Professional Development Committee  
Thursday, September 17, 2009  
3:00 to 4:30 pm  
SSA-227 Conference Room  
MEETING MINUTES

**Committee Members:**

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I. Approval of Meeting Minutes  
   a. Approval of meeting schedule for 2009-10. The committee approved the scheduled meeting dates for 2009-10.

II. Introduction of new members. The committee welcomed new members Patti Bopko, Alisa Meunier, Kim Noseworthy, Eva Rose and Julie Song.

III. Fall Flex Feedback  
   a. Feedback on Flex Activity/Evaluation Forms. Angie advised the committee that Fall Flex 09 went very well. There was positive feedback on the strand offerings that Laura created for flex, in particular, the Distance Ed strand. Faculty who were not able to complete four workshops for a certificate asked about offering the strands again. PD is looking into offering the strands through the Faculty Success Center for fall. The new online activity/evaluation form was introduced with minor problems. There were some concerns from faculty about the confidentiality of the evaluation portion of the form. The suggestion was made that wording be added to the form advising faculty that the evaluation part is anonymous. It was also suggested that a schedule sheet be added to the flex booklet so faculty can schedule their workshops and print it out for easy use.

IV. Travel & Conference  
   a. Approval. Angie advised PD that all travel and conference funding has been transferred to the Vice President due to the budget crisis. Until further notice PD will not be approving travel; that will be done by Sherrie Guerrero and the deans.

V. October PD Retreat – Angie advised the committee that this is our yearly retreat where we do all our planning for spring flex, Health and Wellness fair, Support Success Certificate program, the Innovation Award, etc. Laura would like to set up subcommittees to put these activities together. The entire committee will be working together to prepare for spring flex.
   a. Health and Wellness Walkathon – Cathy Lightner, Julie Song, Alisa Meunier, and Eric Jacobson will chair the Health and Wellness Committee.
   b. Farmer’s Market - PD was advised that we will not be able to put together a Farmer’s Market as there are too many legal issues involved in putting one together. It was suggested that we do a rummage sale, survival fair or something of that nature to replace the Farmer’s Market.

VI. Budget for 2009-10 (District and Restricted) – Budget for Professional Development for the 2009-10 year is $18,431.00 in the District T&C and $2,644.00 in the restricted funds.
VII. NCSPOD Membership and Puck Award – PD approved going forward with the Innovation (Puck) Award. Eva Rose, Jackie Wall, Patti Bopko, Joanne Osgood, and Frank Pinkerton will chair a committee that will create the criteria for the Award.

VIII. Floor Items

IX. Adjournment – The committee adjourned at 4:00 pm. The committee will reconvene on October 1, 2009.
I. Approval of Meeting Minutes
   a. Minutes from October 1, 2009 meeting approved via email.

II. October 23rd Retreat
   a. Health & Wellness Walk-a-thon. Roni Osifeso presented information for the walk-a-thon that Alisa gathered for the committee’s review. After much discussion, the committee tabled this agenda item for the retreat.
   b. Spring Flex. Cecilia Carrera and Sid Burks requested to be added to Spring Flex as presenters. Laura advised that we need to offer additional Sexual Harassment Prevention training as well as she received a request for additional DE training; however, in a meeting that she and Sherrie had with the SLO group, Sherrie would like to see for Spring Flex, in addition to these things that we’ve talked about, is that the entire focus be on Student Learning Outcomes. What Sherrie and the group talked about is a SLO Down Fair that everyone would be encouraged to attend. So based on that, Laura feels the SLO committee will be picking up a lot of the flex planning. Basically, the first day of flex, 1/7, would be convocation, guest speaker and department meetings and the second day, 1/8, would be the fair. Laura also made the suggestion that we have something fun, such as the dunk tank that would be a stress reliever. It was suggested that we invite Marie Boyd and Tom Vitzelio to attend the retreat. Laura advised that Dr. Shannon and she have chosen a guest speaker for Spring Flex; his name is Terry O’Banion.
   c. Innovation (Puck) Award. Laura explained the purpose of the puck award and advised that she had previously submitted suggestions for the criteria. Angie will provide the subcommittee with that information so the committee can work on this during the retreat. Laura suggested that we get this completed during retreat so that we can advertise for nominations and announce the awards during January Flex.
   d. Support Success Certificate Program. Laura stated that we need to review the data from the last survey and resume plans to continue the program. She stated that she would like for the whole committee to work on this during the retreat. The committee also needs to review and make recommendations on whether classified professionals will be able to count these workshops toward the personal growth and pay incentive. Laura also brought up the subject of the staff orientation handbook that was started previously; however, the subcommittee has not had the opportunity to work on it. Laura stated that we need to pick that up again even though we will not be hiring in the foreseeable future.

