Professional Development Committee
Thursday, September 18, 2008
3:00 to 4:30 pm
ATL-109 Conference Room
MEETING MINUTES

Members Present:
Trisha Albertsen             Susan Lucas
De Creasy Valdez             Karen Matejcek
Scott Critchfield            Birgit Monks
Leonard Crow                Charles Moore
Vera Dunwoody               JoAnne Osgood
Gail Keith-Gibson           Roni Osifeso
Erik Jacobson                Melissa Utsler
Denise Johnson             Donna Walker
Cathy Lightner

Absent Members:
Cecilia Best
Phillip Cestone
Frank Pinkerton
Kelly Wilkerson

I. Introductions
   1. Committee welcomed new management members Frank Pinkerton and Birgit Monks and new
   faculty members Vera Dunwoody and Leonard Crow
   2. Susan informed committee of the resignation of faculty members Mary Lee Requa and Carol
   McClure due to scheduling conflicts.

II. Approval of Minutes
   1. First meeting of new fiscal year.

III. Reports
   1. Travel and Conference
      a. Update of Approvals – New fiscal year travel and conference requests include eight applications
         reviewed and approved for a total of $5079.79.
         b. The 2008-09 budget is $43,077.00. Susan mentioned that the committee agreed last year to split
            the funds in half; fifty percent to be used during fall semester and the other half used during the
            spring semester. According to the minutes of January 31, 2008, the committee only voted to
            increase the award amount from $700.00 to $1000.00. The issue of splitting the funds in half
            was not voted on.
         c. Appeals
            Vera Dunwoody re: Orville Clark – Vera Dunwoody is appealing the denial to reimburse Orville
            Clark for meals during his Semester Abroad to Italy. Vera presented her case as to why he
            should be approved and after discussion the committee agreed to reimburse from the restricted
            funds.
De Creasy Valdez re: Counselors – De withdrew the appeal to fund counselors to the UC/CU conferences; however, she is asking that the committee review the guidelines for travel and conference with regard to group travel and funding sources.

2. Budget
   a. District Update
      Susan discussed the training funds, 55230, in the district account. Fiscal year budget allocation for 55230 is $10,000.00; $362.00 was used to pay for a charter bus for the Huntington Library during flex week. 55110 budget allocation for personal services is $2500.00.

   b. Restricted Update
      Remaining funds available in the restricted account include $4,231.00 (54450) for computer software; $8,000.00 (55110) for personal services; $8,973.00 (55210) for travel & conference and $19,369.00 (55230) for training. Susan has earmarked $15,000.00 for the Excellence in Online Teaching Program.

   c. Restricted Requests
      Susan Lucas asked the committee to think about how to utilize the remainder of the restricted funds. With the $15,000.00 earmarked for the EOT program, there is $4,369.00 in the training budget remaining. Donna reiterated to the committee that a needs assessment should be done to help determine how the remainder of this money should be spent. Trisha Albertsen also stated that PD will be a major focus of accreditation since professional development was a recommendation of the accreditation team back in 2004. Susan feels the foundations are still applicable to what the committee has accomplished thus far. Donna feels the committee has strayed from its original plan and although several programs have been implemented, there is no foundation from which to work. She feels that with a needs assessment the committee can formulate a plan and work toward it. As it stands now, there is no organized plan for the committee to work from.

      i. $1,000 for Health and Wellness Program – Susan requested the committee’s approval to fund this years Health and Wellness Program. She stated that Cid Pinedo told her that Kaiser Permanente has donated $10,000.00 to the program; however, she has not seen the money and doesn’t know if we will actually get it. The committee approved this expenditure from the restricted funds.

      ii. Update of $1,000 request voted on via email (Faculty Success Center) – Susan advised the committee that the $1,000 previously approved by the committee for the FSC open house was not used. Funding from another source was used for this purpose.

      iii. $1000 request for guest speaker Dr. Rebecca Ballard – Susan requested the committee’s approval to fund a guest speaker, Dr. Rebecca Ballard, a former colleague of Susan’s from the University of Alabama. Dr. Ballard would like to make a presentation on “Second Life”, a virtual online community. The committee approved this expenditure from the restricted funds.

3. Director’s Report
   a. New Subcommittees – With the addition of new members, the subcommittees will have to be restructured. It is difficult at this point to determine what direction the committee should take because of new management. Vera Dunwoody and Len Crow have been assigned as the faculty success center coordinators and are unsure what role the center will play in conjunction with Professional Development. They have asked for a meeting with Sherrie Guerrero and Laura Hope to get some direction and to find out what their goals are.
for the center and PD as well as how the two departments will interact. Once they
determine that then a needs assessment can be done.

The committee discussed the restructuring of the subcommittees and approved the
following: T&C – Cathy Lightner, Trisha Albertsen and Birgit Monks; Flex – Vera
Dunwoody, Len Crow, Melissa Utsler, Susan Lucas and Denise Johnson; Software –
Joanne Osgood, Kelly Wilkerson and Vera Dunwoody; Programs – Charles Moore, Cecilia
Best, Roni Osifeso and Karen Matejcek; Health & Wellness – Cathy Lightner, Trisha
Albertsen, Roni Osifeso, Donna Walker and Susan Lucas.

b. Agenda Items for Retreat
c. Update on Faculty Development
d. New development being planned for Fall, 2008

IV. Old Business

V. New Business
   • Volunteer to sit on Classified Senate as the Professional Development Liaison. Trisha Albertson

VI. Announcements

VII. Floor Items

VIII. Adjournment – Due to time constraints the committee adjourned at 4:30 and agenda items not
addressed will be carried over to the next meeting.
I. Approval of Minutes
   a. Minutes of September 18, 2008 approved

II. Laura Hope
   a. Director’s Resignation. Sherrie Guerrero sat in for Laura Hope and advised the committee that Susan Lucas has resigned from the college.
   b. Future of Professional Development. Sherrie advised the committee that during Susan’s tenure she was in charge of Professional Development and Distance Education. When Susan resigned that left both departments without a director; therefore, Laura appointed Carol Hutte and Teri Helfand to facilitate the Distance Education side. With regard to the Professional Development committee, the faculty piece will be covered through the Faculty Success Center under Len Crow and Vera Dunwoody’s leadership. Sherrie and Laura feel that the committee, with the leadership of Laura, will be able to handle the rest of the professional development needs right now. Some of the priorities that will need to be addressed are the continuation of the Support Success Certificate Program, travel and conference and the coordination of flex.

