CLASSIFIED STAFF DEVELOPMENT COMMITTEE
APPROVED MINUTES

March 4, 2003

MEMBERS PRESENT
Marcella Rodgers-Vieira, HECCC Executive Director
Fernando Beltran, CSU Stanislaus, Junior
Anne Cammack, San Joaquin Delta College, Junior
Lisa Castillo, Modesto Junior College, Junior
Tina Drain, CSU Stanislaus, Senior
Angela Fielder, Merced College, Senior
Nancy Holmes, Yosemite Community College District, Junior
Vicki Miller, Merced College, Junior
Stephanie Peterson, UC Merced, Junior
Jeff Wynn, San Joaquin Delta College, Senior

CALL TO ORDER
The meeting was called to order at 9:20 by Angela Fielder, Chairperson

MINUTES
The minutes from the February 4, 2003 meeting were approved as submitted. (M/S Peterson, Wynn)

APPLICATION SUBMISSION: Merced College has nine first-time applicants, two facilitators and three alternates. Delta has nine participants and two facilitators. Marcella needs confirmation that Delta is being funded for the trip. YCCD (Nancy) is asking for clarification in writing and will forward to Marcella. MJC needs two more applicants. Marcella stated that the presidents will be discussing putting the retreat on hiatus for a year. We have to make sure we have sufficient back up participants so that no spaces go unused.

The drop-dead date is the 9th of March for each college to give their head count to Marcella. She needs to have the list of names by first thing in the morning on March 5. The current totals are:
- 9 from Delta, can take 10.
- YCCCD has 5
- UC Merced has 5
• Merced College has 11
• Stanislaus has 11
• Columbia...zero

The VP's have an agreement that if one college doesn't have an alternate, an alternate from another school can fill that place. Once the names are approved they will be submitted to Tina.

TRANSPORTATION: Fernando reported that if we use a van from Stanislaus, we will be charged 31 cents per mile, which comes out to around $73.60 per van. YCCD's bus is 65 cents per mile, plus driver at $100 per day (and lodging). For YCCD's 8-passenger van, the cost is 24 cents per mile. There is no video on bus, but there is a bathroom. Stanislaus’ van seats 10; 8 for YCCD; Merced College’s seats 9 (Merced College’s van has been requested and is being paid for out of their Staff Development funds). There are 44 seats on the YCCD bus.

There was discussion about where people can leave their cars. It was suggested that MJC people meet at YCCD and they’ll go to Stanislaus together. We may use the YCCD bus, Merced College van, and maybe a van from Stanislaus, Delta-or both. Nancy confirmed that the bus is a 43 seater with a restroom.

We need to plan our loading of the bus so that stuff to be easily unloaded according to its usage at Asilomar.

Action: Table final decision about van vs. bus until next meeting when we have the final headcounts and van usage/funds. Also at the next meeting, we will discuss WAVE, the public transportation in Monterey.

WEB PAGE: Vicki had someone that would update the webpage and Jeff tried to get a code to do the update, but was unsuccessful. Marcella said that the code is not the issue. The issue is that whoever was going to do the update needed to send it to she or Amy and she'd post it. It was in “Flash and go live”. Marcella suggested that we just put it off for now and consider doing an update after the retreat.

PENCILS AND FOLDERS: Marcella reminded everyone to include themselves (facilitators) and the participants in the count of the number of folders and sharpened pencils that each college brings. Marcella will stuff the folders if she has all the supplies from us by the last meeting. We have extra notebooks from last year and the black pouches for name holders. We should try to do as much as we can ahead of time. Also in the folders will be the agenda, a list of facilitators and their room numbers (or a sheet to fill in the room numbers, once assigned).

Action: Bring in folders and pencils to May meeting.
**FIRST BREAKOUT TOPIC:** The showing of the “Fish” video will start us off. Angie will be bringing video. Tina and Fernando will do icebreaker that is connected to fish video; then breakout groups will form to discuss the issues in the video. The sections of the video are Play, Make Their Day; Be There; and Choose Attitude. Those and possibly one more topic will be the breakout groups.

There was some discussion about dividing people up for the breakout sessions. We have to have a trust that people will attend the topics that they are interested in and not just travel in packs with their friends.

It was suggested that we consider assigning seating for meals to encourage meeting people outside their usual sphere. We talked about using stickers on meal tickets for lunch and breakfast, and for dinner there will be sticker on their folder. Another suggestion was to put a sticker on their name tag; meal ticket and folder.

Tina will look for stickers and report back.

Everyone was asked to look for ideas for table decorations.

We need to work out the details of the number of different stickers we will need to do this.

Everyone needs to bring meeting topic suggestions to the next meeting and how it will be facilitated, but actual topics will be brought to the May meeting after each campus has their meeting with their participants. (Meeting purpose is outlined in Facilitator Training portion of the HECCC binder).

Fernando sees the value of having the participants come up with topics, but he thinks that we should come up with some as well. Marcella said that she bases some of the topics on feedback from the post surveys from last year’s retreat. We will use a balance between the both of them. We are to brainstorm with our groups about what topics are really important for us to discuss. We facilitators, as a group, will pick the five that we like and take those to the conference. After each session, the facilitators will discuss what we think the participants would like to discuss at the next session. We will have a backup list is for when our well goes dry. The experience is to be owned by the group.

Angie asked if we should try to direct them keep to the topic of the theme, given the current budget situations. We could direct them toward topics such as how to support other people in the crisis. Marcella suggested that we spend some time together deciding how we can handle the negativity that is sure to be brought out with frustrations related to the budget.

We talked about the “Who Moved My Cheese” book, which deals with change. Angie will bring the video, and we will try to incorporate into the retreat.
So far, the following have been committed to in regards to icebreakers:

- MJC—Love Thy Neighbor
- Merced College/UC Merced—bingo and one more to be determined
- Delta—undetermined
- Stanislaus—Fish Activity

Any undetermined should be decided upon and brought to the next meeting.

**ADJOURNMENT:** The meeting was adjourned at 11:55 a.m.

Next meeting is on **April 8** at **YCCD** in the 1200 building, conference room B.

Respectfully Submitted,

Vicki Miller
Merced College