

**Ventura College
Classified Senate Meeting
February 13, 2008
MINUTES**

Attendees: Lynda Dryden Barry, Mayra Benitez-Tadillo, Susan Bricker, Barbara Cogert, Alan Courter, Cynthia Crispin, Glenda Gardner, Laura Hilton, Karen Kittrell, Deborah McDaniels, Barbara McGinley, Alisa Moore, Pedar Nielson, Joe Reznak, Terri Taylor, and Claudia Stewart

Barbara Cogert introduced herself and welcomed everyone, expressing excitement that so many were able to attend the meeting.

1. Approval of January's Minutes

Barbara stated that the first Classified Senate meeting had been a closed, "kitchen-cabinet" meeting and it was decided that we would not be voting to accept the minutes. Copies of the monthly meeting minutes will be emailed out to all Classified employees at VC and the college President.

2. Treasurer's Report - \$545.06

Alan Courter is the Treasurer for the Classified Senate. He reported that we have \$545.06, with no real restrictions on its use. Any suggestions for its use, please email them to either Alan or Barbara Cogert.

3. Approval of Constitution and By-Laws

A motion was made to accept both the Constitution and By-Laws, which were emailed out to all classified. The motion was seconded and unanimously approved.

4. Need to create hiring list for additional support staff for the Program Review Committee

A prioritization list of classified staff needed has already been established. It was suggested that the Classified Senate use the established list to do their own prioritization, or establish a completely new list soliciting recommendations from the line-staff. It was suggested that Barbara meet with Dr. Calote to find out what her understanding of the Classified Senate's function should be. Susan Bricker agreed to go with Barbara Cogert to meet with Dr. Calote.

Another suggestion was to establish a subcommittee to contact each department to come up with a list of missing and or necessary classified positions. Currently, formal requests come from the deans. This would be a list from the troops as to what they see is needed. At any rate, we need to clarify with Dr. Calote and get our foot in the door regarding a

prioritization process. If she wants a separate list from us, Terri Taylor agreed to help come up with a prioritization list.

5. Need to create an Ethics Statement – per Accreditation Committee

Barbara distributed an Ethics Statement that she edited from another college's website, and modified it to fit Ventura College's Classified Senate. Alisa felt it was very well done. A motion was made to accept the Ethics Statement as presented. Motion seconded and unanimously approved.

6. Staff Development Funds – about \$5,000 for the next two years, to enhance the student experience by improving our service to students, i.e., publications, individual conferences, Classified Retreat. Must be used by June 2009

There are funds available and we have two years in which to spend them. Putting together a "new employee" handbook was discussed, that would be given to each new classified employee. Barbara Cogert asked if anyone was interested in sitting on a sub-committee to look at developing a new employees' handbook. Lester Tong agreed to take this on, as well as Karen Kittrell, Claudia Stewart, and Barbara Cogert. Barbara McGinley volunteered her typing skills, if needed, to develop the handbook.

A classified retreat was mentioned. A sub-committee was formed to take a look at the cost of having a classified retreat. Cindy Crispin, Barbara McGinley, Terri Taylor and Pedar Nielson all agreed to serve on the committee.

Otherwise, if anyone has any other ideas as how to best spend this money, please send them to Barbara Cogert.

7. Welcome kits for new classified employees including a Classified Handbook – committee needed

A sub-committee is also needed to discuss putting together "welcome kits" for all new classified employees. Lester Tong volunteered to serve on this committee. More members are needed. See Lester if interested.

8. Meeting days, times

Barbara Cogert stated that according to our handbook, which expired in June 2007, we do have release time of up to 18 hours per month. But, that must be approved by the president of the college.

Pedar reminded everyone that a Classified Retreat must be approved by

the President before we could move forward with any planning. But once the president is behind us, she would encourage the deans to allow their classified employees to attend.

Terri started that the President has a tea every year for new faculty. Maybe she would be willing to do something like that for new classified as well or Classified Senate could host the tea.

9. a. New Business: what would you like to see Classified Senate accomplish? Fundraising for scholarships, etc.

Deferred to the March meeting.

b. Star Fish committee needs members, revitalization, nominees, can now include committees, project team members, departments, etc.

Alisa stated that the nomination forms were sent out by email and they received a tremendous response back. There was also several nominations for groups. The Star Fish committee wants to include and asked that the Classified Senate keep working on this. They are also looking for more participation on this committee. March 10th is the next meeting if you are interested. This is one of the few things we do on campus to recognize other classified staff.

10. Old/Other Business:

Terri Taylor mentioned that El Camino High School is coming to our campus. Students that go to El Camino will only need to come here once a week, but they can come more often. We will always encourage them to take classes at VC. Lester stated that El Camino was the equivalent to home schooling. You meet with your teacher once a week. You are responsible to get all your homework done between meeting with your teacher.

Barbara Cogert expressed her delight at the number of participants at today's meeting. Hopefully, participation will grow as we get the word gets out.

**Next Meeting: March 12th, Noon
Campus Center Conference Room**