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**Classified Senate**

**2017-2018 Academic Year**

**DRAFT - Meeting Notes**

**April 5, 2018 ~ 10:30 a.m. – 12:00 p.m.**

**Present:** Carol Smith, Veronica Allen, Sandy Mason, Erin Askar, Sarah Mossembekker, Victoria Nielsen, Gabriela Wood, Tatiana Lawler, Sebastian Szczebiot, Sara Murillo, Felicia Torres

**Online:** Chez Harper, Blair Gilbertson, Susana Alonso, Sharon Oxford, Pamela Yeagley, Jason Robinson, Dora Hartman, Cindy Hulce, Sammy Feitag, Sabrina Canola-Sanchez, Angelica Ramos Navarro

**Guests: Phil Briggs, David Keebler**

**Recorder:**  Felicia Torres

**Notes:**

| **Agenda Item** | | **Summary of Discussion** | **Action**  **(If Required)** | **Completion Timeline** | **Assigned to:** |
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| 1. **Call to Order** | | 10:30am |  |  |  |
| 1. **Adoption of Agenda** | | Adopted  Moved to adopt, Gabi Wood; Second, Sara Murillo | Agenda adopted. |  |  |
| 1. **Public Comments** | | Guest: D. Keebler asked for feedback on what some of the major issues that the Senate would like for him to resolve or let the new president resolve before his current assignment is completed. Seb encouraged the membership to reach out to the President directly.  Felicia volunteered to step in as Secretary to record minutes until elections for new terms is complete. |  |  |  |
| 1. **Approval of Minutes** | | March Meeting Minutes approval  Moved to approve, Veronica; Second, Tatiana | Minutes approved. |  |  |
| 1. **Classified Senate Reports**    1. **Treasurer’s Report** | | General Fund – $1,720.00  Trust and Agency – $967.00, waiting to have revenue of Candygram sales reflect in account.  Candygram Report - $944.00 made in sales; 472 sold; $255 candy purchase expense, $7 for material printing => $682 revenue deposited to Trust and Agency account.  Anticipated expenses will include the New Classified Employee Orientation in July. |  |  |  |
| 1. **Committee and Group Reports** |  | |  |  |  |
| **Board of Trustees** | BOARD OF TRUSTEES   * No Report | |  |  |  |
| **District Committees** | DISTRICT COUNCIL ON ADMINISTRATIVE SERVICES   * No report   CONSULTATION COUNCIL   * Topic that was discussed included the representation numbers on DCHR and are looking at the representation of the Classified Senate Presidents. Discussions are happening between the Senate and SEIU. Amparo from OC will represent Classified interests on DCHR appointed by SEIU.   DISTRICT CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE   * No report   EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE   * No report | |  |  |  |
| **Campus Committees** | ADMIN COUNCIL   * Seb presented – April 27th deadline of laundry list for M&O. Formal way of bringing requests to M&O attention. Glass is being installed in Admissions and Records, finally. To protect the records as per Accreditation recommendation. Only way to access the A&R area is through a lock door. Training & Tours on the 26th at the DAC and same day as Deans’ List ceremony. 35 classified computers are being refreshed. Portable AC units being borrowed from MC to help with the anticipated summer heat as a temporary fix. Have 25 clubs, goal to have 50. Classified staff are welcomed to be advisors. Reach out to Libby to start new clubs, funding is available. Switching to Starfish from Grades First. Testing Center is moving to new location. BoT had a short meeting and College President were asked to give written updates. Summer budget increased and approved a FTES carryover to new year. Present info for new panic button app. There is a large budget for emergency preparedness. District is looking at making the East campus into a center and a study is being conducted.   BUDGET RESOURCE COMMITTEE   * Presented by Sammy - Jay working on updating Facilities Master Plan. He would like to get an online version going like IT so that the campus can see the projects that they are working on. Podcast viewed where they explained how the budget is funded and where the money comes from and where it is going and looking at updating all of the door locks on campus. ASC being thought of as a “test run” for new door locks. It is expected to be a very high cost project.   COLLEGE PLANNING COMMITTEE   * Carol reported – Last month the prioritization lists were reviewed and discussed. Seb reported on the position that was filled in Nursing. The #1 position that was ranked and recommended by Classified Senate will not be filled and was not considered by the Executive Team.   STUDENT SUCCESS COMMITTEE   * Reading 25 RFPs, next meeting will vote and approve the funding, if all goes well.   GUIDED PATHWAYS STEERING COMMITTEE   * No report   ASAG   * Went through the follow up report and submitted. Come Fall, VC will be working on the new cycle for Accreditation. Making sure that we don’t wait until the very end to start writing the document and gather evidence.   PROFESSIONAL DEVELOPMENT ADVISORY GROUP   * No report   Carol Smith reported on Earth Day. Students are setting up a small event for Earth Day where students can bring in e-waste in exchange for succulents that can be planted into the center of the X and add around the perimeter is there is enough interest. Need volunteers for trash pickup and can go help if we want to. Working on design plans for the entire X area. Time & Date: April 24th from 10-1 and hoping that we support their project. | |  |  |  |
| **SEIU Update** | Felicia reported that the union had met with the District on the Tuesday before. An email was sent to members on campus. At the last board meeting there was an impressive showing of SEIU support and looking for more to show at the next board meeting. | |  |  |  |
| 1. **Making Recommendations Document feedback - Phil Briggs (time certain: 10:45 am)** | P. Briggs presented the latest CPC Making Recommendation Document taskforce update. You can find the document here:  <http://www.venturacollege.edu/sites/default/files/files/committees/making_recommendations_at_ventura_college_document_ol_aug_18_2016.pdf>  CPC will now have a Classified Co-Chair to sit on the CPC committee. Seb will continue as Co-Chair on CPC for this academic year and will work with the committee chairs to appoint the Classified Co-Chair for the new year beginning in August. | |  |  |  |
| 1. **Change due date of Program Review Classified Hiring Prioritization, Discussion** | Pamela presented last year’s program review timeline and facilitated this discussion via Skype. The question presented to the Senate was whether it wants to have parity with the Academic Senate in submitting Classified Hiring Prioritizations to the President. That would mean that the Classified Senate sub-committee would have to work faster to get the results in and approved through the Senate and other campus committees then to the President in a timely matter to meet the set deadlines. | | Add to next month agenda as action item. |  |  |
| 1. **Selection of Classified Tri-Chair for CPC – Discussion/Action** |  | | Tabled |  |  |
| 1. **Guided Pathways Update** |  | | Tabled |  |  |
| 1. **PD Update**    1. **Upcoming PD Opportunities** | Upcoming PD Opportunities & Changes –   * Supported Personal Professional Development, Apr. 17 & May 22, 11:30-1:00 in MCE-342. BYOE (Bring Your Own Earbuds). * New Classified Professional Orientation 06/13 for all VC Classified Professionals hired since July 13, 2017. | | Tabled |  |  |
| **K. Adjournment** | 12:05 p.m. | |  |  |  |
| **Next Meeting Date:** | May 3rd, 2018 | |  |  |  |