**Ventura College Department Chairs & Coordinators Council – Meeting Notes**

**2/26/2019 3:00-4:30 p.m. MCW-312**

**Present:** Andrea Horrigan, Bob Moskowitz, Cari Lange, Crystal Kallik, Deanna Hall, Eric Martinsen, Jeff Wood, Joe Selzler, Kamelia Algiers, Laura Woyach, Lazaro Salinas, Mary McDonough, Michael Ward, Rachel Johnson, Ralph Fernandez, Robert Lawson, Rocio Fajardo

**Guests:**

**Recorder:**  Sebastian Szczebiot

**Minutes: Convened: 3:04**

| **Agenda Item** | **Summary of Discussion** | **Action due** **by whom** |
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| 1. **WeLCOME/ANNOUNCMENTS**
 | See attachment-Orchestra Concerto Evening – Saturday 3/2 @ 730-Foreign Film Festival – 3/21-Diversity in Culture Festival in April – same week as Holistic Health festival |  |
| 1. **Approval of Meeting Notes**
 | Notes approved via consensus  |  |
| 1. **General COuncil Announcements**
 | 1. March meeting canceled due to being scheduled during Spring Break

2nd and 23rd of April potential meetings |  |
| 1. **vP REPORTS**
 | * 1. VPBS
		1. Governor’s Budget Updates
		2. Facilities, Maintenance & Operations
			+ Director of Facilities, Maintenance & Operations position is vacant but VC is in the process of filling – hopefully by July 1st.
			+ We were down 4 custodian positions and had 2 custodians on leave. Also 40% office assistant position was vacant. All positions have now been filled. Two positions have started, one custodian that was on leave is back, and one new custodian and one new office assistant will start soon. All positions will be fully staffed shortly.
				1. Chairs - Is it possible to pay overtime to make up for deferred maintenance? We are keeping some provisional in the meantime to help – and some overtime has been allotted. Please email Joe Esquivel, Custodial Supervisor, and feel free to copy Cathy, with any concerns. Martin Navarro is our Maintenance Supervisor.
			+ FMO Dept. is implementing a new work-order system – working with Susan Royer during the absence of an FMO Director.
		3. Other key facility updates:
			+ two chiller coils in HVACs for MCE and HSC were replaced, and a failed valve is being replaced.
			+ Working on HVAC system in Bookstore/Financial Aid Building – replacing old system with new system. Currently no heat or A/C. Should be completed by March 22.
			+ Sci/Math building project is to replace boilers and chillers for HVACs, as well as adding A/C to the “V-building” (labs). This has been in progress for a while – hope is to try to empty building over the summer to allow work to go on. However, there are some real issues with design, timing, and going out to bid.
			+ LRC heater pump
			+ SAB roof
			+ WEC heating has been fixed
			+ VC is working on a updating door locks. First we are replacing all classroom door locks –and this is happening with district funds. ASC has been completed. Entire campus should be completed by Fall.
				1. Please keep department chairs in the loop when changing locks since some rooms have special requirements.
				2. In light of safety, it was again noted that emergency sirens cannot be heard everywhere.

This is being reviewed at the district level since all campuses have this concern. Idea is for every classroom to have some sort of bell or marquee.* 1. VPSS Updates (Rocio Fajardo)
		1. New East Campus Assistant Dean has started – Dr. Jesus Vega
		2. Counseling Classes for new students
			+ 20 sections of Counseling V02 (career exploration and life planning) are being piloted for the fall, with 4 for EAC students. It is not mandatory but students are required to complete this course for priority registration.
			+ Raised Concerns:
				1. This will fulfill area E of transfer requirements and negatively impact the enrollment of the other area E courses.
				2. This is a large increase in counseling classes and the classes are much smaller than most.
				3. This is a 3-credit course, which will also affect students’ credit limits/loads.
				4. Students are often ending up in the wrong math class for their major – this opportunity to explore could help alleviate that.
				5. Counselors are counseling students to take counseling classes.
				6. How will 1-on-1 counseling be backfilled if class is part of counseling load?

Part time counselorsWhere is funding coming from?* + - * 1. Kammy will email Lydia to place this on Senate agenda.
				2. Can this not be offered as a noncredit course?
				3. Kudos to counseling for looking for solutions to a real concern especially in light of Guided Pathways, but maybe a broader discussion would have been beneficial.
				4. Who decides that taking a class leads to priority registration?
 |  |
| 1. **DISCUSSION WITHOUT ADMINISTRATION**
 | * 1. Other
		1. SEA Budget
			+ Faculty Tri-Chair for SCC Committee explained that committee’s focus is to stick to its mission and charge, which does not include SEA budgeting. Budget will be presented at budget meeting on campus.
			+ Concerns were expressed by Dept. Chairs that it can be perceived as obstructionist when budgets are withheld. Transparency should be encouraged.
		2. Academic Senate resolutions
			+ Lydia brought them to the Board of Trustees.
				1. Chancellor Gillespie has been unresponsive.
			+ Off campus programs through EWD
				1. Community member called a department chair thinking they are already a VC student by virtue of taking a EWD course, when really, they hadn’t even applied or enrolled at VC.
				2. What is being done about use of VC facilities?
				3. Chairs still concerned about negative community perception, lack of district cooperation, and misleading advertisement.
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| **ADJOURNMENT** | **4:30**  |  |
| **Next Meeting** | **April 23, 2018** |  |

**Department Chairs & Coordinators Council Meeting Schedule**

**MCW-312 Conference Room 3:00 p.m. – 4:30 p.m. (4th Tuesday of Every Month)**

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| **~~August 28, 2018~~** | **~~October 23, 2018~~** | **~~January 22, 2019~~** | **~~March 26, 2019~~** |
| **~~September 25, 2018~~** | **~~November 27, 2018~~** | **~~February 26, 2019~~** | **April 23, 2019** |

*Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the*

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