

**VENTURA COLLEGE**

**Minutes of the Classified Senate Committee**  
**January 14, 2009**

**Present:** Joe Reznak, Dana Boynton, Carla Kramer, Barbara McGinley, Cindy Crispin, Barbara Cogert, Lori Annala, Erin Braam, Alisa Moore, Karen Kittrell, Peder Nielsen, Alan Courter and Lester Tong

**Recorder:** Barbara McGinley

**Minutes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Approval of November Minutes	Motion was made and seconded to accept the minutes as submitted. Motion unanimously carried.			
Treasurer's Report – Alan Courter	Alan reported that there has been no activity since summer. Balance is still the same at \$365.96.			
Report on Master Plan – Cindy Crispin, VP	Cindy reported that she attended the Education Master Plan workshop on December 5 <sup>th</sup> . It was conducted by the STRATUS Consulting Group. This group is being used to upgrade Master Plans throughout the district. Last fall they gathered information from interviews and focus groups and combined that information with the previous plan. The purpose of the workshop was to help determine what drives Ventura College and its future. It was an all day session, and each table represented a group for reviewing key elements of the draft plan. In the morning session each group reviewed the Core Commitments, Vision statement and the Mission statement. The groups then reported out on their recommendations and ideas to enhance and/or clarify the language in these topics. In the afternoon the groups were assigned a specific Goal of the Master Plan. Cindy's group was			

	<p>assigned Goal #5, regarding the East Campus. Within the Goals are Objectives and Strategies which were reviewed by the group to determine what stage each Strategy was currently at in development, short term, (1-2 years out) mid-term, (3-4 years out) or long term (5+ years). It was a well represented group, consisting of faculty, staff, management, students and Dr. Calote. STRATUS will now take each group's comments and incorporate them into the draft plan for further review. There may be another workshop sometime in the spring, as well as an "all campus" participation meeting. The next review will be done by the Advisory Committee. It was a very positive and constructive workshop overall.</p>			
17 <sup>th</sup> Annual Classified Leadership Institute	<p>Barbara Cogert asked that as President of the Classified Senate she would like to attend the Classified Leadership Institute in June, and would also like Cindy Crispin, as the Vice President, to attend. Alisa Moore made the motion that Classified Senate approve an expenditure of \$700 each for Barbara Cogert and Cindy Crispin to attend this institute. Those funds will come out of the Professional Development funds. Karen Kittrell seconded the motion. Motion carried unanimously. Alisa suggested that Classified Senate should have a set of standards as to what are the qualifications to tap into these funds.</p>			
Telephone Etiquette Class – March 27th	<p>The Telephone Etiquette mandatory class was discussed.</p>			
Campus Classified Retreat	<p>Barbara Cogert spoke to Melanie Bailey about putting on a campus classified retreat, using her monies. Maybe something to do with stress relief exercises. Alisa suggested that the best way to get money out of the district was to come up with a plan and a budget proposal. Barbara will continue working with Melanie on ideas.</p>			
Old Business: CS	<p>Barbara would like to see a Classified Senate</p>			

Scholarship	scholarship set up through VC's Foundation. We could give as little as \$5 per paycheck. Barbara envisions a scholarship that would be specifically for relatives of a classified staff member. Barbara suggested a subcommittee be set up to investigate the rules and regulations. Lester Tong, Joe Reznak, as well as Barbara McGinley, volunteered to serve on this subcommittee. Barbara Cogert has already done some investigation and will call the meeting to share what she has learned.			
Next Meeting	Classified Senate meets the SECOND Wednesday of the month at noon in the Campus Center Conference Room. Next meeting is February 11 <sup>th</sup> .			