III. Budget Update. Angie updated the committee on recent budget items. We discussed expending the remainder of the restricted funds that must be spent by February 2010. Laura suggested that we can use the funds to pay for our spring flex guest speaker and for the Support Success Certificate Program instructors. Kim also stated that we can use some of the funds to pay for a software program for flex registration.
IV. Travel & Conference – Sherrie Guerrero
   a. Approval Process. Sherrie addressed the committee concerning travel and conference and advised that
due to the severity of the budget crisis, she is requesting that all travel requests be processed through
the deans. Once the deans have had an opportunity to consider the request, they will be notified as to
its status. Laura advised that the deans have been allowed to use their own travel funds and the funds
available in PD, which is about forty percent, will be used at our discretion for people within our
group. Travel that is being paid from the dean’s account or from a grant does not have to be processed.
If travel is funded through district funds that were formally reviewed by this committee, then it is
processed through the deans.

V. Floor Items. Eva Rose distributed the monthly calendar of workshops for the Faculty Success Center. Eva
advised that the Success Center is being used on a more frequent basis and has also made it possible for our
retired faculty to reconnect and share with other retired faculty.

VI. Adjournment. Adjourned at 4:00 pm. The committee will reconvene on October 23, 2009 for our Annual
Retreat from 12:00 pm to 4:30 pm in SSA-227.
Professional Development Committee  
Friday, October 23, 2009  
12:00 to 4:30 pm  
SSA-227 Conference Room  

MEETING MINUTES

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I. Approval of Meeting Minutes  
a. Minutes from October 1, 2009 meeting approved via email.

The committee welcomed its new members, Peter DeVries and Deborah Holmberg. We also welcomed back Joanne Osgood and Gail Keith-Gibson who were approved for a second term. PD also welcomed our guest Marie Boyd, Curriculum Chair and SLO Coordinator. SLO’s will be a big part of flex this year so Marie is here to help coordinate flex activities for spring.

II. Spring Flex – Laura advised PD that we have several topics for spring flex as listed below, including a guest speaker. Laura advised that at the Educational Master Plan meeting, they would like to make sure that time is devoted to school meetings. Spring flex will consist of the guest speaker, school/department meetings, a series of events (below) and time devoted to SLO’s. Frank asked Laura to research the possibility of offering the Sexual Harassment Prevention Training online.

a. FERPA Training/C. Carrera  
b. Recruiting Non-Traditional Students for Career, Technical Education Programs/S. Burks  
c. Sexual Harassment Prevention Training  
d. CERT – Workplace Violence prevention Training – Eric Bishop, Monica Hernandez, David Ramirez  
e. Student Discipline Process – Eric Bishop  
f. SLO Down Fair  

Laura asked the committee to brainstorm on how we can turn the SLO experience into something fun, something along the lines of a fair atmosphere. We need to create a concept or visual thermometer. It was suggested that we have a dunk tank. Marie stated she and Tom Vitzelio did some brainstorming and came up with creating half hour activities for SLO’s where each station would have some activity such as having faculty bring in their three ring binders to a station and printing out their documents to fill their SLO binders in preparation for the accreditation site visit. Another station would provide information on assessments. The idea is to make these short, activity based, hands on completion of SLO’s. Laura suggested that we have a binder drill; do you know where it is, what is in the binder, etc. This is critical for Accreditation. After further discussion the committee agreed spring flex will be presented with a fair theme, a “World at War” flair to it. Frank, however, did suggest that the activity should be at least four hours so faculty can fulfill their flex obligation. Laura reiterated that spring flex will be open to all faculty and classified staff. Marie and Tom will work on the SLO activity and present to the committee at our next meeting. In the meantime, Angie will prepare the schedule and start scheduling the additional workshops listed above.

