

VENTURA COLLEGE

Minutes of the Classified Senate Committee
September 9, 2008

Present: Lori Annala, Joe Reznak, Alan Courter, Peggy Kinney, Barbara Cogert, Rachel Uffer, Luann Swanberg, and Barbara McGinley

Recorder: Barbara McGinley

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of Minutes	July minutes approved.			
Treasurer's Report	Alan reported that there was \$365.96 in the trust account; and \$171.60 had been expended for outreach supplies. Rulers were purchased and handed out during Flex Week.			
ID Badges	Barbara Cogert reported that there is funding for badges. Please see your dean if you are interested in getting a badge. First names on the badges are OK, if you do not want your last name on the badge.			
Committee Volunteers	Barbara Cogert encouraged everyone to open Robin Calote's email seeking classified staff's representation on different committees. Please look it over and respond to Dr. Calote if you are interested in serving on any of the committees.			Everyone – volunteers needed
2008-09 Retreat	The last retreat was very successful. Barbara Cogert was not sure if there is enough time to put another retreat together before the end of the semester, especially with the mandatory training, but she is open to any ideas for future retreats.			Everyone's input appreciated
Educational	Barbara Cogert encouraged everyone to feel free to express any comments, and suggestions			All

Master Plan	they might have regarding the Master Plan. Barbara sent out an email copy of the 2003 version. This is the only forum we as classified have to give our input. There will be an open forum on September 15 you can attend . They are looking for challenges that will affect the college in the future.			
Request to Address Emerging Staffing Issues	If you feel that there are any staffing needs in your area, please let Barbara Cogert know.	A sign-language interpreter is needed in EAC.		All
Software Training	Many requests for training on new software programs. Learn by doing takes too long when under pressure to meet a deadline.			
Old Business: Retreat, Staff Lounge, Website, Classified Handbook, Tea/Tours	Overview of accomplishments last semester.			
New Business	Barbara is looking for people to rotate attendance at the Board of Trustees' monthly meetings, preferable the Executive Staff can rotate. We are on the BOT's Agenda, and this requires a brief overview report to the BOT. Rachel Uffer expressed an interest in helping out.			Executive Staff Members, or other interested parties
Next Meeting	October 8 th , Noon, Campus Center Conference Room			