

***Upon receipt of this information, you will be considered
a confirmed participant of the Classified Leadership Institute.***

Please review this information carefully!

***If you need to cancel your registration, please contact Janice Boatwright at
916/444-8641 or e-mail janiceb@ccleague.org.***

Refunds will not be made for cancellations received after Friday, June 11.



**Classified Leadership Training Institute
June 23-25, 1999
Granlibakken Conference Center, Tahoe City**

EXPLORING LEADERSHIP

Seminar Follow-up Confirmation/Information

We are all looking forward to a wonderful few days at the Granlibakken Conference Center on the North Shore of Lake Tahoe for the 7th Annual Classified Leadership Training Institute. We have a great set of presenters and will be counting on you as well to share your knowledge and questions. The following information covers the preparation we ask you to do for the seminar, the seminar schedule and directions to Granlibakken.

Schedule (as of May 18, 1999)

Please be on time and plan to arrange your travel schedule around the following times:

Wednesday, June 23, 1999

10:00 a.m. – 12:00 noon	Institute Registration
12:00 – 1:00 p.m.	Lunch (included in registration fees)
1:00 – 4:30 p.m.	Opening Session: Introductions and Overview Featured speaker: Elaine Whitefeather
5:30 – 6:30 p.m.	Hosted Networking Hour
6:30 – 8:00 p.m.	Dinner/Speaker Featured speaker: Elaine Whitefeather

8:00 p.m. Networking

Thursday, June 24, 1999

6:30 – 7:30 a.m.	Walk and Talk to the Lake (optional)
7:30 – 8:45 a.m.	Breakfast
9:00 – 10:15 a.m.	General Session: History of California Community Colleges and Governance Featured speakers: Tom Nussbaum, Chancellor, California Community Colleges and David Viar, Executive Director, Community College League of California
10:15 – 10:30 a.m.	Break
10:30 – 11:45 a.m.	Open discussion with Tom Nussbaum and David Viar
12:00 – 1:15 p.m.	Lunch
1:30 – 3:00 p.m.	Concurrent Sessions 1. The New Y2K Leader 2. Professional Growth Incentives 3. Not Satisfied – Joined Classified 4. Consensus Workshop
3:00 – 3:15 p.m.	Break
3:15 – 4:30 p.m.	Concurrent Sessions 1. Implementing a “Code of Ethics” 2. Building College Teams 3. Exploring the Evolution of “Connection”
4:30 – 5:00 p.m.	Silent Auction (conclusion)
6:00 p.m.	Dinner (\$25)/Activity (Free) This is an optional activity, but you must preregister and pay for dinner.)

Friday, June 25, 1999

6:30 – 7:30 a.m.	Walk and Talk to the Lake (optional)
7:30 – 8:45 a.m.	Breakfast
9:00 – 10:00 a.m.	4CS Business Meeting
10:00 – 10:30 a.m.	Break/Checkout
10:30 – 11:30 a.m.	Roundtable Discussion
11:30 – 12:00 noon	Wrap-up and Closing
12:00 noon	Lunch (Adjourn)

What to Bring With You to the Conference

- Your good humor and a flexible disposition. Remember this is not a “traditional” conference.
- Senate delegates, remember to bring a copy of your completed delegate form. New senates and senates with revised constitutions and/or bylaws, please bring an updated copy for our records.

- Enough money or credit card to cover additional costs during the seminar, dinner on Thursday, drinks during the social hour, shuttle costs, and other incidental expenses – including the purchase of an Institute T-shirts, items in the 4CS Silent Auction and “Travel/Exploration” themed basket drawing.

Optional:

- **Memento Exchange:** Individual participants are encouraged to bring a memento such as a T-shirt (XL, please,) mug, etc. that is representative of their college to exchange with other participants.
- **T-Shirts:** A limited number of commemorative T-shirts will be available for a cost of \$12.00. Please e-mail or fax your order confirmation and size request to Shirley Schmid (slschmid@paccd.cc.ca.us or fax 626/585-7113) absolutely no later than **Monday, June 7**. Requests received after that date cannot be guaranteed.
- **4CS Silent Auction:** Also, please consider bringing something to donate to the 4CS Silent Auction either as an individual or from your senate – look for the Auction flier for more information.

Other Activities

4CS Business Meeting

The California Community Colleges Classified Senate (4CS) will be holding their bi-annual business meeting, electing officers and acting on various items on Friday, June 25. The Business Meeting is open to all classified staff of the California Community Colleges. Registration for the seminar is not necessary to attend only the 4CS Business Meeting.

Silent Auction

The third annual 4CS Silent Auction will be held throughout the first two days of the seminar. The purpose of the auction is to raise funds to support the operations of the 4CS. If you need more information, please contact Jim Wilson at Sierra College, (916)781-0429 or by email: jwilson@sccmail.sierra.cc.ca.us.

Memento Exchange

To encourage networking and interaction between participants. Mementos will be exchanged throughout the conference at your leisure.

Dress

DRESS FOR THE SEMINAR IS CASUAL. The daytime temperature hovers around 60-70 degrees and cools down considerably in the evenings. Remember that there is always the possibility of snow or rain, even in mid-June.

If interested in an early morning hike (weather permitting), please bring sturdy shoes or hiking boots and appropriate clothing.

Housing/Accommodations

The Granlibakken Conference Center is a rustic resort located in Tahoe City, California. Participants stay in rustic but comfortable quarters. Because Granlibakken will be sold out the evenings we are there, there will be very little opportunity to move you to another room. **All special requests will try to be accommodated, however no guarantees will be made.**

Located within a mile of Lake Tahoe, Granlibakken is 55 minutes from Reno, two hours from Sacramento and four hours from San Francisco. Nestled in its own picturesque mountain valley, Granlibakken is situated on 74 acres of wooded grounds with a large heated pool, six tennis courts, two saunas, and an outdoor spa plus nearby nature trails, river rafting, golf and boating on Lake Tahoe. For more information on Granlibakken, its location, and the surrounding area, look them up on their web-site at www.Granlibakken.com.

The Institute fee covers rooms (double occupancy), most meals and conference costs. **If you are bringing a spouse, significant other or family members, you MUST make your own housing arrangements. Single rooms will not accommodate additional guests.**

For those of you who plan to arrive on Tuesday, June 22, we ask that you make your own arrangements. Since Granlibakken will be sold out on that evening, it is recommended that you stay at another property. For assistance, contact the North Lake Tahoe Convention and Visitor's Bureau at 800/824-6348.

Transportation and Directions (see map on reverse)

Air Arrivals from Reno

Shuttle transportation is available from the Reno Cannon International Airport at an approximate cost of \$25 per person/each way for two or more people. For single person pickup or drop-off, the cost is \$45 each way. Forty-eight (48) hours advance notice and prepayment are required. If at all possible, please try to coordinate your travel times with others attending the seminar. For more information or to make reservations for the shuttle, contact Granlibakken at 800/543-3221.

For several people traveling together, it is probably cost effective to look into renting a car rather than taking a shuttle.

Parking

Parking is complimentary at Granlibakken for attendees of the Classified Leadership Institute.

By Car

From San Francisco/Sacramento: Take Interstate 80 East toward Reno. Exit Highway 89 in Truckee and follow road to Tahoe City. Upon entering Tahoe City, you will come to a Y in the road. Stay to the right, crossing over the bridge and continuing for a short distance. Watch carefully for signs to Granlibakken on your right.