CLASSIFIED STAFF DEVELOPMENT COMMITTEE
APPROVED MINUTES

October 9, 2001

MEMBERS PRESENT
Bill Brosmer, CSU Stanislaus
Jackie Forte, CSU Stanislaus
Charles Rice, Columbia College
Evelyn Banks, Merced College
Angela Fielder, Merced College
Ralph Silva, Merced College
Regina Brown, San Joaquin Delta College
Jeff Wynn, San Joaquin Delta College
Martha Davis, Modesto Junior College
Shawna Cramton, Yosemite Community College District
Dorothy Pimentel, Yosemite Community College District
Marcella Rodgers-Vierra, Executive Director

MINUTES
June 11, 2001 minutes approved.

WELCOME AND INTRODUCTIONS
Introduction and meet and greet of new facilitators were made. Junior facilitators introduced themselves, and gave a description of what they do at their specific colleges. Senior Facilitators introduced themselves and gave a brief overview of their personal responsibilities at the retreat.

REVIEW 2001 RETREAT EVALUATIONS
The committee reviewed the retreat evaluations, going over comments and ideas from last year’s participants. Reviewing these comments helps us improve upon aspects or repeat things that really worked. We discussed what quotes will go into the new HECCC application.

Marcella commented about some of the rankings from the last day breakout sessions. This campus session brings together ideas and improvements to take back to home colleges. She would like to work on improving these sessions.

ORIENTATION FOR NEW MEMBERS
Marcella brought to the table some of her other responsibilities as Executive Director. She shared with us the concern of lack of leadership abilities in area CSU’s and J C’s. She would also like to see Facilitators get credit in leadership for serving on the Classified Retreat Committee.

Marcella also brought information guidelines for new and returning members, this packet of information will help incoming members be aware of timelines and procedures. We discussed
sample minutes with emphasis on documenting important notes, decisions, and votes. Also how important it is for each institution to take responsibility for their own minutes. Each campus is in charge of guiding the meeting, ensuring progress. A running list of all Minutes and Agendas can be found on the website and are accessible via the web by anyone with Internet capabilities.

This informal packet needs to be brought to our next meeting on December 4, 2001.

MANAGERS PRESENTATION
Regina Brown informed the group that she is going to create a PowerPoint presentation to inform managers of what we do at HECCC. Regina will also create a presentation for participants. This will be an informative who we are, what we do, and when. The group agreed that this would be a wonderful avenue for explanation. Ultimately enlisting support from our peers (Classified Staff) and also from managers.

PARTICIPANT BREAKDOWN
Marcella gave the participant breakdown for each school:
Merced College- 10
Delta College- 10
CSUS- 10
MJC- 10
CC- 5
YCCD- 5

2002 RETREAT THEME
Broadway/ New York, New York
Olympics/ We are all Champions
United We Stand
Global Communities/ United We Stand
Come Together
Unity
Safari Adventure/ Of Higher Education
Beach Party Bingo
Decades/ 20’s, 30’s, 40’s, 50’s, 60’s, 70’s
Space/ Set your Goals
Rodeo/ Best of West/ Western/ Space Cowboys
Survivor/ I Will Survive

FOLLOW-UP FOR NEXT MEETING
Please reserve rooms for meetings, vans for meetings and for Monterey trip. Everyone needs to communicate through email ideas and timelines before our next meeting.

Respectfully Submitted,

Martha Davis
Modesto Junior College