



**Classified Senate**  
2017-2018 Academic Year

**Meeting Notes**  
**November 2, 2017 ~ 10:30 a.m. – 12:00 p.m.**

**Present:** Pamela Yeagley, Sara Murillo, Dana Boynton, Carol Smith, Sarah Ayala, Gabriela Wood, Sebastian Szczebiot. Online: Ali Olsen-Pacheco, Angelica Ramos Navarro, Chez Harper, Jason Robison, Felicia Torres, Cynthia Hulce, Cynthia Salas, Samantha Freitag, Sharon Oxford

**Guests:** Phil Briggs, Kim Hoffmans, Jaimee Hanna

**Recorder:** Sebastian Szczebiot

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>A. Call to Order</b>	10:33			
<b>B. Adoption of Agenda</b>		Sara moved to adopt, Dana Second – All in favor		
<b>C. Public Comments</b>	None			
<b>D. Approval of Minutes</b>		Ali moves, Gabi Seconds – All in favor		
<b>E. Scholarships update – Jaimee Hanna</b>	Students learn about Scholarships from Faculty and Staff most frequently!  Most OPEN now – generally closed by January 31st  Students need to write essays – need to focus on good grammar and answering the questions in the prompts.			

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	<p>Please share the info – Not all scholarships require great GPAs.</p> <p>CS Scholarship – This is an opportunity for us to give back.</p>			
<p><b>F. Classified Senate Reports</b></p> <ol style="list-style-type: none"> <li>1. <b>Treasurer’s Report</b></li> <li>2. <b>Scholarship Sub - Committee</b></li> </ol>	<p>General Fund - \$2476.87</p> <p>Trust Agency - \$130.24</p> <p>Holiday Baskets – final draft of flyer will be done in the next week.</p> <p>Each division office will receive a folder with tax deduction forms and info, etc.</p>			
<p><b>G. Committee and Group Reports</b></p>				
<p><b>Board of Trustees</b></p>	<p><b>BOARD OF TRUSTEES</b></p> <ul style="list-style-type: none"> <li>• Approved the reappointment of Personnel Commissioner James Lawrence King.</li> <li>• Approved resolution in support of codifying DACA into federal law.</li> <li>• Approved revised March 2017 DACA resolution – updated and clarified what district will do if asked for information from ICE.</li> </ul>			
<p><b>District Committees</b></p>	<p><b>DISTRICT COUNCIL ON ADMINISTRATIVE SERVICES</b></p> <ul style="list-style-type: none"> <li>• DCAS is still discussing a different Districtwide Resource Budget Allocation Model.</li> </ul>			

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	<p>CONSULTATION COUNCIL</p> <ul style="list-style-type: none"> <li>• Meeting this Friday</li> <li>• Compressed Calendar on agenda. For example, 14 weeks then finals. Could create an intersession during break.</li> </ul> <p>DISTRICT CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE</p> <ul style="list-style-type: none"> <li>• Evaluations on Training &amp; Tours last Friday are being collected.</li> <li>• Evaluations will probably close Friday.</li> </ul> <p>EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE</p> <ul style="list-style-type: none"> <li>• The district EEO Plan was updated.</li> <li>• Pamela will be asking to step down.</li> </ul>			
<p><b>Campus Committees</b></p>	<p>ADMIN COUNCIL</p> <ul style="list-style-type: none"> <li>• State wants 100% FAFSA completion by Foster Youth</li> <li>• Year-Round Pell grant is now available.</li> <li>• Curriculum Committee has a goal to delete courses not offered since 2010. There is a mechanism to “contest” deletion by submitting a plan to Curriculum Committee.</li> <li>• Remember to lock door, close windows, and turn off projectors when leaving meeting rooms, classrooms, and/or common rooms.</li> <li>• IT has started the Program Review tech refresh.</li> </ul>			

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	<ul style="list-style-type: none"> <li>• DACA emergency funds were given to the district. There is no current plan to allocate the money to campuses.</li> <li>• I have been assigned to the Guided Pathways subcommittee. The Self-Assessment Survey is open. Please complete the survey. Please advise Pamela of any concerns, questions, or suggestions you have about Guided Pathways.</li> <li>• I am also on Transitional Budgeting subcommittee and DACA subcommittee.</li> <li>• Wear your butterfly buttons if you wish to be an advocate &amp; ally for Dreamers/undocumented students. FA and Health Center have some buttons if you need one.</li> </ul> <p><b>BUDGET RESOURCE COMMITTEE</b></p> <ul style="list-style-type: none"> <li>• There is no new money in the budget and we cannot continue to operate on the promise that “they will cover it somehow.”</li> <li>• IT is piloting an accreditation storage system for documents/evidence.</li> <li>• Pirates Walk might break ground in February. ASVC has contributed \$1M toward the total cost of \$1.6M</li> <li>• Campus committees now have Program Review requests for prioritization.</li> </ul> <p><b>COLLEGE PLANNING COMMITTEE</b></p> <ul style="list-style-type: none"> <li>• Voted to approve Integrated Equity, SSSP, BSI Plan (motion not stated in those words)</li> </ul>			