   Donna Walker advised that the first thing she would like to do is an assessment, especially for Accreditation. Sherrie agreed and stated that the committee should discuss that during our retreat and asked Donna if she could start preparing draft questions for the assessment. Sherrie also thought it might be beneficial to have a leadership institute for classified staff.

   c. Professional Development/Faculty Success Center Interaction. Sherrie stated that although Len and Vera will be coordinating the Faculty Success Center, they will continue to work with the Professional Development committee on flex. It was expressed to Len that the committee has no idea what Len and Vera do. Len explained that the agenda for the FSC is based on the BSI. With that in mind, they held a Summer Institute that was attended by 45 faculty members. Each day had a different theme; the first day there was discussion on the make up of the student population at the college followed the next day by a discussion on learning theories; practicing and implementing them. They held workshops on cultural sensitivity, reading and writing and learning styles. The program was held over a two week period and consisted of very intensive faculty development. Len stated that they would like to continue with these workshops throughout the year as well as the yearly two week summer institute.

   Sherrie advised that Chaffey is part of a consortium that is applying for a statewide grant that is in excess of $33 million over a five year period. It is to set up the professional development infrastructure for the state with regard to Basic Skills. Chaffey is participating in this RFA and if we get it, Chaffey will become one of the regional training hubs for the state for professional
development. It is important for Chaffey to keep its leadership role in the state with regard to Basic Skills because it is starting to branch out. This emphasis is now going beyond math, reading writing and into art, business, cinema, etc. Given the new path PD will be taking, now is the time to do a needs assessment as well as a comprehensive strategic plan throughout the campus. Sherrie feels that we are facing an epidemic of major proportions. According to an assessment done by Institutional Research, ninety-eight percent of students test deficient in one skill and seventy percent test deficient in three skills, so this is not just a faculty issue but a campus wide issue and all of us must be prepared to help these students in whatever capacity we can. She stated that Chaffey is developing partnerships with area high schools to dialogue with teachers and develop teaching strategies that will help students improve in basic skills and be successful at the college level. She also stated that the nature of this committee is shifting, so we have to start thinking along the same lines and the question we should be asking is how is what we are doing helping students? We should all be involved in working to help students succeed. Sherrie also reiterated that PD’s budget is not going away and there is no intent to do that. So with that in mind the committee should be working at the retreat to develop programs that will benefit students.

d. Balance of Committee Members (Faculty/Classified) – Sherrie advised that this should be an agenda item for the retreat.

III. Old Business
a. Health and Wellness funding of $1000.00 – Sherrie advised that due to the staff changes, Accreditation and other time sensitive assignments that are scheduled, the Health and Wellness fair may have to be scaled back or even postponed for 2009. This can be discussed during the retreat.

b. Dr. Rebecca Ballard funding of $1000.00 – Sherrie was not aware of Dr. Ballard coming to the college for a presentation. This was something Susan Lucas was arranging prior to her resignation. Funding for this presentation has been cancelled.

c. EOT Funding - $15,000.00 – Sherrie advised the committee to discuss this training with the new coordinators for Distance Education, Carol Hutte and Teri Helfand. It is possible that not all of the funds will be used for this program.

IV. New Business
a. Travel & Conference Budget – The updated expenditures for travel and conference were handed out to the committee for their review.

b. Restricted Budget – The updated expenditures for the restricted budget were handed out to the committee for their review.

c. Subcommittees – Subcommittees will be discussed at the retreat.

d. Agenda Items for Retreat - Several items were discussed and selected for discussion at the retreat.

V. Announcements

VI. Floor Items

VII. Adjournment – The meeting adjourned at 4:25 pm. Retreat is scheduled for Friday, October 31, 2008 at 12:00 pm in the ATL Bldg.
I. Program Goals – Laura opened the meeting by advising the committee that she recently presented a board monitoring report that summarized the good work PD has done in the last year and continue to do this year. She stated that the initial conception of PD was that it became the centralized body where all things that are professional development came through this entity; however, for whatever reason, we have now moved toward a more decentralized model with departments/schools doing their own thing; faculty success center doing their own thing and distance education providing some forms of professional development so there are all these different components of professional development rather than the central clearing house point. Laura stated that the decentralized model is probably what we will use for the next year. This model can probably work as long as it is highly coordinated and we are not duplicating efforts or not contradicting efforts but rather augment the things that are not occurring. For now or until things change, we are going to work with the decentralized model.

II. Future Program Goals

The committee has done a lot of planning and implementing already; now we need to focus on future needs. Given the kinds of tools we already have in place, how can we use them to our benefit? How can we revamp them, and change the way things have been done? What tools do we need to keep or dispose of, in order to complete the tasks we need to this year?

Laura stated that we should join with the rest of the campus and adopt the planning model. We need to start by creating program goals that follow institutional goals; using the assessment tools and summary of evidence we have to assess the activities we have created and to insure that they meet those goals. She also stated that we may have to refocus some of the things that the committee started to do because without a director it may be difficult to accomplish the things the committee originally set out to do. We need to re-evaluate what needs to be done and can be done and then make recommendations for changes as needed at a later time. In discussions with Sherrie, Laura stated that the future program goals of this committee are to maintain its focus on the Support Success Certificate Program, Health and Wellness, Flex, and Travel and Conference.

a. Needs Assessment – The first item that should be addressed by the committee is a needs assessment such as the one created for faculty. The assessment provided the Faculty Success Center committee with one very interesting suggestion: it was suggested that the college choose one theme for the year and focus on it as a college community. It makes planning a lot easier as well as coordination throughout the college.

