CLASSIFIED STAFF DEVELOPMENT COMMITTEE
APPROVED MINUTES

January 31, 2001

MEMBERS PRESENT
Bill Brosmer, CSU Stanislaus
Jacquelyn M. Forté, CSU Stanislaus
Evelyn Banks, Merced College
Ralph Silva, Merced College
Martha Davis, Modesto Junior College
Regina Brown, San Joaquin Delta College
Gail Hixson, San Joaquin Delta College
Marcella Rodgers-Vieira  HECCC Executive Director

APPROVAL OF OCTOBER 6, 2000 MINUTES
Minutes approved with three additions. Silva: Error on T-shirt price. Quoted price for T-shirts are for 3 100 T-shirts and not for 315 T-shirts. Rogers-Vieira suggested that minutes be signed, "Respectfully" with preparer's name at the end of minutes. Also, Rogers-Vieira suggested that on the HECCC Website, a Responsibility List would not be included as an attachment.

FLYER INFORMATION
Silva and Banks - introduced "eats" for HECCC Promotion (pink popcorn, small animal crackers, and package of peanuts). Other Campus Representatives did not have promotional ideas. Davis sent information to classified memos for MJC classified employees (MJC's flyer color is purple). Deadline for Application in March 1, 2001. Banks invited Merced Campus via e-mail (pink is their application color). Brosmer mailed to all classified employees. All facilitators are to report at next meeting on application information and give a publicity report. Davis made corrections of application, and samples were passed to each facilitator. All applications are to be circulated at each campus by February 5, 2001. Rodgers-Vieira wants six copies (one color per campus) to give to Vice Presidents.

UPDATED RESPONSIBILITY LIST
Brosmer's florist is out of business; thus, HECCC may have to find another florist. Ideas for flowers include buying them from a grocery store, or a campus agriculture donation. Modesto Junior College has an agriculture department that may donate. Davis and Banks will inquire and have information available for the next meeting. All agreed with Marcella's suggestion that 3 bouquets of flowers will be sufficient. Brosmer has agreed to play the piano during the HECCC Reception, and Forté as vocalist. The reception is 1.5 hours, and chair set-up will not be in a circular pattern. Those doing the Kiln set-up will arrange chairs in a different manner that includes the following: chairs are moved near the fireplace, chair arrangement should promote
people to socialize. The facilitators doing the Kiln set-up are ones who are not helping with room and key arrangements.

**CORRECTIONS AND ADDITION TO RESPONSIBILITY LIST**
Silva will bring CD player, Davis and Brown will bring music (CD's). Brosmer and Forté will make up the HECCC quartet song(s) Banks will bring microphone, easel and easel pad. Each campus is to bring three wrapped gifts. Facilitators may want to check with campus bookstore for discounts. Also gifts may include the campus logo, and sweatshirts should be in size XL.

*Special Note: NEXT HECCC COMMITTEE MEETING IS MARCH 7, 2001 AT MERCED TRI-COLLEGE FACILITY (ROOM TC -4 at 9:30 A.M.) Each campus is to bring 15 folders and pencils (ideally 1 folder & pencil per number of people from campus plus facilitators). Further discussion of folders will be at next HECCC meeting.

*Special Note: Columbia College may have option of bringing fewer (due to campus size); contact Rogers-Vieira for more information. Also, Campuses part of the Yosemite College District may have option of bringing fewer folders and pencils; contact Rogers-Vieira for more information. Facilitators should wear campus shirt for easy recognition.

**RETREAT GUIDELINES**
Hixson has agreed to be responsible for list. List will be available for next facilitator’s meeting. The list should include safety issues. Each facilitator should discuss list with campus participants, stay in contact with each other, and HECCC pouch should include phone numbers.

**ASILOMAR RANGER AND TRIP BUSINESS**
Rodgers-Vieira suggested at least 4 rangers for the Asilomar Tour. All agree that keys and room Assignments should have same organizers (Forté, Silva, Banks, Hixson, and Rodgers-Vieira = Floater). An alternate plan for poor weather (1 hour) are as follows: Recreational Room/Club House– All representatives should participate, facilitators in "Break-Out" Room(s), may set-up reception early. It was also suggested that some facilitators may leave Casa de Fruita early to set-up.

*Special Note: Forté is on bus.

**HECCC BADGES**
Davis received information via fax. She will have sample available by next meeting. Information presented was shirt pricing. It will be $60.00 for screen set-up. An estimated cost, including tax, is ~$350.00. The shirt website address is convention.com. Other ideas were discussed on how to obtain the HECCC badges. A brief discussion on how the Financial Aid office may be able to donate. Forté will check, and will have information for the next meeting. Brosmer suggests that the Vice President from CSU Stanislaus may be willing to donate, and he will update facilitators on idea at the next meeting.

*Special Note: More money may come from each institution (Rodgers-Vieira informed facilitators). It is possible that some money can be used toward the purchase of HECCC badges.

**MONEY**
Rodgers-Vieira shared with facilitator that HECCC has had to pay money from reserves for the last two years. Silva suggested that Merced could better finance HECCC (he made a comparison of Merced with other institutions). Silva will bring to the attention of Merced's Staff Council meeting.

Rodgers-Vieira will ask Vice Presidents for more HECCC money ($25/person).

**FACILITATOR SHIRTS**
Forté will bring/wear sample shirt at next meeting. Also, she will check with a CSU Stanislaus representative for shirt pricing. Shirt items to discuss at next meeting are logo size, color (considering gray with cranberry logo with gold lettering), and lettering information.

**RECAP BETWEEN NOW AND MARCH MEETING**
All facilitators are to get applications distributed by Monday, February 5, 2001! Managers and classified employees from each campus are to receive HECCC information. Ideas for Staff contacts for HECCC advertisement are e-mail and newsletters. It was suggested by Rodgers-Vieira for campus participants to have a gender balance, to include ethnically diverse groups, and to include participants who wanted to attend in 2000 but could not.

**FOR NEXT MEETING**
Rodgers-Vieira reminds facilitators to advertise and promote HECCC Classified Staff Retreat. Also, facilitators are to keep Rodgers-Vieira informed with updates on issues and concerns (implementation will be discussed). In addition to the above, the following will be discussed at the next HECCC meeting: retreat format and schedule, icebreakers, retreat topics and development procedures, and other business.

Respectfully,

Jacquelyn M. Forté