



# PLANNING AND CONDUCTING A SUCCESSFUL CLASSIFIED SENATE RETREAT

# COMPONENTS

- Planning
- Expenses
- Content
- Outcomes
- Best Practices
- Answers to your questions





# ACTIVITY



# PLANNING



- Identify planning team
- Select a tentative date
- Compare venues
- Check availability of venues
- Contact college administrators
- Confirm date and venue
- Develop a theme
- Develop an agenda
- Provide event details to invitees
- Collect RSVPs
- Coordinate room set-up
- Go shopping!
- Have fun ☺

# EXPENSES

- Nonpeak Meeting Room at local Community Center  
 $\$20.00/\text{hr} \times 8.00\text{hours} = \$160.00$
- \$100 security deposit (to be refunded)
- Breakfast Potluck \$ free
- Starbucks Coffee \$45.00
- Lunch \$10 per person = \$200.00
- Prizes & materials \$200.00
- Total expense: \$605.00





# CONTENT

- Orient new members
- Define roles and responsibilities
- Set expectations/norms
- Reflect on achievements
- Set goals for upcoming year
- Make committee appointments
- Review shared governance processes & regulations

## 2016-2017 classified Senate Goals

- (16) - 10+1
- (13) - Continued Outreach/Team Building/social events
- (12) - Equitable representation in participatory governance committees
- (10) - Increase # of Student Scholarships
- (9) - Governing Council Workshops
  - Increase Senate visibility
  - Annual newsletter
  - Invite faculty to attend Senate meetings
- (6) - Outreach to colleagues to attend Senate + get involved (incentivize?)
  - fundraiser - basket +/or new creative activity for co-curr or other
- (5) - Continue to hold decision makers accountable
- (4) - charity taskforce
- (3) - Mission statement (finish)
- (1) - Student leadership mentor program

# SHORT TERM OUTCOMES

- Build a strong foundation
- Create a cohesive team
- Motivate all members
- Lay out a path for the upcoming year
- Take annual senate photo
- Rejuvenate ourselves





# LONG TERM OUTCOMES

- Adopted Classified Senate logo
- Adopted 9+1 for Classified Senate
- Increased shared governance committee seats from 29 to 47
- Successfully advocated for 8 chair positions for the Classified Professionals in our new shared governance structure
- Adopted joint resolution on Sanctuary Status with Academic Senate and Student Senate



# BEST PRACTICES

- Get off campus
- Have a theme
- Break it up
- Lecture less
- Offer great prizes
- Engage multiple facilitators
- Share the responsibility
- Revisit outcomes



# Q&A



# PRESENTER INFORMATION

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