b. Flex – Spring flex will consist of two days with the possibility of convocation. Half a day will be devoted to department/school meetings. The remainder of time can be used to present a variety of workshops. It was suggested that the flex committee develop workshops that faculty, adjunct
faculties and classified staff could attend. Marie Boyd has offered to present a workshop on SLO’s. It was suggested that the adjunct online training should be offered again. Laura also advised that Accreditation recommended that the college create an orientation program for adjunct faculty and staff. Another possible flex workshop topic could be on alternative fuels presented by Scott Critchfield. Another suggestion is a workshop on the Travel & Conference funding process.

c. Health and Wellness Program – Laura recommended that we try to put together another Health & Wellness Fair but on a smaller scale. Suggestions were made to have a walkathon on campus and make it a fundraiser for student scholarships. We can work with the database of vendors from last year’s program as well as invite the Dental and Nursing Program to participate again. Suggestions for ongoing health and wellness activities throughout the year would be a weekend craft fair, farmers market with fresh fruits and vegetables and bicycle runs that might benefit other programs on campus. Laura is still trying to contact Cid Pinedo in the Foundation about the $10,000 grant PD supposedly received from the Kaiser Foundation for the Health and Wellness Program. This money could be used to conduct incentive programs such as, “stop smoking or a biggest loser contest.

d. Support Success Certificate Program – Laura suggested that we continue with the Support Success Certificate program but structure it differently to solicit greater participation. According to the assessments from the workshops, classified staff wanted to continue having the opportunity to attend offerings; however, the way the program was originally structured, it was difficult to attend the many workshops offered in a one month period. The committee agreed to offer two or three workshops at different times over a period between January and June to enable a greater number of staff to attend. The committee would like to start a new program beginning in February 2009. To further promote this program, it was suggested that administrators get on board and allow staff to participate. Credit for this program also needs to be revisited such as offering a professional enrichment certificate. If workshops are offered for credit, the college needs to receive feedback in return.

e. Classified Leadership Institute – A suggestion was made to formulate a classified leadership institute such as what is offered to faculty. Laura stated that Dr. Shannon is committed to growing our own leaders. The following suggestions were made:
   1. Week paid to attend the institute with outcomes to benefit the college
   2. Professional growth time as a long term goal
   The program will be placed on the agenda; however it will be a work in progress.

f. Classified Mentor Program – To supplement the classified orientation program the committee will be working on, it was suggested that during the orientation a mentor could be assigned to a new employee for a two week period to answer questions and assist the new employee in getting acclimated to their position.

III. Re-evaluate Committee Procedures
a. Travel and Conference – Sub-committee of Trisha Albertsen, Cathy Lightner and Birgit Monks will meet to:
   1. Review and update guidelines and criteria. Laura agreed to review the forms and forward her recommendations to the committee.
   2. Streamline process
   3. Create guidelines for department or group travel.
   4. Create denial letter
   5. Prepayment option

b. Committee Make-up – With the resignation of Charles Moore and Melissa Utsler and the addition of Angie Horton as a classified voting member, the committee is balanced with three managers, ten faculty and seven classified staff. The committee was divided into sub-committees as stated below.
c. Tri-Chairs – The committee tabled this item to a future date. At this point the subcommittees can work on their assigned tasks and report to Laura Hope.

IV. Sub-committee Break Out Sessions
   a. Health and Wellness – Trisha Albertsen, Donna Walker, Roni Osifeso, Cathy Lightner and Angie Horton
   b. Flex Evaluation Form – Vera Dunwoody, Gail Keith-Gibson, and Erik Jacobson
   c. Classified Needs Assessment – Karen Matejcek, Donna Walker, and Phil Cestone
   d. Staff Orientation – Erik Jacobson, Birgit Monks, Karen Matejcek, Roni Osifeso, and Angie Horton
   e. Adjunct Orientation – Frank Pinkerton, Denise Johnson, Gail Keith-Gibson, Vera Dunwoody, Cecilia Best, and De Creasy Valdez
   f. Communication (Website, Newsletter, Updates and sharing of information) – Kelly Wilkerson, Laura Hope, Denise Johnson, Scott Critchfield, and Joann Osgood.

Retreat adjourned at 4:30 pm
Next regularly scheduled meeting:
   November 20, 2008
   3:00 – 4:30 pm
   ATL-109
Professional Development Committee  
Thursday, November 20, 2008  
3:00 to 4:30 pm  
ATL-109 Conference Room  
MEETING MINUTES

**Committee Members:**

| T. Albertsen | √ | C. Best | √ | P. Cestone | √ | D. Creasy Valdez | √ | S. Critchfield | √ | L. Crow | √ |
| V. Dunwoody | √ | G. Keith-Gibson | √ | A. Horton | √ | Erik Jacobson | √ | D. Johnson | √ | C. Lightner | √ |
| K. Matejeck | √ | B. Monks | √ | J. Osgood | √ | R. Osifeso | √ | F. Pinkerton | √ | D. Walker | √ |
| K. Wilkerson | √ |

I. Approval of Minutes  
   a. Minutes of October 16, 2008 meeting and October 31, 2008 retreat approved. Future meeting minutes will be sent to committee via email for review and approval. The committee approved of new procedure for approval of minutes.

II. Travel and Conference  
   a. Draft of Revised Guidelines. Trisha Albertsen and Laura Hope reviewed the original forms for Travel and Conference and were able to streamline the documents from eight pages to three pages. The committee approved revising the guidelines to include multiple travel requests with funding not to exceed $1000.00 per fiscal year. The committee will review the revised documents and be prepared to approve/reject at the next meeting. Laura suggested advertising the new funding guidelines and application forms to Faculty Senate, Classified Senate, College Council and the deans.

   b. Travel Request from Campus Police. Campus Police is requesting approval to send five people to CERT training. This is a three day intense training seminar to certify staff in emergency preparedness. The committee approved funding for the training.

   c. Travel Request from Kim Burden. The committee approved revising the guidelines for staff to submit more than one travel and conference request per fiscal year as long as it does not exceed $1000.00 per fiscal year.

   d. Guidelines for Group Travel Request. Guidelines were previously addressed in original guidelines.

   e. Denial Letter Draft. The committee made several suggestions to revise the denial letter. Angie will make the necessary revisions and submit to committee for approval at our next regularly scheduled meeting on December 4th.

