

## VENTURA COLLEGE

### Minutes of the Classified Senate Committee

April 8, 2009

**Present:** Alisa Moore, Lori Annala, Lynda Barry, Karen Kittrell, Rachel Uffer, Barbara Cogert, Linda Carroll, Carla Kramer, Alan Courter, Antonio Huante, Cynthia Crispin, Irma Lopez, Luann Swanberg, Brenda Be

**Absent:** Barbara McGinley

**Recorder:** Peggy Kinney

#### Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of March Minutes	Motion was made by Karen Kittrell to accept the March minutes with correction, and seconded by Alisa Moore. Minutes were unanimously approved as submitted.	Correction to the March minutes: The minutes state that there will be another ballot mailed to the homes regarding the 4-40, but that is not to be.		
Yard Sale April 25 <sup>th</sup>	Sign up fliers need to be passed out to co-workers. Barbara Cogert only has one that has been returned. Barbara contacted Campus Police to notify them about the 2 Friday's that merchandise will be dropped off at the LRC. The news regarding the event needs to be put back up on the portal. Rachel emailed Joanna Miller at MC to put the news about the sale in the Student Voice. It was suggested to put the Yard Sale information in the Ventura Star classified ads (Rachel & Lori can arrange this). April 17 <sup>th</sup> will be the 1 <sup>st</sup> opportunity to have M & O pick up items from offices and April 24 <sup>th</sup> will be the last. The Theater may have clothes racks and hangers to borrow to display clothes. Student Activities may have a clothes rack that they use for graduation gowns. Someone even suggested asking the Home Economics Dept. (Fashion) for a clothes			

	<p>rack. Everyone was asked to save bags, boxes, newspaper for breakables. Barbara asked Alan if safety pins could be purchased with Classified funds and he affirmed they could, but before April 15<sup>th</sup>. Other suggestions of items needed are: zip ties, disposable gloves, large trash bags, hangers, small stickers for pricing (Alisa Moore will provide), 3 prong plugs, cash box, change, &amp; counterfeit pen (Business office will provide). Tables, hand trucks, stake-side truck will be provided by M &amp; O. Karen Kittrell suggested a policy that buyers cannot leave their items at the booth once they are purchased. Signage was a topic and Deborah McDaniels will be asked if she can make a large Banner sign. At the end of the day items will be dropped off at a local Thrift shop so people who have trucks are needed for the closing shift. The Friday before the sale everything will be put on a stake-bed truck and secured in the warehouse. The booths will have electrical access. A lot of workers are needed throughout the day. The Yard Sale/Scholarship Fundraiser flier was passed out for distribution.</p>			
<p>Earth Day – April 22, 2009, RSVP</p>	<p>Barbara has only received sign up forms back from 2 people. She needs a head count for the lunch. Everyone will meet in the quad at 9am. The Earth Day flier was distributed.</p>			
<p>Foundation Fundraiser – Denny’s</p>	<p>The Foundation was asking if Classified employees would do a Denny’s coupon fundraiser. No one wanted to do this since it is such a busy time of the year for everyone.</p>			
<p>Classified Employee Week – May 17-23</p>	<p>Barbara asked for ideas for the marquee. Someone suggested “Thank you Classified Staff”. Robin Calote would like to provide a lunch. There is a conflict with graduation being that week so it may be a “linner” (lunch/dinner) once we begin the 4/40 in order to accommodate all classified staff.</p>			
<p>Classified Senate website-Antonio</p>	<p>Barbara received a call from Butte College complimenting us on our website , she thanked</p>			

	Antonio Huante and Karen Kittrell for doing such a great job on updating Ventura college's Classified website.			
Next Meeting	May 13, 2009			