CLASSIFIED STAFF DEVELOPMENT COMMITTEE
APPROVED MINUTES

October 8, 2002

MEMBERS PRESENT
Fernando Beltran, CSU Stanislaus, Junior
Tina Drain, CSU Stanislaus, Senior
Charles Rice, Columbia College, Senior
Angela Fielder, Merced College, Senior
Vicki Miller, Merced College, Junior
Ralph Silva, Merced College, Retiring
Lisa Castillo, Modesto J unior College, J unior
Anne Cammack, San Joaquin Delta College, J unior
Regina Brown, San Joaquin Delta College, Retiring
Jeff Wynn, San Joaquin Delta College, Senior
Stephanie Peterson, UC Merced, J unior
Shawna Cramton, Yosemite Community College District, Retiring
Nancy Holmes, Yosemite Community College District, J unior
Marcella Rodgers-Vieira, HECCC Executive Director

MINUTES
June 18, 2002 Minutes were approved after a minor change in the first paragraph.

WELCOME AND INTRODUCTIONS AND CERTIFICATES
Marcella welcomed everyone back to start the new year. Everyone went around and introduced themselves to the group. Marcella then presented all of the retiring facilitators with certificates of participation. This was the first year that certificates were presented and they were received with appreciation.

2002 RETREAT EVALUATIONS
The retreat evaluation summary results were distributed to the facilitators.

FACILITATOR HANDBOOK
Marcella distributed the new Facilitator Handbook Binders and the contents reviewed. The information for how many participants that each campus can bring will be updated at the next meeting. This is found under the Participant Selection tab.
After reviewing the list of future meetings, Stephanie agreed to host the February 4th meeting at UC Merced. She will bring parking permits to the December meeting. Shawna returned her parking permits to Marcella and they were in turn given to the newest facilitator, Lisa Castillo.

**MANAGERS PRESENTATION**
Regina discussed how she marketed the Retreat on her campus and shared the PowerPoint presentation with the group. She read a prepared script and said that she would provide the script upon request. It was recommended that the current seniors provide the PowerPoint presentation to the new incoming juniors. It was suggested that in addition to the PowerPoint at the manager’s meetings, that a brochure or something in written format be provided and left with the managers to review at a later time.

**MARKETING**
Last years marketing strategies were discussed. January was the main month of marketing. Week one the flyers were distributed. Week two the manager’s letter was sent out. Week three the application went out. Some schools used different dates but basically this was the case.

**2003 RETREAT THEME**
The remaining time of the meeting was dedicated to the brainstorming of the theme. The group did a great job coming up with lots of themes and then spent extra time on how to tie the themes into a working retreat. The themes included, Celebrating Diversity, California History, Pre WWII, Missions, Gold Rush, Wild Wild West, Sports, Let the games begin, & Wide World of Teamwork. The group voted on the two that had the most discussion, California History…Strike it Rich with Education, and the Sports theme, HECCC…Teamwork, League of our own. It was decided that the Sports theme had more to work with and could deal easily with topics such as communication, teamwork, common goals, common missions, and healthy competition.

**NEXT MEETING**
December 3, 2002   Delta College

Respectfully Submitted,
Shawna Cramton
Yosemite Community College District