III. Sub-Committees  
   a. Flex. Spring flex consists of two days that will include convocation, school/department meetings, a guest speaker and additional workshops. Laura informed the committee that Dr. Shannon will be making an hour and half presentation at spring flex. In addition to convocation, PD has received several faculty requests to present at flex. Laura advised that Dan Loomis, faculty lecturer of the year, knows someone who works at L.A. Community College and has worked extensively with LACCD and would like to have him make a presentation on Going Green. Dan advised that this gentleman would be available on 12/9 to make a presentation. Monica Carter has volunteered to do a syllabus workshop as well as Tom Vitzelio and Marie Boyd would like to do an SLO workshop.
Laura thought it would beneficial to have Tom and Marie present a workshop on AUO’s. The committee discussed planning flex activities for the centers; however, scheduling of events for the sites for spring would not be feasible at this time. The subcommittee will plan activities for the sites during fall flex.

b. Health and Wellness. Trisha advised the committee that the H&W subcommittee met and created the following plan: For spring 2009, we would like to host another “Biggest Loser” contest commencing 1-12-09 through 4-3-09. There would be designated weigh-in areas at all the sites and each participant would receive nutritional handouts. The H&W fair week would be 4-13 through 4-17. Workshops on nutrition and stress would be offered during the week with the fair held on 4-15. For summer 2009, we would like to host a farmer’s market with vendors selling fresh fruits and vegetables. For fall 2009, we would like to host a walkathon to raise money for student scholarships. We are still waiting to hear the status of the grant money that Kaiser was supposed to donate. The committee approved the plan created for Health and Wellness week.

c. Classified Needs Assessment. Donna advised that she has not been able to work on the needs assessment. The subcommittee will have a draft assessment ready for the next scheduled meeting on 12/4.

d. Staff Orientation. The subcommittee presented a draft of the orientation for new classified staff. The outline includes an introduction for new staff; a power point presentation that includes the history of Chaffey with pictures; explanation of the shared governance process and difference between Classified Senate and CSEA; collaboration/connection with Faculty Senate; department needs with a calendar of peak times for departments; campus resources (classified handbook), explanation of mentor program and a walking tour of campus. The orientation is a two hour presentation and will be done four times a year, January, March, August and November. Laura recommended that we include a student profile presentation by Jim Fillpot.

e. Adjunct Orientation. Denise advised that the subcommittee discussed the online adjunct orientation and they would like to find out if adjunct would be paid for this. Denise also thought about proposing a mentorship program for adjunct. The committee agreed.

IV. Selection of Tri-chairs.

V. Announcements

VI. Floor Items. Review the PD website and bring suggestions to the next meeting for updating the website.

VII. Adjournment – The meeting adjourned at 4:35 pm. Next meeting is scheduled for December 4, 2008 at 3:00 pm in the ATL Bldg.
**Professional Development Committee**

**Thursday, December 4, 2008**

**3:00 to 4:30 pm**

**ATL-109 Conference Room**

**MEETING MINUTES**

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I. **Approval of Minutes**
   a. Minutes of November 20, 2009 approved.

II. **Travel and Conference**
   a. Revised Guidelines. The travel and conference guidelines were revised and streamlined to three pages. Laura presented a draft to Faculty Senate and they were overwhelmingly positive about the revisions. She asked for any suggestions or revisions and Senate did not have any. Trisha Albertsen presented a draft to Classified Senate and they also approved the changes. Laura stated that she felt the new guidelines focused more on outcomes rather than reasons for going. The new guidelines will be added to the website and “z” drive for immediate use.

III. **Sub-Committees**
   a. Flex. Laura and the subcommittee met and prepared a draft flex agenda. Donna stated that there were several requests from faculty to make presentations. The subcommittee selected several and prepared the schedule, time frames and activity codes. The subcommittee also simplified the activity codes for the school/department meetings. The flex schedule includes a guest speaker on “Going Green” and afternoon workshops on Thursday. Dr. Shannon will speak on Friday morning; school/department meetings are scheduled from 9:00 am – 12:00 noon with additional workshops scheduled in the afternoon. Laura advised PD that due to budget constraints and implementation of cost saving methods for distribution of the flex schedule, faculty will receive postcards with flex information. Faculty will also be notified that the flex booklet will be available online and will not be printed and distributed to faculty.

   b. Health and Wellness. Trisha advised that we could not use the Biggest Loser slogan so the subcommittee came up with the “Biggest Waist Away”. Restricted funds will be used for the two $500.00 gift card prizes. A booklet of tips on nutrition and menus has been assembled and will be distributed to all contestants. The Rancho campus and Fontana and Chino centers will have designated areas to weigh in contestants. The winners will be announced during Health Fair week, April 13 – 17, 2009. The flyer will be distributed prior to Christmas break.

   c. Classified Needs Assessment. Donna presented a draft of the Classified Needs assessment composed by the subcommittee and there was discussion on the document. Donna will meet with Jim Fillpot to go over the draft and finalize the assessment for dissemination after the first of the year. Donna asked Laura since PD will be focusing on classified staff, are there any other questions that should be added. Laura thought there should be some open ended questions added. Donna asked if we could provide some kind of incentive to get staff to participate in the assessment.
said that would be possible by having Jim give a confirmation to each person that participates in the assessment and that would enable us to distribute prizes.

d.  Staff Orientation.  The subcommittee is still working on revisions to the draft for staff orientation.

e.  Adjunct Orientation.  Vera will be revising the adjunct online flex activity for spring 2009 for inclusion in the flex schedule.  Laura has asked the deans to let faculty know what their flex responsibilities are.  The deans have asked that we note on the online flex activity flyer that they consult with their dean or coordinator as to whether the activity is appropriate for flex credit.  Vera will create an instruction sheet to assist faculty in accessing and completing the online flex activity.  She will also specify that this is a faculty sight for all faculty with all kinds of information; however, there will be the availability of flex credit for adjunct only.

f.  Communication.  The subcommittee has not yet met; however, they are discussing the updating of the Professional Development website.  Scott Critchfield is working on a new graphic logo for the site.  Denise had several suggestions for the site and she was asked to submit them in writing to the office so they can be given to the student workers who are helping update the site.

