

**VENTURA COLLEGE**  
**Minutes of the Classified Senate**

**Date: April 6, 2017**

**3:00 pm –4:30 pm**

**Present:** Pamela Yeagley, Karen Osher, Gabriela Wood, Margaret Dominguez, Rhonda Lillie, Peder Nielsen, Carol Smith, Kai Feng, Matt Moore

**Recorder:** Felicia Torres

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Call to order	Meeting called to order 3:03 pm. Pamela moved to discuss reports first, because the FOG committee was meeting and a few classified were expected to attend the meeting a few minutes late.			
Adoption of the Agenda				
Public Comment	As posted to the agenda, Philip Briggs, Dean of Institutional Equity & Effectiveness presented a report that has also been presented during the VC planning retreat.; peder asked, does this makes any sense when we took major budgets cuts; there was definitely budget we saw the higher enrollment; were at our highest enrollment; how different are the bars gonna get; Margaret shared some information that has made a great impact and wanted to share that she feels that we are doing a great job for the students			
Approval of Minutes (February 2, 2017)	No changes made to the minutes.	Peder moved to approve minutes. Margaret seconded. Minutes approved.		
Classified Senate Reports <ul style="list-style-type: none"> <li>• Treasurer’s Report</li> </ul>	Treasurer reported that the senate received a check for \$119.50 the Wood Ranch fundraiser and \$750 in See’s Candies sales has been deposited. There is approximately \$300 outstanding to deposit. The balance in the account is \$540.  New Classified Professional Orientation & Summer Bash is scheduled for July 13 <sup>th</sup> .			
Committee and Group Reports <ul style="list-style-type: none"> <li>• Board of Trustees</li> <li>• District Committees</li> <li>• Campus Committees</li> </ul>	BOARD OF TRUSTEES <ul style="list-style-type: none"> <li>• The DAC will move to the Camarillo Daily Drive location over the April 22<sup>nd</sup> &amp; 23<sup>rd</sup> weekend.</li> <li>• The Board approved Resolution 2017.01 in Support of the Deferred Action for Childhood Arrivals.</li> <li>• Special BoT meeting on April 4<sup>th</sup> about the Chancellor hiring process. Hopefully, the BoT will announce the new chancellor at their April 11<sup>th</sup> meeting.</li> </ul> ASAG <ul style="list-style-type: none"> <li>• No March meeting, nothing to report</li> </ul> DCAP			

- The VCCCD Strategic Plan Goals and Objectives 2016-2019 document was completed by the DCAP subcommittee and will next go to DCAP before it goes to the Chancellor’s Cabinet (hopefully, in June).
  - Rick is going to the Chancellor’s Cabinet to get guidance on approaching the accreditation 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).
- EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE
- No March meeting, nothing to report
- DISTRICT CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE
- Training & Tours
- June 8, 2017 (VC) – All Day “It’s All About You” We need volunteers for this event!
- ADMIN COUNCIL
- Pirate Fridays start tomorrow so wear VC logo apparel on Fridays.
  - Commencement Friday, May 19<sup>th</sup>. Please work with your supervisor regarding adjusting your schedule for the day of Commencement to the hours of 11am – 8pm. Final exams will be administered during the week of May 15<sup>th</sup> – 19<sup>th</sup>. Administration has contacted the union regarding an arrangement for a work schedule change for that day and should hear on a decision soon.  
We need many volunteers for the event. There will be a Classified Staff hospitality room with food and beverages while we prepare for the event. In addition, each person who participates will receive a Ventura College Polo Shirt to wear on the day of the event.  
Do not schedule events from Thursday, May 11<sup>th</sup> – Saturday, May 13<sup>th</sup> because of graduation.
  - April 20<sup>th</sup> at 3:00pm Facilities Project Update in Guthrie Hall (part of Flex Day offerings)
  - Financial Aid Resource Fair, April 25<sup>th</sup> 9-1 and 4-6. Flyers in mailboxes today.
- BUDGET RESOURCE COMMITTEE
- 2016-2017 Program Review Equipment Requests were funded. Deans and managers have the spreadsheet with the funded requests along with the funded amount.
- COLLEGE PLANNING COUNCIL

	<ul style="list-style-type: none"> <li>• CPC approved the Education Master Plan</li> <li>• There is a list of the prioritizations on the CPC webpage. Funding for these prioritizations must be encumbered by 09/30/2018.</li> </ul> <p>Professional Development update</p> <ul style="list-style-type: none"> <li>• April 12<sup>th</sup> &amp; 13<sup>th</sup> Diversity in Culture event.</li> <li>• April 20<sup>th</sup> Flex Day offerings. <ul style="list-style-type: none"> <li>○ CPR Training (Kelly Neel, RN) 8am-noon. please reserve a space by contacting Kelly Neel at ext 6177 or <a href="mailto:kelly_neel2@vcccd.edu">kelly_neel2@vcccd.edu</a></li> <li>○ Facilities Project Update in Guthrie Hall at 3:00pm</li> </ul> </li> </ul>			
Vote on Education Master Plan		Peder moved to approve the Ed Master Plan. Margaret seconded. Motion carries, Educational Master Plan approved.		
Vote on Proposed Comprehensive Program Review Process	<p>Pamela explained what the proposal for the comprehensive program review was about and called for a motion.</p> <p>Gabi asked for clarification regarding the proposal. A few others members made comments regarding the process while Pamela facilitated the discussion.</p>	<p>Gabi moved to adopt the Proposed Comprehensive Program Review Process. Peder seconded.</p> <p>Proposal passes unanimously.</p>		
Vote on District Decision Making Handbook	Pamela announced that the 9+1 for Classified Professionals is now in the VCCCD decision making handbook and is a super big deal.	<p>Peder moved to adopt the handbook. Karen seconded. VCCCD handbook passes unanimously and is approved.</p>		
Classified Senate Officers – Gabi Wood	Gabi announced the start of elections for the president and treasurer in accordance with the newly approved Classified Senate Constitution & By-laws. She shared a calendar that she developed and asked Matt to assist her with the elections, to which he agreed. She acknowledged his hard work from the last round of elections and said that it went so smooth that she wanted to continue with the same practice.			
Report on Retreat evaluation results	Postponed, due to time constraint, but announced that the results were shared in the weekly update.			
Professional Development Update	Pamela reported that she has not heard if there will be the regular Tuesday meeting, but will report what she learns at a later time.			
Announcements	<ul style="list-style-type: none"> <li>• VC was at 29 and is now at 19 in the state.</li> <li>• Announce voting for 2017-2018 Classified Senate meeting day/time URL – <a href="https://survey.vcccd.edu/classclimate/online.php?p=93MYE">https://survey.vcccd.edu/classclimate/online.php?p=93MYE</a></li> <li>• Call for Classified Senate committee member volunteers for CPC, BRC, &amp; SSC for 2017-2018</li> <li>• Union report from Olivia given by Felicia</li> <li>• Peder in March, District Classified committee was given an award at the 4CS, got a big a huge reward and are bubbling over at the district. He said to pat classified on the back because it is a good thing. It's also important to</li> </ul>			

	note that this district committee began by a VC classified employee.			
Adjournment	The meeting was adjourned @ 4:31 pm.			
Three Takeaways	None discussed			