I. Approval of Minutes
   a. No approval required for unofficial minutes from 2/4/10 due to lack of quorum.

II. Co-partner with IT Services to Offer Adobe/Acrobat/Excel Workshops – Melanie Siddiqi. PD invited Melanie Siddiqi to the meeting in response to requests received for training in Adobe programs. Since the retirement of Becky, we haven’t been able to figure out how to fill the training gap. Laura emphasized how important it is for PD to be able to respond when people have requests or wants. We wanted to have Melanie come and talk about what the plans are and how PD can partner with IT to provide these training needs. IT has cut back on the training; however, Melanie advised that they do not have anyone at this time that can do this training. Joanne Osgood, BAT, offered the services of the business instructors to provide this training if Melanie would allow PD to schedule training in the computer lab. Laura said that we would like to be able to offer this training during Flex. Joanne advised that the computer classrooms in BAT are available. Melanie stated that there are twelve PCs and one instructor’s station in the training lab. Of the twelve computers available, ten would be available for use in training faculty/staff. Melanie stated that at this time, there are no plans to replace that position due to budget constraints. Laura stated that if we were to pursue some of the faculty that have that expertise and pay them to do the workshops in the training room, would that be agreeable with IT. Melanie agreed to allow PD to use the computer lab for the training workshops. Kim also stated that Karen Matejcek is an expert in Excel spreadsheets that are used throughout the campus, and she may be agreeable to doing a workshop for classified. Melanie also agreed that if there are any requests for Colleague or MyChaffeyVIEW, she would be happy to make arrangements to provide instruction for those.

III. Tri-Chairs – Committee vote to approve. PD approved the tri-chair structure as requested by Laura at the last meeting. Laura felt that from an Accreditation standpoint this would be an important feature of the committee not only to ensure shared governance but also because other committees on campus follow this format. The committee approved Laura as the management tri-chair, Eva, as the faculty tri-chair, and Angie as the classified tri-chair.

IV. Health & Wellness Walk-a-thon Update. Due to problems with the original date and plans discussed and approved by PD, it was necessary to change the date and make alternate plans for the walk-a-thon. Trisha Albertsen, member of the Health & Wellness Committee, was informed that the original date we had chosen coincided with a large track meet that will be held at the stadium. Originally the event was going to piggy back off the Sheriff’s Search and Rescue 5k event; however, they are changing the event date to May 1. Trisha advised that we can kick off Health & Wellness week by scheduling our event on April 10, the weekend before Health & Wellness week. She also spoke with Monica Hernandez, Risk Management, and all participants would be required to sign a waiver of liability. Trisha worked with Annette Henry, PE/Athletics, and mapped out the 3.3 mile route on campus which would start in the stadium (2 laps), wind around the campus and end up in the stadium for 2 laps. She checked with David Ramirez to make sure there are no restrictions on using the streets; David will block off a lane for the runners. Start time will be
8:00am and water stations will be set up every mile along the route. Alisa is working on prizes for first and second place highest in donations, fastest runner/walker. Trisha received a $5.00 quote from Angelina’s for box snacks for participants. We have not received a quote from the Bookstore for t-shirts. Trisha is also meeting with ASCC to see if they will partner with us as well as encourage participation and involvement in the event. Alisa is working on compiling a donor list for prizes. She has received several gift items including gift certificates for skin care salon, salon gift basket, frozen yogurt, Deluxe Nail and Spa, Chili’s, and United Studios of Self Defense. Laura commended the committee for their hard work and stated we just need to decide on the criteria for awarding the scholarships. It was suggested that we use the standard criteria from Classified Senate and ask for one faculty, one staff, and one student volunteer to sit on the review panel.

V. Health & Wellness Fair Schedule of Events – Update (PD meeting scheduled on 4/15). Angie advised PD that Candice Tinsley has been scheduled to do a healthy cooking demo on Tuesday, 4/13 for Health and Wellness week. PD was also informed that Sabrina Friedman has scheduled a Health Fair for Chino so information on Longevity and Candice were forwarded to Sabrina if she wanted to use them. Longevity is scheduled to do “Lunch & Learn” on Monday, 4/12, the cooking demo on Tuesday, 4/13, the fair on Wednesday, 4/14, the Tiji demonstration and Chair Yoga on Thursday, 4/15 and the Health Screening on Friday, 4/16. Frank informed PD that we will be able to host the fair in the new Sports Center.

PE/Athletics will be purchasing a protective mat for the gym floor.

The committee agreed to cancel the April 15 meeting that was scheduled during Health and Wellness week.

VI. Puck Award – Criteria for Evaluating Innovations. Due to time constraints, this item was deferred to a future meeting.

VII. Adjunct Faculty Committee Membership. Laura opened discussion concerning adjunct faculty committee members. Due to the budget crisis and the uncertainty of adjunct being assigned classes for future sessions, class schedule conflicts, and the fact that very few committees have adjunct representation, the committee agreed to leave committee membership as is until the budget outlook is better.

VIII. Classified Orientation Program. Roni commended the Orientation committee on the tremendous job done in completing the program that will be inserted into the PD website. Roni stated that the program is still under construction and is separated into three sections, Orientation, Services, and Charitable/Giving Opportunities (presented onscreen). Roni advised that the site has live, continuous surveys that will enable us to continually revise and improve the site. The committee provided input after reviewing the site. Laura advised that we are hiring again. A few job openings have been posted, so we will be able to utilize the site sooner than we expected.

Laura advised that we received a grant for a portal that is a linking device and is web based. With the portal you can enter as a single sign on (employee) and then further access the employee related programs that you would normally use during the business day such as Datatel, AdAstra, etc. Roni also advised that the committee added a disclaimer to the site. Information would also include how to access the “z” drive and master calendar. Laura advised that Chaffey is working to have the portal available by the summer. She also advised that the college will be moving to Moodle, the new course management site, as of January 2011. We will no longer be using Blackboard after our contract expires in December.

IX. Fall Flex Planning. Laura advised that there are a couple of suggestions for a guest speaker for fall flex; John Husing, expert on labor market analysis, regional analysis, and a local view of Inland Empire trends and Joyce Romano, V.P. of Student Affairs for Valencia College, creator of a revolutionary new student services instruction model, called Life Map. Frank thinks we should do something more realistic such as the regional analysis and current trends in this area, but still try to present something optimistic. The committee asked for more information on the two guest speakers which Laura agreed to provide. PD also
needs to decide what direction we want to go with flex; should we revisit the strand theme? The committee agreed to go with the strands for fall and await further information on the guest speakers before making a decision.

X. Strengths Quest Workshop – Update. The workshops still have seats available. Frank will talk with his staff in SBS and PE/Athletics to encourage participation. Trisha will also send out another reminder flyer.

XI. Adjournment – The committee adjourned at 4:25 pm. We will reconvene at 3:00 pm on March 11, 2010.