IV.  Selection of Tri-chairs. The committee agreed that at this time there is no need to select tri-chairs.

V.  Announcements

VI.  Floor Items.  Trisha asked if there is anyone from the committee that would like to volunteer as the Classified Senate Liaison.  The committee decided that since there are several members on the PD committee that also sit on Classified Senate, they can relay pertinent information to Classified Senate.

VII.  Adjournment – The committee adjourned at 4:10 pm.  We will reconvene on January 15, 2009.
Professional Development Committee
Thursday, January 15, 2009
3:00 to 4:30 pm
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I. Approval of Minutes
   a. Minutes from December 4, 2008 approved via email.

II. Travel and Conference
   a. Budget Update. Angie updated the committee on travel and conference funds expended thus far. To date $12,345.10 has been awarded. Laura is concerned about the funds still remaining; however, according to records from last year the bulk of travel and conference funds were expended during the second half of the fiscal year, approximately $32,000. Angie asked Laura if she would send an email to staff reminding them of available PD funds for conference and travel and she agreed to do that.

   Angie gave the committee a copy of the revisions to the decline letter that were requested at the last meeting. With additional suggestions and revisions the committee approved the letter for use. Angie also advised the committee that she made some minor additions/revisions to the travel and conference guidelines and application form. The committee asked and it was agreed that the application can be converted to a PDF fill in form for easier use.

III. Restricted Budget
   a. Angie updated the committee on the funds still available in the restricted budget. To date we still have approximately $42,320.85 in restricted funds. PD needs to start thinking about using these funds prior to February 2010. Laura was thinking some of the funds can be used for fall flex and possibly Classified Appreciation Week. Laura asked the committee to think about opportunities that would benefit both faculty and staff such as guest speakers during flex.

IV. Flex – Spring and Fall 2009
   a. Feedback on spring flex.
      i. Room size – Fall flex went relatively well with the exception of one popular flex activity, “Evaluating Faculty”. Sixty seven faculty attended this workshop.
      ii. Set ups for presentations – Another flex activity required a power point presentation set up. The workshop had to be moved to the ITS training lab.
      iii. Cut off date for pre-registration – A cut off date was omitted from the flex booklet so many faculty were still calling the day to flex to sign up for workshops. For fall, flex presenters will receive a flex presentation form requesting information to help the flex committee prepare for each workshop being presented. Registration dates and deadlines will be added to the flex booklet as well. Communicate to faculty early and several times about fall flex. If possible, post a tentative flex schedule to website after spring break. The committee will also review the flex activity evaluation sheet for revision.
b. Fall Flex Workshops. For fall flex, the committee should put a call out for presenters. Laura advised the committee that Dr. Shannon would like to see faculty develop some kind of expertise as a result of flex. Laura and Sherrie discussed possibly having three flex academies: one on student success strategies; one on SLO’s, and the DE committee would like to see a program for DE. If a person went to four workshops, they would have completed the academy in one of those three areas. Not everyone will want to do this so we need to schedule other programs like guest speakers, evaluations, etc. It was suggested that we offer CPR program again so that would give the committee four topics to work with, student success, SLO’s, DE, and Health. In addition to that Laura will give the respective committees the task of putting the programs together for flex. The committee agreed that this would be in line with the original theme plan that Laura previously discussed. Laura was asked if the SLO program could be used as an online activity. Laura did not know but would discuss with Marie Boyd and Tom Vitzelio.

Laura talked about the Support Certificate Program. Angie stated that the first program was incomplete due to the Basic Skills Initiative workshop that was supposed to be conducted by Sherrie Guerrero. Laura stated that she could do that workshop. We briefly discussed subject offerings and it was suggested that we offer one workshop from the first series along with two or three new workshops. The issue of compensation for taking these workshops was discussed and Laura stated that we could run it as a special topics course which means that people would actually enroll in something; however, it would have to be open to the community. Laura stated that this is how she plans to run the Summer Institute. The committee decided to table the discussion until after we receive the assessment revisions from Jim Fillpot and in the meantime Laura and Angie will work to set up the BSI workshop for those who need it in order to complete their certification.

V. Suggestions for Revising PD Website – It was stated that the present website was hard to get to and it was dull; it needs pictures. It was suggested that Grace and Angie meet with Laura to discuss a design for the website so Grace can prepare a shell for the committee to review. There should be a link for faculty, staff, flex, travel and conference, Health and Wellness and the Faculty Success Center. Laura asked the committee to review the website and share their ideas and suggestions.

VI. Program Services Review. Laura and Angie will work on PSR for Professional Development. PD needs to create AUO’s; the committee came up with Health and Wellness, Travel and Conference, a comprehensive and effective flex program and the Support Success Certificate program.

VII. Announcements – Concern was voiced about committee members who have not been attending the meetings regularly. Laura will contact them. It was also suggested that we try to work something out such as a conference call or webinar link for Cecilia and Phil who are now located in Chino which makes it difficult for them to attend meetings.

VIII. Floor Items -

IX. Adjournment – The committee adjourned at 4:20 pm. We will reconvene on February 5, 2009.
I. Approval of Minutes
   a. Minutes from January 15, 2009 approved.

II. “Innovation Award” – Laura Hope advised the committee that there are a number of funds that we might be using on things that would promote innovation. At this time these funds are not being used for travel and conference or earmarked for any other activities. In the spirit of Dr. Shannon’s analogy of skating to the puck, Laura stated that we could create an “Innovation Award” that would recognize either faculty or staff for creativity such as a new practice or organizational change that would benefit students or the college. Because we are not permitted to give a monetary award she thought we might send the winner/winners to the annual National Institute for Staff & Organizational Development (NISOD) conference in Austin, Texas in May. Laura feels that one of the charges of this committee is to help create a climate of innovation and creativity and to reward someone with this opportunity. The committee thought it was a very good idea; however, we need to establish criteria for this award. Laura stated that she had discussed this with Ardon Alger and they agreed there should be a nomination process with a brief description of what the nominee had done and any evidence associated with that. Laura thought this would be a way to support the goals that Dr. Shannon has articulated to us. Angie will provide the committee with a cost analysis for this conference.

