes (February 2, 2017)		Peder moved to approve minutes for February 2 nd . Margaret D. seconded. February minutes are approved.		

<p>Classified Senate Reports</p> <ul style="list-style-type: none"> Treasurer's Report Subcommittee for Constitution & Bylaws 	<ul style="list-style-type: none"> Karen reported that the See's Candies sales are going really well and there have been close to \$600 sold. We've sold more than half of the bars. She noticed that the peanut brittle batch that was received had a date of expiration. See's will credit the Senate or send more candy to replace. They said to destroy the candy with the expiration date. Regarding the "Wood Ranch" fundraising event, there was approx. \$1,200 dollars of food sold and we get 10% of those sales, so the Senate will get approx. \$120 deposited. So far, the only major expenses to the Trust account have been for the See's candy sales. <p>An idea presented for a Senate activity was a bar-b-que for Classified after graduation.</p> <ul style="list-style-type: none"> 3rd Draft for Constitution & Bylaws presented: Second reading attached to agenda. Subcommittee needed clarification on Pamela's suggestions and they were addressed. Gabi made the recommended changes to her draft for the final draft which will be presented and added to the agenda for the 2017 Classified Senate Spring Retreat and will present it to the members in attendance for a vote. 			
<p>Committee and Group Reports</p> <ul style="list-style-type: none"> Board of Trustees District Committees Campus Committees 	<p>BOARD OF TRUSTEES</p> <p>Position adjustments, abolishment, new</p> <ul style="list-style-type: none"> EOPS - Approve Permanent Change in Employment/Personnel Status for an Office Assistant (Bilingual) at Ventura College. The college has indicated there is no longer a need for an incumbent in this currently vacant position to exercise bilingual skills in performing the essential functions of the job. Therefore, it is recommended that the bilingual designation be removed. CTE - Approve Abolishment of an Assistant Dean and Establishment of a Dean of Student Learning Positions at Ventura College. With the Strong Workforce initiatives along with other state requirements and Ventura College's new Diesel Mechanic program, upcoming addition of Agriculture, and noncredit Workplace Essentials courses in applied technology, the complexity and workload in the area 			

of workforce development and career technical education has greatly increased. Currently, the college has an Assistant Dean in this position and the additional leadership needed in this area requires a Dean to oversee the multiple initiatives, grants, faculty, and staff. This position was proposed through Program Review by the Office of Student learning and the College Planning Council for final prioritization by the President.

- Ventura County CCD announces finalists for Chancellor, Public Forum scheduled for March 20
The candidates are:
 - Dr. Greg Gillespie
 - Dr. David El Fattal
 - Dr. Jerry Buckley
 - Dr. Otto W. K. Lee
 - Dr. Melinda Nish
 - Dr. Arturo Reyes

The District will host a public forum for the community and members of the VCCCD staff to hear presentations from the finalists Monday, March 20, 2017, at the Ventura County Office of Education (5100 Adolfo Road, Camarillo, CA). The diverse group of qualified community college professionals will be interviewed during closed-session meetings Monday, March 20, 2017, and Tuesday, March 21, 2017. The final selection will be made and announced tentatively at the April 11, 2017, Board meeting with an anticipated start date of July 1, 2017.

CONSULTATION COUNCIL

Proposed position changes, adjustments, abolishment, new

- A&R. Office Assistant. Additional time is needed to work with students at the counter and over the phone as a result of the campus implementation of data in Grades First as a contributing factor for program review and SUOs.
- Library Assistant. Position restoration from 11 months/100% to 12 months/100%
- Library Technician. Position restoration from 11 months/100% to 12 months/100%

ASAG
Major Findings and Recommendations of the 2016
External Evaluation Team:

College Recommendations:

- College Recommendation 1 (Improvement): In order to increase effectiveness, the team recommends that the institution adopt unambiguous definitions of data elements used in its institution set standards. (I.A.2, I.B.3).
- College Recommendation 2 (Improvement): In order to increase effectiveness, the team recommends that the Student Services program reviews be fully implemented in the college program review cycle (I.B.4, II.C.2).
- College Recommendation 3 (Improvement): In order to increase effectiveness, the team recommends that the college and district consider various public and private funding sources, such as a local capital outlay bond, to upgrade and/or replace aging facilities (III.B.1, III.B.2, III.B.3, III.B.4).

District Recommendations;

- 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).

DCAP

- No report

EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE

- No February meeting, nothing to report

DISTRICT CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE

Pre-supervisor track for PPDP being developed Training & Tours:

- March 15, 2017 (MC) Safety in Service
- June 8, 2017 (VC) – All Day “It’s All About You”

ADMIN COUNCIL

- Santa Paula Center Safety Plan has landed – printed copies coming soon
- March 31st, VC Planning Retreat
- Professional Development:
The 2nd Wednesday of the month from 3-4:30 will be a monthly PD day.
 - March 8th is next PD day.
 - April 20th – PD offering, Culturally Responsive Learning 9am-3pm
- Graduation is May 12th at 4pm. Do not schedule events from Thursday, May 11th through Saturday, May 13th because of graduation.
- Technology & Facilities Program Review initiatives have been prioritized and have gone to Phillip Briggs.
- Online CHAWS process – an all-electronic process will begin this year.

BUDGET RESOURCE COMMITTEE

- No report

COLLEGE PLANNING COUNCIL

- Draft Ed Master Plan Goals and Objectives were distributed and discussed. There are goals that will directly affect classified in Distance Ed, Workforce Preparation (CTE), Financial Aid and Counseling. It can be accessed at http://www.venturacollege.edu/sites/default/files/files/committees/college-planning-committee/2017-2023_vc_educational_master_plan_draft_2-9-2017_0.pdf

STUDENT SUCCESS COMMITTEE

Margaret reported that the committee last met on March 1st and felt that it was quite an interesting discussion. The committee met to decide on what to spend \$800,000 on. They went through and discussed the 19 RFPs that were submitted. 12 of the 19 received "Yes" votes to move forward for recommendation and the rest received a "No" vote or

	were tabled for further discussion. The next meeting is scheduled for March 22 nd .			
Professional Development Update	<p>Pamela asked the Senate to take a look at the DRAFT Educational Master Plan under CPC page 4 & 5. Be aware of the content that directly affect classified staff. If there are any issues that bring questions to mind, please send them to her via email. We will be voting on this soon.</p> <ul style="list-style-type: none"> • April 30 - Culturally Responsive Learning. 			
Announcements	<p>An announcement that a new block schedule change and will be implemented starting Fall 10. Division offices will now go online and this the information is going to be distributed via email. It is expected to be implemented district wide.</p> <p>The Curriculum Committee will be presenting new initiative degree certificate and awards program. Be on the lookout for this new committee being formed.</p> <p>Smoking areas will be removed and signs will go up after graduation.</p>			
Adjournment	The meeting was adjourned at 4:31 pm.			
Three Takeaways				