Meet and Confer Training
Breakout Session
1.9.2015

**PCCEA Team: Julia Fiello, Nan Schmidt, Makyla Hays**
**Management Team: Dan Berryman (ex-Officio), Char Fugett (ex-Officio), Ted Roush, Dr. Ann Parker, Lisa Ann Smith, Greg Wilson, Kate Schmidt**
**Note taker: Denise Dudoit**

1. **Introductions**

2. **Management Team**
   
   a. So as not to violate BP-4001, it was determined Char will be an ex-Officio member until Dan Berryman officially begins as VC of HR in February, who will also be an ex-Officio member.

3. **Ground Rules**
   
   a. Nan has a version of rules that she will update and send to members of the group
   b. Updates will include:
      
      i. Dates, as needed
      ii. Defining the level of participation by ex-Officio members
      iii. Language regarding caucus (who participates)
      iv. Communication – PCCEA has a history of updating their constituents via email and all agreed each team is responsible for communicating with their members and to copy the respective Chief Spokespersons when doing so.

4. **Calendar**
   
   a. Meeting times changed to 9:00-1:00
   b. Management will meet from 8:00-9:00
   c. A meeting on January 23 was added

5. Management and PCCEA teams reached out to their respective constituents in order to obtain insight on issues and concerns to bring forward for the 2015-2016 Meet and Confer session.

6. PCCEA has requested the Board provide teams with early direction regarding what the priorities of teams should be and will strive to keep them (the Board) updated throughout the process.

7. **HLC**
   
   a. Char will review the HLC’s site visit report to identify areas that impact Faculty and provide a list to all team members

8. **Proposed Agenda items for meeting on 1.23.2015**
   
   a. Public Comment
   b. Review and approve meeting notes – 1.9.2015
   c. Guidelines
d. Topic exchange

e. HLC Report – impact on Meet and Confer topics

f. Agenda items – next meeting (2.13.15)