Administrative Development Committee Meeting Agenda
9/25/13  2:00pm  BONH 330
Jon Aasted, Yvette Barrios, Bruce Battle, Cindy Dorroh (Vice Chair), Michele Edmonson, Diane Fiero, John Green, Mimi Spankroy, Jim Temple, Theresa Zuzevich (Chair)

1. Update on Administrative Retreat (Theresa)

2. Update on fall workshops (Leslie)

3. Other?

4. Next meeting: Chairs/Director – 10/16     Full Committee – 10/30
1. Update on Administrative Retreat (Theresa)
   Theresa informed the committee that she, Diane Fiero and Leslie Carr met with Mr. Paul Butler from Newleaf Training and Development on September 20th to discuss the upcoming administrative retreat. Mr. Butler has a program titled, *Charting the Course: Strategic Planning and Effective Execution for Teams*. Theresa, Diane and Leslie thought that this would be a good topic given that we will be in the accreditation process in the coming year. They will meet with Paul in mid-October to further develop the content for that day.

Possible retreat locations suggested by the committee include:
- Hart Hall
- Castaic Lake Meeting Room
- City Hall Meeting Room
- Sports Complex Meeting Room

2. Update on fall workshops (Leslie)
   Dr. Van Hook would like to present three workshops this fall. Leslie is working with her office on the dates:
   - How to Build Quality Relationships
   - Intergenerational Differences and Communication
   - Networking on Campus

   In addition, there are three workshops that are follow-up sessions to the 2013 Administrative Retreat. Leslie will schedule these after Dr. Van Hook’s workshops are scheduled.
   - Emotional Intelligence/Leaving Personal Baggage at the Door
   - Establishing a Vision at the Program/Department Level
   - Risk Taking, Seeing the Possibilities in Others, Learning How to Walk Away from Unnecessary Risk

3. Other?

4. Next meeting: Chairs/Director – 10/16     Full Committee – 10/30