CLASSIFIED STAFF DEVELOPMENT COMMITTEE
APPROVED MINUTES

May 6, 2003

MEMBERS PRESENT:
Marcella Rodgers-Vieira, HECCC Executive Director
Fernando Beltran, CSU Stanislaus, Junior
Anne Cammack, San Joaquin Delta College, Junior
Tina Drain, CSU Stanislaus, Senior
Angela Fielder, Merced College, Senior
Nancy Holmes, Yosemite Community College District, Junior
Vickie 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 9:27 a.m. by T. Drain.

AGENDA ITEMS:
1. MINUTES: Motion to approve 4/8/03 minutes by V. Miller, second by J. Wynn; minutes approved

2. WHO MOVED MY CHEESE VIDEO: A. Fielder was not able to bring the videos to this meeting, but she did bring a “Cheese” hand-out to be included in participant folders.
   1. “Cheese” video to be shown for session #3, J. Wynn will do intro for the video.
   2. A Fielder, V. Miller and S. Peterson will do scavenger hunt instead of bingo for ice breaker.
   3. M. Rodgers-Vieira will purchase 5 “Cheese” books to be used as raffle gifts at end of retreat.
   4. A. Fielder will get some exercises from the “Cheese” and “Fish” workbooks for inclusion in participant folders.

3. FOLDERS: SJ Delta College, Merced, UC Merced MJC and YCCD all turned in folders and pencils. CSU Stanislaus was not able to obtain appropriate signature and account number to purchase folders and pencils, will turn in by Friday, 5/9 or Monday 5/12.

4. INSPIRATIONAL QUOTES/DOCUMENTS FOR INCLUSION IN PARTICIPANT FOLDERS: V. Miller will check with former instructor (Customer Service Academy) for appropriate quotes/documents for inclusion in folders.
1. M. Rodgers-Vieira will also do some additional research for appropriate quotes/documents.

5. **TRAVEL IN MONTEREY**: S. Peterson reports that The Wave does not go to Asilomar
   - Taxi service in the area is available in the area at the following one-way rates from Asilomar:
     - $7 to Monterey Aquarium
     - $15 to Monterey
     - $20 to Carmel
   - A. Fielder reports that the Monterey/Salinas Transit (MST) does provide service from Asilomar to Monterey at $1.75 one-way rates. Exact change is required by MST.
   - College Vans: Stanislaus (10 psgnr), Merced College (11 psgnr), and Delta College (10 psgnr) will be taking vans to Asilomar. All vans are to remain on site at Asilomar and will not be used to transport participants off site.

6. **BUS ENTERTAINMENT**: Tabled to next meeting.

7. **MOVIE SELECTIONS**: Three movies will be shown during the retreat for those participants not wishing to travel off site during free time hours.
   - Participants will have four movies to choose from including *Frida, Blue Collar Comedy Tour, Catch Me If You Can*, and *The Recruit*.
   - T. Drain will provide the movies and the appropriate video equipment for viewing.
   - M. Rodgers-Vieira will look into snacks for movies as well as bottled water for the retreat.

8. **FACILITATOR TRAINING (moved up from #13)**: M. Rodgers-Vieira passed out Training Worksheet developed by E. Jan Moser, reviewed and discussed worksheet.
   - A. Fielder will make “name tents” for break-out sessions.

9. **ICE BREAKER ACTIVITIES UPDATE**: Delta College is developing a “Name Game” using names of male and female athletes, this is being planned as an individual exercise.
   - All other ice breakers have been decided.

10. **UPDATE ON GIFTS**: Tabled to next meeting

11. **TOPIC LIST**: Tabled to next meeting

12. **PARTICIPANT LIST**: Master list including work and home numbers will be compiled and maintained by M. Rodgers-Vieira and T. Drain.
    - Campus facilitators will maintain lists of their respective participants.

13. **REVIEW RESPONSIBILITY LIST**: List appears to be accurate
    - A. Cammack asked each campus for school colors to determine luggage coding system.
    - N. Holmes will check with Lisa Castillo regarding music for reception and bus entertainment.

14. **OTHER:**
• M. Rodgers-Vieira stated for the record that she is opposed to using HECCC funds to purchase alcohol and that none would be used to purchase alcohol for this year’s retreat reception. M. Rodgers-Vieira reminded the facilitators that the retreat, including the retreat reception, is a school sponsored event making the purchase and presence of alcohol questionable at the very least. F. Beltran stated his belief that this concern was both hypocritical and demeaning to program participants and suggested that a “No Host Bar” be provided. Some discussion of this topic followed with a consensus among facilitator present being that a no host bar would be appropriate for the retreat reception.

• Suggestions for break-out topics should be e-mailed to M. Rodgers-Vieira.

AJDOURNMENT: The meeting was adjourned at 12:24 p.m. by T. Drain.

NEXT MEETING: Will be held at CSU Stanislaus main campus. T. Drain will e-mail directions.

Respectfully submitted,

Fernando Beltran
CSU Stanislaus