MEMBERS PRESENT
Bill Brosmer, CSU Stanislaus
Evelyn Banks, Merced College
Gail Hixson, Delta College
Dorothy Pimental, Yosemite Community College District
Martha Davis, Modesto Junior College
Ralph Silva, Merced College
Barbara Hire, Yosemite Community College District
Regina Brown, Delta College
Jackie Forte, CSU Stanislaus
Marcella Rogers-Vieira, Delta College

APPROVAL OF OCTOBER 11, 2000, MINUTES

Minutes approved with one addition:

THEME – FINAL DECISION

A Circus theme was selected at the last meeting, so “The Greatest Show on Earth” was chosen as the name of the 2001 Retreat. We discussed ideas for showcasing the theme.

PUBLICITY

Bill passed out a great flyer as a sample. Bill will do another flyer which will include a box for each college to add their campus contact people. We discussed a suggested format for letters to go out to anyone who supervises classified staff so that they know what HECCC is and that all college presidents in this consortium support the HECCC Retreat. These flyers and letters should be taken to the January Management Senate meeting. The flyer should have a notation saying that the application to attend the retreat will be coming soon. We should all use a common graphic on all flyers, etc.

Asilomar wants a final headcount on March 6, 2001. All applications from classified staff must be received by 3/1/01.

RETREAT APPLICATION

Martha will do the application. It was suggested that there be a place on the application for the applicant to list his/her home phone number so that people on the waiting list can be contacted at home if there is a last-minute cancellation. Also, it should include a hire date since applicants must have been employed for one year prior to the date of the retreat. The website address should be on the front of the application. Marcella will
help Martha with the web address. Martha will have the applications out the week of January 9-12.

**T-SHIRTS**

Ralph Silva can get t-shirts with the HECCC logo for a flat set-up fee of $125. They will run $19.95 each if less than 100 are ordered. For orders of more than 100 shirts, the price would be $14.95. Larger size shirts will cost more. Facilitator’s shirts could be in one color and participants in another color. Shirts could also be used as prizes.

Bill had similar prices for shirts, but the number of stitches in the logo can raise the price of the shirt. Marcella could get money to do the logo. The shirts could be used by all HECCC committees if they only have the HECCC logo on them. Marcella will talk to the Vice Presidents about the shirts.

**SEATS ON BUS**

Rich counted 49 seats on the bus, plus one for the driver. With two vans that seat 7 people each, that comes to a total of 64 seats. Since 60 people can attend, including facilitators, and two facilitators are needed on the bus, we may need a third van. Ralph would be willing to drive it.

**NAME TAGS**

Martha would like to order nametags that include a zippered pouch to hold room keys and meal tickets. These could be collected at the end of the retreat and reused. Perhaps it would be possible to get a corporate sponsor to donate them. Or they could be imprinted with the HECCC logo and reused each year.

**FORMAT OF RETREAT**

Reviewed Responsibility List. Marcella will bring the updated list to the next meeting.

**WEBSITE DEVELOPMENT**

Gail will be responsible for updating the HECCC website. She would like to add photos from last year’s retreat on the webpage.

**OTHER**

Marcella with check with Asilomar a couple of days in advance to find out how the keys will be distributed.

It would be nice to have a ranger give the participants an orientation tour while the keys are being organized. Barbara will arrange for this.

Ralph will bring a cassette/CD player.

Respectfully Submitted
Regina Poynor-Brown