MEMBERS PRESENT
Jackie Forte, CSU Stanislaus
Tina Drain, CSU Stanislaus
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
Charles Rice, Columbia College
Marcella Rodgers-Vieira, Executive Director

MINUTES
October 09, 2001 minutes approved

FINALIZATION OF THEME
After extensive deliberation the committee came to an agreement on:
"DECADES/REFLECTIONS STRENGTHEN OUR FUTURE." This selection is sure
to generate enthusiasm from retreat participants, and at the same time it sends a
powerful message.

PUBLICITY
The topic included the development of a "Heads Up" notification flyer. Jackie Forte will
develop the flyer and distribute it through email to committee members. It was decided
that the flyer information would be adjusted to satisfy the needs of individual
campuses. The flyer will be mailed out no later than Jan. 7th 2002. The letter to all
managers, to be amended by Regina Brown, will identify the HECCC retreat and why
they should encourage their staff to attend. This will be emailed to all committee
members. They can then adjust it to fit their individual needs and send it out at the
same time of the flyers.

Interest form or application, it was never really decided what it will be called. Martha
"Scone" Davis will develop and distribute this. The topic of discussion was what
questions would be included and how they would be worded. It will also include the description of a few opportunities retreat participants will be privileged to experience.

**RESPONSIBILITY ASSIGNMENTS**
The activities that are necessary to ensure a smooth flowing HECCC retreat were assigned to committee members. Ralph Silva announced that Merced College would be paying for the cost of the reception. It is estimated that it will cost between $500 and $700. Assignment of packet construction and distribution was reserved for the next meeting.

**WELCOME AND INTRODUCTIONS**
This was reserved for the end of the meeting at which point Tina Drain from CSU Stanislaus was introduced. Tina works at the Stockton campus.

Respectfully Submitted,

Jeff Wynn
San Joaquin Delta College