III. Professional Development Administrative Unit Outcomes – Laura Hope drafted a copy of the administrative unit outcomes for Program Services Review. She asked the committee to review the list so that she and Angie could start the writing process. The committee revised item three to read, “Provide diverse professional development opportunities for staff. If there are any other issues that anyone can think of, please email either Laura or Angie.

IV. Flex – Fall 2009
   a. Flex Activity Evaluation Form – Angie advised the committee that there are two evaluation forms; they are exactly the same; however they are formatted differently. The committee reviewed the evaluation form and agreed it should be revised to one page with questions that rate the effectiveness and value of the workshop and whether it was well presented by the facilitator. Vera asked if Jim Fillpot could provide the evaluation online and Laura advised that she had discussed this with him; however, the concern is that people would not turn in the evaluations. Vera suggested that we do a better job of training the facilitators by providing a checklist of things that are required to submit if you are a presenter or facilitator of a workshop. Laura stated that she also asked Jim about creating a pre-activity/post-activity survey. Vera stated that the pre-activity information sheet would help people who are attending workshops, find out what the workshop is about and how they can use that information in their classrooms. The committee had several suggestions for improving flex and the
evaluation process. In the meantime, Laura asked that everyone think of some meaningful evaluation questions that we would want to use and bring them to the next meeting.

V. Needs Assessment – Donna Walker asked if everyone had the opportunity to review the needs assessment and if so, were there any comments or revisions they would like to share. Donna stated that due to the length of the survey, it was difficult to keep track of the column answers for each question. Laura stated that she was concerned about the number of choices. She thought it should be limited to two possible answers, either you are interested or not. Donna then asked, “How would you know which topic would be the most popular and which ones would you offer first when creating a calendar of workshops?” Laura stated that it would be determined by the highest number of positive responses for a particular topic. It was determined that some topics were not under the correct headings and should be moved to the correct headings and that some of the demographic questions should be removed as they are not relevant. Donna stated that since the survey is so lengthy, would the committee prefer to divide into two surveys or keep as one survey. The committee agreed to keep it as one survey; Donna said she will give to Jim to make the revisions and plan to send it out by next week with a two week turn around time.

VI. Classified Appreciation Week Support – Trisha Albertsen asked if Professional Development would be able to help defray the cost of some of the workshops or even the food during Classified Appreciation Week. The committee agreed to help pay the cost of workshop presenters.

VII. Suggestions for Revising PD Website. Angie showed the committee the two test websites that Grace has come up with. Laura stated that we are trying to simplify the website with links to a faculty page, classified page, flex page, Health & Wellness page, Travel & Conference, etc. Vera suggested (and the committee concurred) that the website needed more color to make it more inviting. She stated that Grace is very creative and suggested that we ask her to be very creative and give us something way out there, something more moderate and something conservative. PD agreed with the set up of the links on the left side of the website. Laura said she would like to have something up by the end of the semester.

VIII. Floor Items – Vendors for Health and Wellness Fair – Angie advised PD that we have already received several confirmations from vendors for the Health and Wellness Fair including several chiropractors. Angie will follow up with several of the vendors that have not responded yet. Laura stated that she would check with Monica Hernandez to see if we need to have the vendors sign volunteer forms.

IX. Adjournment – The committee adjourned at 4:30 pm. Our next meeting is scheduled for February 19, 2009 in SSA-227.
I. Approval of Minutes
   a. Minutes from February 19, 2009 approved.

II. Administrative Unit Outcomes – Laura asked if there were any updates to the AUO’s distributed at the last meeting. There were no other revisions to the AUO except for the deleting the word classified in item 3.

III. Prospective Speaker for Fall Flex – Laura advised that fall flex planning is underway and faculty has devised a flex academy plan. As part of the academy, Distance Ed came up with six workshops that include: Blackboard basics, Establishing Student Expectations, Regular Effective Contact, Using Grade Book, Developing a Sense of Community in Online Classes and Assessment and Evaluation in Online Environment. She will be meeting with SSI committee as well as Marie Boyd and Tom Vitzelio on SLO’s to see what topics they would like to present at flex. Laura also advised that she has a possible guest speaker for flex; Mr. Marc Prensky, who speaks about educating and learning in the 21st century. Although Mr. Prensky’s fee is high, Laura said that it could be split between PD and SSI. Mr. Prensky is available to do a speech, question and answer, and a break out session with a student panel. The committee agreed and Laura will pursue a contract with Mr. Prensky.

IV. Flex Evaluation Form Revisions – Laura asked if anyone had the opportunity to review the evaluation form and if there were any suggestions for revisions. She also advised that Jim Fillpot was open to putting the form online as well as the flex activity form. The committee discussed several different ideas and it was suggested that everyone bring at least one question to the next meeting and we could pick ten good questions to make up the evaluation form. It was agreed that the form should be totally revised and Laura stated that Institutional Research would be able to quickly put something together for us.

V. “Innovation Awards” Criteria - Laura distributed a list of suggested criteria for the Innovation Award. She said she discussed this idea with Dr. Shannon and he was ecstatic about it. The committee will work on creating an application form for the award and it was suggested that two forms be created; one for faculty and one for staff. It was suggested that Dr. Shannon put the word out that he is in support of this program such as the support he has shown with the Health and Wellness Program. This program would encourage faculty and staff to be creative in developing such things as cost saving measures or efficient ways to complete a process. The committee agreed to set up criteria and an application for distribution to staff in late fall 09.

VI. Support for Classified Appreciation Week – The schedule has been completed for CAW. PD has agreed to pay for the chair massages and faculty presenters for the three workshops. Laura stated that the presenters will be paid as a personal services agreement because they will be providing services on a non-service day.
VII. Budget Update – Laura allocated $850.00 for C-Cert training lunches for twenty-five faculty and staff to be trained. The Health and Safety committee would like to train one or two people from each area so that the whole campus would be covered in the event of a disaster.

We still have Travel and Conference funds available; please let your constituents know that funds are available.

VIII. PD Website Revisions – The committee was not able to access the internet to view the PD website test pages. Angie will email the web address to the committee to view the three websites that Grace and Vera have created for our review and suggestions.