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	<ul style="list-style-type: none"> <li>• 2017-2020 Strategic Implementation Plan will come to Classified Senate in January for a First Reading and in February for a Second Reading.</li> </ul> <p><b>STUDENT SUCCESS COMMITTEE</b></p> <ul style="list-style-type: none"> <li>• Basic Skills Initiative – state will only be dispersing 75% of the funding at this point because state was unable to collect data on 4<sup>th</sup> metric. Last 25% of funding will be held back until this issue is resolved.</li> <li>• Damien is taking over as Chair of the Equity subgroup.</li> <li>• Starting November 1<sup>st</sup>, all administration and classified payroll will be moved from Equity funds to General Funds.</li> <li>• 3SP subgroup is discussing how early registration affects Pirate Fridays. Discussed Multiple Measures and a Plan B for students who cannot obtain their high school transcripts. Eric Martinson will meet with Assessment and Counseling to discuss Multiple Measures.</li> <li>• SSC is discussing a proposal to be one of the committees who takes part in prioritization.</li> </ul> <p><b>ASAG</b></p> <ul style="list-style-type: none"> <li>• No October meeting</li> </ul> <p><b>PROFESSIONAL DEVELOPMENT ADVISORY GROUP</b></p> <ul style="list-style-type: none"> <li>• Contact Gigi Fiumerodo with suggestions/proposals for the Diversity in Culture Festival next spring.</li> <li>• The proposed budget for Diversity in Culture Festival is approx. \$35,000.</li> <li>• Contact Jennifer Garner with proposals for Pirate Talks</li> </ul>			

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	<ul style="list-style-type: none"> <li>Group plan for the current year has not been completed for submission to administration.</li> </ul>			
<b>H. Resolution, Release Time for VCCS CSEB, Action - Pamela</b>	<p>District CS Presidents met with Michael Shanahan. He said a resolution would need to be drafted first to be taken to the Board along with a plan on how this release time would be allocated. Hope is that release time would help the CSEB increase CS participation.</p> <p>Dana: at DCHR, it was brought up to have more classified staff representation. Faculty are disgruntled because classified have 3 SEIU reps and faculty have one AFT rep...but they also have the Academic President. Why shouldn't we have both?</p>	<p>Sebastian moved to approve. Chez seconds.</p> <p>Approved unanimously (quorum of 13)</p>		
<b>I. VC 2017-2020 Strategic Implementation Plan</b>	<p>Phil Briggs – Dean of IEE</p> <p>VC has the Education Master plan which outlines our vision, but not “how” we will attain these goals. The Strategic Master Plan serves this purpose.</p> <p>Pg. 3 Describes how we got this far?</p> <p>Collated college wide initiatives and feedback written down at retreat was taken and incorporated.</p> <p>This is the first full draft that is ready for more feedback. Input on strategies or actions is more than welcome.</p> <p>Phil will send link to an online forum for feedback which will be incorporated early December and then redistributed as a second draft. Deadline is DEC 8 for feedback</p>			

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<p><b>J. ACCJC Follow Up</b></p>	<p>Sept 2016 – Accreditation Visit.</p> <p>We received four commendations:            One on open dialogue in self-evaluation report.            Second was regarding use of technology.            Third regarded our beautiful campus.            Fourth – shared governance with classified!</p> <p>We also received one non-compliance, which was district wide. Recommendations – applied to all three colleges (Standard 3A6)</p> <p>There are currently a lot of changes at ACCJC since our visit. A lot of staff changes at the administrator level. A debate has started about switching to WASC senior even. Indeed, a lot of colleges had non-compliance concerns, especially regarding this standard. The standard and subsequent recommendations are very prescriptive – accreditation should be looking at outcomes instead. The real questions should be; do we use outcome metrics to make decision, etc. And we do!</p> <p>ACCJC will be addressing this standard at their board meeting where they may very well abolish it. However, in the event that they do not, we need to be ready! Hence why we need to draft a response.</p> <p>In VC’s draft response, we highlight the holistic approach to improvement via outcome monitoring. We emphasize that we do not look at the individual, but rather the overall success.</p> <p>Please email Kim Hoffmans with any feedback. The draft response will be working through the relevant campus committees this month – There would then be a December and January reading at the Board.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>K. VC Facilities Master Plan – 11:30</b></p>	<p>Sue Royer</p> <p>This is a draft – the bare bones. Five goals in total.</p> <p>1 – create and maintain spaces with a focus on guiding principle that students come first.  2 – “improve and replace”  3 – enrollment management as guide for use of facilities.  4 – develop and increase access for off-campus programs.  5 – update spaces to maintain role in community.</p> <p>Each goal has specific objectives. For example, part of goal one is creating a one stop student center.</p> <p>SCION did a student housing analysis. They think there is sufficient demand for student housing at Ventura College.</p> <p>SUSTAINABILITY <i>and</i> TOTAL cost of ownership is key.</p> <p>FUSION – a space utilization software</p> <p>Master plan recognizes the Santa Paula site and our desire to increase FTES to have it recognized as a center.</p> <p>WEC into community center!!</p> <p>We <i>need</i> a VC Visioning Committee!</p> <p>A lot of money spent by Facilities is “unseen” such as wiring or plumbing.</p>			
<p><b>L. PD Update</b></p>	<p>a. Instructional Productivity, FTES, FTEF, Gabi 15 mins - TABLED  b. Upcoming PD Opportunities – Pamela, 5 mins.</p>			

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	<p>i. <i>Open Hour with the Chancellor, 11/09 from 1:30-2:30 at the Wright Event Center.</i></p> <p>ii. <i>Participatory Governance at VC Professional Development Session, 11/07 from 2-3pm in MCW-312.</i></p> <p>Ali and Sharon are ready to provide another supported professional development session, perhaps on Nov 16</p> <p>MCE 342 12:30 to 1:30</p>			
<b>M. Adjournment</b>	11:59			
<b>Next Meeting Date:</b>	December 7, 2017			

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