STAFF DEVELOPMENT COMMITTEE
APPROVED MINUTES
February 5, 2002

MEMBERS PRESENT
Jaque Forte, CSU Stanislaus
Martha Davis, Modesto Junior College
Angela Fielder, Merced College
Ralph Silva, Merced College
Regina Brown, San Joaquin Delta College
Jeff Wynn, San Joaquin Delta College
Shawna Cramton, Yosemite Community College District
Charles Rice, Columbia College
Marcella Rodgers-Vieira, Executive Director

MINUTES
December 4, 2001 minutes approved

PUBLICITY REPORTS
Since Merced did not get a copy of the flyer they used CSU, Stanislaus’ flyer for their campus. There was a discussion to remember to put a January meeting in next year’s calendar. CSU, Stanislaus had the application out to the managers and classified staff by 1/11/02. All of the other campuses had their application out to the managers and classified staff by the second week in January. It was discussed to have the flyers go out the first week of January, the managers’ letter to go out the second week of January and the application to go out the third week of January in the future years. Each campus will have their own timeline as long as everything is out by the end of January.

The application deadline has been extended to the first week of March. After the deadline for the application each site will select from the applications and email the list of participants chosen to Marcella.

The idea was discussed to ask participants to find their own alternate but the smaller sites might have a harder time with this. It was decided that each campus would have their own way of handling alternates.
There was discussion to have the HECCC web site link to other sites. Angela will make a list for the first meeting and will email it to everyone.

**RESPONSIBILITY ASSIGNMENTS**
More activities were assigned to committee members to ensure the smooth flowing HECCC retreat. Merced will bring a 15-passenger van, which Ralph will be driving. There will be 3 vans going to Carmel. A review of the responsibilities list, facilitator duties and icebreakers was reserved for the next meeting.

**CELL PHONE LIST**
Ralph has the list of cell phone numbers and passed the list around for updates. This list will be used for the committee to keep in touch during the HECCC retreat.

**OTHER**
The schedule of events will be stapled with the responsibilities list in each participant’s packet. Jaque will talk to Bill regarding the HECCC shuffle.

Respectfully Submitted,

Tina Drain & Jacqueline Forté
CSU Stanislaus