Angie updated the committee on the vendors that have confirmed their attendance at the Health and Wellness Fair. To date we have twenty vendors that are attending.

IX. Floor Items – Donna Walker presented a funding request for Ardon Alger to purchase training for the photography and digital media faculty. He is requesting $1500.00 for the training and purchase of DVDs for additional training. The committee agreed to fund this request again; however, Ardon will be urged to request funding through PSR for future training costs.

X. Adjournment – The committee adjourned at 4:20 pm. Our next meeting is scheduled for April 2, 2009 in SSA-227.
I. Approval of Minutes  
   a. Minutes from February 19, 2009 approved.

II. Budget Updates – Angie advised the committee that we have $26,000 available in travel and conference funds for the remainder of the fiscal year. Trisha advised the committee that twelve staff will be applying for funds to attend the Classified Leadership Conference in June. Committee members were advised to encourage their colleagues to apply for PD funding for any future travel.

Laura informed the committee that the Study Abroad committee asked about PD funding for scouting trips by instructors. Laura spoke with Sherrie regarding this and she thought the scouting trips are part of curriculum development, therefore, not within the PD funding criteria. If there were some sort of specified curriculum or educational activities the instructor could demonstrate, then PD would consider funding. Laura stated that she would also want prior approval of the Study Abroad committee before considering funding. Trisha Albertsen also stated that it may be advisable to have the instructor make a presentation to the committee upon their return.

III. Fall Flex (SLO, SS, DE Academies) – Laura reminded the committee that we only have a few more meetings to prepare the schedule for fall flex. Laura handed out a grid of some of the topics that have been identified for each of the academies that include Student Learning Outcomes, Student Success Initiatives and Distance Education. We previously discussed that if people did four out of six of the workshops they would receive some sort of certification; however, anyone can go to any one of these workshops but would only receive the certification by attending four of six workshops. We also received confirmation from Susan Panattoni that HR would like to schedule the Sexual Harassment Prevention training as well as Kelly Ford, VPCA, would like to schedule a workshop entitled, “Acting for Faculty”. Laura advised that once the Study Abroad committee has chosen a venue for their program, they would like to facilitate a workshop on the “Dos and Don’ts of Study Abroad. Denise Johnson asked about doing another Trip to the Getty. The committee agreed that the expense of chartering a bus for this flex activity was worth looking into the cost. Trisha Albertsen will research the cost and let the committee know. Laura was asked to do a fact sheet on grading codes, credits, signatures for add cards, etc. She asked the committee if they thought this warrants a flex presentation or can this information be disseminated in other ways. The committee agreed it would probably be best to create a fact sheet to distribute at flex. It was also suggested that we facilitate a Travel and Conference workshop. Laura distributed a copy of the design she found for the fall flex postcard. The committee approved the design.

IV. Flex Evaluation Form Revisions – The committee is in the process of revising the flex evaluation form. Each member was asked to bring a question that they would like to see on the evaluation forms. Laura and Angie will meet with Jim Fillpot and go over the form and give him the questions the committee submitted.
It was also suggested that Jim add a box to the form for suggestions on future activities for flex. Jim did advise Laura that he can make the form available online as well as the flex activity forms.

V. Farmer’s Market – Trisha Albertsen advised the committee that we need to start planning for the Farmer’s Market. The Health and Wellness committee has tentatively scheduled the first Farmer’s Market for mid-May. Trisha advised that the Green Committee was also contemplating a Farmer’s Market night at the college and would like to partner with PD to sponsor the Farmer’s Market. On the advice of Vera Dunwoody, Trisha will contact the City of Upland and research information on how to get a vendors list. Advertising for the event could be done via the marquee, the Chaffey website, sending a postcard to the Rancho zip codes or utilizing the Pennysaver. The committee will research the best site for market night, preferably the area surrounding the ATL bldg.

VI. PD Website Revisions – The committee reviewed the three test websites that Grace created. The committee agreed to the third test website – the one that was most colorful. The committee also approved the committee photo to be posted to the PD website.

Floor Items – Trisha asked the committee to approve purchasing give away items for the Health and Wellness Fair. The committee approved the expense of $4000.00 from the restricted funds. She will also look into purchasing apples for the fair.

VII. Adjournment – The meeting adjourned at 4:25 pm. Our next meeting is scheduled for April 16, 2009 at 3:00 pm in the SSA-227 conference room.
I. Approval of Minutes  
   a. Minutes approved for March 5, 2009.

II. Fall Flex Schedule  
   a. Compensation for Flex Presenters. Laura informed the committee that the focus of today’s meeting will be fall flex; however, she would like to discuss compensation for flex presenters. In the past, there have been no guidelines for compensation. Previously, some faculty have been paid and many times they have not. Laura stated that she also heard rumors that presenters have received double flex credit for flex presentations. She has discussed this with Sherrie and Brett McMurran and determined that we need to decide if we are going to pay presenters then we must create guidelines and criteria for compensation. After discussion, it was the consensus of the committee that compensation in the form of credit for prep time, hour for hour, would be given to presenters. It was also agreed that this does not excuse the presenter from their flex obligation. Laura stated that we should include these guidelines in the flex booklet as well as provide presenters with this information.

   b. Laura asked the committee what level of flex we want for Chino and Fontana. The committee felt it would be difficult to schedule workshops for all three sites and it was suggested that maybe Eric and Dr. Howdyshell could schedule their own workshops/department meetings and PD would look into live streaming convocation and the guest speaker presentation. Frank stated that if we are going to do something for the sites that we have to provide enough for faculty to meet their flex obligation. It was also suggested that we arrange the presentations so that faculty will have the opportunity to attend the faculty luncheon on the Rancho campus. Laura stated that we will also be looking at offering more web based workshops through the Faculty Success Center. The online adjunct activity will be offered again for adjunct faculty to receive up to four hours of flex credit. The committee started preparing the flex schedule. Laura and Angie will continue the scheduling and present the results at the next meeting.

   c. Chaffey Federal Credit Union Program. Angie advised the committee that the Chaffey Federal Credit Union was very interested in doing a 403B presentation during flex; however, she was informed that these types of presentations must be approved and arranged through Earl Davis’ office. No further discussion was needed.

