



2011-12 CLASSIFIED SENATE RETREAT

Friday, September 23, 2011

8:00 a.m. to 4:00 p.m.

Huntington Library Botanical Gardens - Danner Conference Room

AGENDA

- Welcome & Introductions – Gary Potts
- Review the Classified Senate Handbook – Gary Potts

Break 11:00-11:15 a.m.

- Roles, Duties & Assignments of Officers & Senators – All Officers
 - President – Gary Potts
 - Vice President – Debra Cantarero
 - Release Time & Committee Levels
 - Classified Hiring Policy
 - Types of Committees & Duties
 - Secretary – Need a volunteer
 - Roster
 - Schedule of Meetings
 - Activity Calendar
 - Treasurer – Monica Palacios
 - Budget Concerns
 - Fundraising Projects
 - Parliamentarian – Julio Huerta
 - Meeting Protocol
 - The Brown Act
 - Robert's Rules of Order
 - Representative to the Board of Trustees – Melissa Bargsten
 - Board Meetings: Purpose, Preparation and Communication
 - Senator Roles – Gary Potts
 - Effectiveness, Accountability & Communication

Lunch 12:30-1:30pm

- College Mission & Strategic Goals – Gary Potts
- Review & Evaluation of 2010-11 Classified Senate Goals & Objectives – All
- Development of 2011-12 Classified Senate Goals & Objectives with Timelines – All
- Development of 2011-2012 Individual Senator Goals & Objectives with Timelines – All
- Retreat Evaluation – Debra Cantarero
- Closing Remarks & Adjournment – Gary Potts