MEMBERS PRESENT
Bill Brosmer, CSU Stanislaus
Jacqelyn Forte, CSU Stanislaus
Evelyn Banks, Merced College
Ralph Silva, Merced College
Martha Davis, Modesto Junior College
Regina Brown, San Joaquin Delta College
Dorothy Pimentel, Yosemite Community College District
Gail Hixson, San Joaquin Delta College
Marcella Rodgers-Vieira, Executive Director

MINUTES
January 31, 2001 minutes approved with a few minor changes.

PARTICIPANT COUNT BY COLLEGE
As of March 7, 2001 the number of applications per college as follows:
Merced College 9
San Joaquin Delta College 17
CSU Stanislaus 11
Modesto Junior College 9
YCCD 5
Columbia College 1

It was suggested that the committee review and rewrite the questions for next year’s brochure.

EXTENDED DEADLINE FOR APPLICATION
Deadline for applications from classified staff has changed from March 1, 2001 to March 14, 2001.

NAME TAG POUCHES AND SWEATSHIRTS WITH LOGOS
Silva reported that nametags such as the one Davis provided could be purchased for $2.05 ea with a 250 minimum order. Jackie Forte will be looking into the possibility of a business donating the nametags with their logo and HECCC logo.

It was discussed that each participant wears a tee shirt or sweatshirt from his or her campus on the first day.
**REVIEW RESPONSIBILITY LIST**

Some minor changes were made as follows:

- Rodgers-Vieira was added to the roommate assignment committee and in the future four people should be on this committee.

- Silva is preparing a cell phone list to be used by facilitators only.

- Pimentel was added to the committee for vans from Columbia College

- Ice Breaker boarding on Bus- Pimentel and Hixson

- Registration-keys- Banks (lead), Forte & Silva.

- Set up Reception- Brosmer (lead), Hixson, Pimentel & Davis

- Participant head count done by Junior Facilitators

- Vans going from Asilomar to Carmel- Columbia (1 van), Delta (1 van) Merced (1 van)

- Flowers- Davis & Brown (need to decide- potted plants for giveaways)

- Cassette CD Player- Silva

- Music CDs - Davis

- Sound System (microphone)- Pimentel will check on that

- Easel, Easel Pad & pens- Banks

- Two Truths & a Lie- all facilitators hand in by last meeting

- Things to bring list- Hixson

**RANGER GROUNDS TOUR**

Rodgers-Vieira will contact Asilomar and provide more details next meeting.

**BREAK OUT SESSIONS TOPICS SELECTIONS**

Facilitators can start to decide when and where to meet. Facilitators are to bring a list from their participants to come up with topics.

**ICE BREAKERS ASSIGNMENTS**

We need to decide which ice breakers we are going to use. Each facilitator will need to facilitate one. Suggestions: Circle activity, /Love your Neighbor-musical chairs? (Dorothy will ask Jeff),
Use balloons to create animals or make hats to be use for ideas at the reception. Also have facilitators wear clown nose and a wig for a one-time thing.

Change format to welcome participants at the reception. 
Background music in addition with Forte & Brosmer song and piano. 
Two Truth and a Line- after dinner 
Ball & string toss- Silva -introduction of everyone (after dinner) 
May need to think of other icebreaker ideas: Name That Tune, HECCC Shuffle 
Facilitators do a skit with a circus theme: Family Feud style game show involving participants.

OTHER
Selection Of Participants Rules:
1. New attendees (have not previously attended) 
2. Date of hire (how long have they been at the college) 
3. Gender, Ethnic balance (groups of people that we work with) 
4. They have to be tenured (past probation) 
5. You want participants equally divided in different areas 
6. Dates that they turn in their applications

Respectfully Submitted, 

Ralph Silva