

VENTURA COLLEGE

Minutes of the Classified Senate Committee

May 21, 2008

12:00 p.m. – 1:00 p.m.

Present: Cynthia Crispin, Terry Taylor, Dickie Talmage, Karen Kittrell, Tanya Shaffer, Dana Boynton, Carla Kramer, Linda Resendiz, Alan Courter, Lynda Dryden Barry, Deborah McDaniels, Antonio Huante, Sharon Oxford, Barbara McGinley, Jan Wiley, and Barbara Cogert
Absent: Lester Tong
Recorder: Barbara McGinley

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Barbara Cogert started off the meeting by greeting all the new faces. Classified Senate has been growing with each meeting. Barbara stated that it is wonderful seeing all the faces, both familiar and new.</p> <p>Barbara stated that she drove by Buena HS recently, and they had a message on their marquee stating that this week was Classified Senate week. To celebrate, Barbara brought in some sparkling apple cider along with chocolate cake. We all toasted each other and patted ourselves on the back for a "job well done!"</p>			
Approval of Minutes April 9, 2008	April minutes were unanimously approved as submitted.			
Treasurer's Report	No money has been spent; thus, no report.			
Prioritization of Hiring List – Survey Monkey Results	Barbara Cogert reported that there were a lot of comments about the facilities on the Hiring Prioritization Survey Monkey. Specifically, about how the campus is dirty and rundown. Barbara asked if others felt the same, and if so, what can be done to spruce up the campus. A discussion pursued as to whether the campus was dirty and			

	<p>rundown. Barbara asked the group to report any specific areas to her and she would carry that forward to the President. Barbara will soon sit down with the President to go over the survey and compare with the Program Review outcomes. Hopefully, some of the suggestions on the survey can be put into actuality. We need to have our hiring needs in place and when the budget gets better, we will be ready.</p>			
<p>Retreat: Thursday, June 5th "Disruptive & Dangerous Student" Presentation & Summerfest</p>	<p>Barbara Cogert attended the Admin Counsel and reported they are supporting this Professional Development activity. Peter Sezzi, the Academic President, asked if he could attend the retreat. Discussion pursued and it was decided that he could attend the workshop, but the BBQ is only for the Classified Staff.</p>			
<p>Breakfast/Tours</p>	<p>The President has a breakfast or tea in the fall for new faculty and it was suggested that we do the same for new classified. Barbara Cogert contacted Lester Tong to see if he'd be willing to take new classified employees on a tour of the campus, but she never received a response from him. Reuben Asahan agreed to conduct tours at the tea, and Jan Wiley also volunteered to help with tours. As yet, it hasn't been decided if this will be a tea, a breakfast, or maybe a coffee-time.</p>			
<p>Handbook Update</p>	<p>Karen Kittrell volunteered and completed the editing of the p/t faculty handbook for classifieds. Lester volunteered to conduct a tour with a new employee so we could get ideas through fresh eyes as to what is needed in the handbook. Unfortunately, that never happened.</p>			
<p>Staff Lounge – wall space</p>	<p>Barbara Cogert spoke with Robin about the staff lounge. It was suggested that an email go out asking if anyone has any pictures they would like to donate for the staff lounge project. Another idea was to paint the lounge in a more inviting color. A committee was formed to look into making the staff lounge feel more comfortable</p>			

	and inviting. Barbara McGinley, Terri Taylor and Antonio Huante volunteered to discuss ideas, and look over any artwork that anyone wants to donate.			
Other Business	<p>A. Someone asked if anything was being planned for Sharon Stout's retirement. Sharon has made it known that she does not want a party, but the Classified Staff is interested in doing something, even if it is a card with a gift certificate. Deborah McDaniels agreed to check with Kim Fuhrmann and Connie Baker to see if they are planning anything for Sharon Stout. If it turns out no one is planning anything for Sharon, Deborah volunteered to get a few cards and collect money, if that is what we decide to do.</p> <p>B. Name Tags – the subject of name tags was brought up at Admin Counsel. Barbara asked how people felt about wearing them. It was agreed that most would not mind wearing them IF it included first names only. Group also felt any decision about wearing name tags should be enforced campus-wide.</p>			
Next Meeting	July 9 th (due to the Classified Retreat in June, it was decided to forego a June meeting)			