

**Ventura College
Classified Senate Meeting**

January 29, 2008

MINUTES

PRESENT: Barbara Cogert, Alan Courter, Glenda Gardner, Deborah McDaniels, Barbara McGinley, and Lester Tong

GUEST: Connie Baker

1. Welcome

Deborah McDaniels welcomed the new committee members. Barbara Cogert introduced Connie and added that she had been invited to the meeting as a former member who could offer the committee some guidance and insight.

2. CS President's Position

Currently, Deborah McDaniels serves as the Classified Senate President, but she announced that due to health issues, she must resign her position as CS President. Much discussion was held around how to fill this position, especially since the CS has been slow in starting up. Connie Baker directed the group to the Bylaws to cover such a situation. It was agreed to exercise # 2b and assign someone to replace her. Barbara Cogert, who currently serves as the Vice President, agreed to serve as an interim President for one year. Positions are held for two years, but an election will be held to find a new president after one year.

3. Professional Development Funds

Barbara Cogert announced that there are some professional development funds available, but she was not aware of exactly how much. Currently, Alisa Moore serves on the Professional Development Committee and Barbara will find out from her how much money we have, how we can use the funds, and how they have been used in the past.

4. Star Fish Committee – needs members, revitalization, nominees, committees, project team members, departments, etc.

An email was distributed earlier asking for Star Fish nominees, along with requests for people to serve on the Star Fish Committee. Lester Tong agreed to put out two more emails, one asking for Star Fish nominees, and a separate email asking for volunteers to serve on the Star Fish committee.

5. Goals/Objectives

A question was raised about using our lunch hour for this meeting vs. meeting on college time. Glenda Gardner agreed to research that issue and

bring it back to next month's meeting. The Classified President goes to the weekly Admin Council, and that is on college time. Deborah wanted to know the difference. Glenda will also research that point.

The next meeting will be on February 13th, 12 noon. Everyone is encouraged to bring a dessert to share, with a Valentine's Day theme. Glenda agreed to see if the Campus Center Conference Room is available on that day.

It was agreed that the Classified Senate meetings will now be open to the entire campus of classified employees. An email will be sent out to all inviting them to the next meeting.

A separate list of suggested goals and/or objectives was distributed and discussed.

- 1 Hiring List – Connie suggested that at the February meeting we ask all classified to come up with a list of support staff for hiring, similar to what the Academic Senate does. We can rate them, and come up with our own priority list of needed classified positions.
- 2 Classified Senate member attends Program Review Meetings
- 3 Ethics Statement – we need to come up with our own ethics statement. Barbara Cogert agreed to research it and come back with something.
- 4 Classified Handbook – Connie mentioned that there isn't a Classified Handbook, but it is an important handbook, and could be an undertaking by the CS; similar to what the Academic Senate has. A committee would be needed to look into this.
- 5 Bylaws – any changes must be approved by the CS officers.
- 6 There is a need for a Corresponding Secretary AND a Recording Secretary. Lester was the acting Secretary, and agreed to split the position into two, and he will be the Corresponding Secretary. Barbara McGinley offered to be the Recording Secretary. Committee members unanimously agreed to the changes.
- 7 We can include past president or officer at meetings as a non-voting member.
- 8 All members can attend meetings but only officers can vote.
- 9 Budget – Ginnie told Barbara Cogert the balance is \$545.06.
- 10 Meetings can be held once a month – President of the college can attend. It was agreed to hold the meetings once a month. There was no discussion on whether to invite the President.
- 11 Report news to pass along to Board meetings. Connie suggested that someone go to the monthly BOT meetings and give a report out.

6. New Business

Since Barbara McGinley will now be the Recording Secretary, it was agreed to ask Joe Resnik if he would like to be her replacement as the Area 5 rep, since he volunteered and came in 2nd when the election was held. There

isn't a volunteer from Area 6. Barbara McGinley agreed to talk to Area 6 employees to find out if someone was interested in serving as a rep. Lester agreed to try to find someone in Area 1 to serve as an area rep.

Barbara Cogert asked members to personally invite everyone in their area to attend meetings.

**Next Meeting: February 13th, 12:00 noon
Campus Center Conference Room**