III. Flex Evaluation Form Revisions. Laura and Angie met with Jim Fillpot to discuss the flex evaluation and activity forms for fall flex. Jim informed us that we can go to a paperless form for both. At our next meeting, Jim will make a presentation on how faculty will now have the capability to complete both the flex activity and evaluation forms on line. When faculty accesses the activity form on line, they will at the
same time, have to complete the evaluation form for each activity they participate in with a pull down menu for each code they enter. Laura provided Jim with four basic questions for the evaluation portion of the form. Jim will set up the form so that faculty will not be able to complete the activity form without completing the evaluation portion as well. The only drawback is that they will have to complete a separate form for each activity. All codes for fall flex will be provided in the flex schedule. This will be a faster process and will provide PD with accurate information for assessment and participation purposes. After faculty complete the form, a receipt will be generated and sent to them and PD. PD will also continue to have a registration process for each flex activity that can be verified against submitted activity forms. This process will also eliminate the late forms that are received after the due date. The flex activity form will be accessible on line for a week after flex and then will not be available after the deadline. Anyone who did not complete an activity form will have to submit an absence form to their dean. After flex Jim’s office will be able to generate assessment results and provide them to PD.

IV. Health & Wellness Week. Trisha advised the committee that Health & Wellness week has been scheduled. We are looking forward to greater participation this year.

V. Farmers Market. Trisha is trying to gather information on a farmer’s market from the City of Upland and Victor Valley College. The Health and Wellness committee is trying to schedule a farmer’s market for the summer months, May through August. She is awaiting this information. Trisha said she pulled information from Victor Valley’s website on retail vendor requirements that would help us set up requirements. Trash pick up for the ATL area is Tuesday and Thursday which works if we plan to have the events on a Wednesday. Since Trisha has not heard back from the City or the college she asked if we should postpone the start date to June through September. The committee voted to have vendors selling flowers, fruits and nuts to start with.

VI. PD Website - Angie displayed the new PD website. The committee liked the colorful look of the site.

Floor Items. Trisha advised the committee that she contacted H&L Bus Charter and was quoted a price of $1127 for a 47 passenger bus for the Getty Museum tour that will be scheduled during fall flex. Rental would be from 8 am to 5 pm on August 21, 2009. H&L advised that we reserve as soon as possible. Denise informed the committee that originally, when John Machado spoke to her about making the presentation to the committee requesting a bus for the museum tour, they expressed the desire to go to the Getty; however, Peter Konovnitzine is the faculty member putting this flex activity together and he has arranged to go to the Griffith Observatory. Denise feels that the committee should have the opportunity to discuss the change in venue. The committee discussed the issue and felt that we probably could not get forty-seven people to go to the Griffith Observatory and maybe we should consider a District van for a smaller group of twelve. Laura advised the committee that we still have unused restricted funds that need to be spent before February 2010. She suggested we offer two trips, one in the fall and one in spring for faculty and staff. Frank thought it was a good idea; however, we may run into difficulties in the spring since we only have two flex days. Laura suggested that we offer the trip on a Saturday in the spring as an in lieu of day and credit the time towards the next year’s flex. The committee agreed.

Trisha informed the committee that thirteen classified staff will be attending the Classified Leadership conference in June. We will be using district vans this year instead of flying and will be saving the district approximately $3600.

VII. Adjournment – The committee adjourned at 4:30 pm. We will reconvene on April 16, 2009. The April 16th meeting date has been rescheduled to April 23rd in the BEB-204 conference room from 2:30 – 4:00 pm.
I. Approval of Minutes
   a. Flex Schedule working meeting on April 23, 2009 – no minutes recorded.

II. Online Flex Activity Form Demonstration – Jim Fillpot. Jim Fillpot was asked by Professional Development to create a flex activity and evaluation form for online use. Jim created a flex activity draft form that also incorporates an evaluation form. The committee was very pleased with the form; however, they made several suggestions for revisions. Minor revisions include dropping the security status; it is not needed, add a box for an email address so faculty members can receive confirmation that the form was submitted. The form also had five ratings for a workshop, excellent, good, fair, poor, and not applicable. The committee suggested deleting one rating. Jim stated that the draft form would be available on the website, http://irsurvey.chaffey.edu/05932/05932.asp, for the committee to review at leisure and forward any further suggestions for improvements or revisions. Jim advised that he will make the revisions and provide another draft for review by mid June.

III. Review Fall Flex Schedule. The committee reviewed the fall schedule and approved the format and offerings this year. Professional Development has been working to improve the flex process and provide a wide variety of workshops that will introduce faculty to important information or dynamic professional tools. Beginning this year, fall flex workshops will be offered in three academies. The academies have been created to provide faculty with the opportunity to develop expertise in targeted areas such as the SLO process, student success strategies, and distance education. The academies are structured so that if faculty attends four of six workshops in a particular group, they can earn certification in that area. Miscellaneous workshops such as College Book, CIW Orientation, Sabbatical Leave, and the Griffith Observatory Tour will also be offered. The flex booklet will not be printed and will only be available online. Faculty will receive a postcard with information on flex activities and instructions on where and how to view the flex booklet online.

IV. Travel & Conference
   a. Travel summaries for Deans – One of the deans asked Laura if the PD travel and conference subcommittee would provide a copy of the travel summary from staff members who received PD funding. The committee was in agreement that the deans could request the summary from their staff when they approve the travel. The summary is criteria created for Professional Development’s use.

   b. Membership fees included in registration fees – The travel and conference subcommittee advised that they have noticed conference registration fees now include membership dues. They asked the committee if they wanted to revise the guidelines to include paying membership dues. The committee did not approve payment of membership dues because dues are not considered part of professional
growth. Future requests for registration fees that include membership dues will be approved for payment of the registration fee only; membership dues will be the responsibility of the staff member.

V. Budget Update. Angie advised the committee that there is $13,713.39 remaining in the travel and conference budget. Remaining funds in the restricted account total $19,653.97.

VI. Floor Items

VII. Adjournment – The committee adjourned at 4:30 pm for the year. The committee will reconvene in September 2009.