III. Professional Development AUO’s. As a committee, we need to check our program goals on an annual basis. We need to revisit what we did and be thinking about new goals and ideas that we want to achieve in the future. Our goals should strive toward development of a culture that values innovation which is what
our puck award is about. Please review the AUO’s handout and let us know if there is anything that was omitted and should be added. Laura stated that one thing that bothers her about flex is that it is designed for faculty but should include workshops that classified professionals would be interested in attending. PD suggested such workshops as customer service or stress management. Laura advised that the Faculty Success Center advisory group wanted something in flex on enrollment ethics. Enrollment ethics could mean many things such as taking twice as many students as your class is supposed to have, or wailist strategies. If you think of anything that should be added other than what we discussed above, please let Angie know.

IV. Innovation (Puck) Award – E. Rose, J. Wall, P. Bopko, J. Osgood, F. Pinkerton. Eva advised the committee that the Puck Award subcommittee met and created a flyer for the Puck Award. The committee reviewed the flyer and made suggestions/revisions. PD questioned how we will verify if the recipient actually did what they are being nominated for. PD will add the statement: “All submissions are subject to verification by the committee”. The committee also agreed to stipulate nominees as contract faculty and contract classified professionals. Eva will make the suggested revisions and submit to Laura for final approval so the flyer can go out to the campus on Friday, October 30th.

V. Health & Wellness Walk-a-thon – C. Lightner, J. Song, A. Meunier, E. Jacobson. Roni and Alisa presented a few different scenarios for a walk-a-thon. PD agreed that since this is the first event of this type and due to a time constraint, we should keep it simple. The committee discussed several different walk-a-thon events, however, due to budget constraints and manpower, the committee decided to have a walking event during the health fair. Julie Song suggested a 5k or 10k run and participants can raise funds for student scholarships. Julie will research this and report back to the committee. Laura suggested having small fundraising events throughout the year for scholarships.

VI. Health & Wellness Fair (April 2010). This year’s fair will mirror last year’s events with the exception of the walk-a-thon and some additional new events such as a healthy food cook off. We will have another “Big Waist Away” weight loss contest. Also, Angie distributed some information from Lou Weiss from a company called Longevity that would like to provide free workshops on health in addition to wellness screening at a cost to those who want screening. Cathy Lightner will contact him to get more information.

VII. Support Success Certificate Program. Laura advised the committee that she still does not have an answer from HR about if 18 hours is something that can be honored for the personal growth pay increase to classified personnel. We have evaluation statistics from the first program that Susan Lucas put together. The statistics show what workshops classified staff were most interested in. There are a few workshops in the original offerings that are worthy of repeating in the second program. The committee also talked about ergonomics, stress management, leadership transition and training, generational gaps in the workforce, conflict resolution, problem solving, health, Excel and Outlook. We don’t know what software version the college will be using next year so we may want to postpone Excel and Outlook until we know. Another possible workshop that Laura has researched is called Strengths Quest, developed by the Gallup Organization. It is a self-assessment of a person’s strengths, that tells you what your top five strengths are and how to deal with people who have different strengths than yours. These workshops would be scheduled twice a day, am and pm and also at the off sites. The suggestion was made to provide vans for the off sites and hold the workshops on the main campus.

a. Online workshop opportunities. Laura talked about setting up some of these workshops online. We will research this possibility.

VIII. Classified Professionals Orientation Program. The subcommittee has an outline of the orientation program; however, that is as far as they were able to get. The program will consist of a walking tour of the campus, power point presentation of information, explanation of shared governance and the union, and a mentor program. If we can provide Laura with a hard copy of the program, she will have Grace work on setting it up online. We can also provide zip drives with this information. Gail Keith-Gibson advised the committee
that she and Denise Johnson also did a nuts and bolts presentation for Adjunct Faculty. Laura said we can also add this to the website for Adjunct. This will be an on demand flexible approach where people get it when they need it.

IX. Adjournment. Adjourned at 4:00 pm. The committee will reconvene on November 12, 2009 at 3:00 pm in SSA-227.
Professional Development Committee  
Thursday, November 12, 2009  
3:00 to 4:30 pm  
SSA-227 Conference Room  
MEETING MINUTES

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I. Approval of Meeting Minutes  
   a. Minutes from October 23, 2009 retreat were approved via email.

II. Spring Flex – Thursday, January 7th – Convocation and guest speaker (a.m.) department meetings (p.m.).  
    Friday, January 8th – SLO Down Fair and other workshops. Laura advised that we are working on the 
    contract for our guest speaker, Terry O’Banion for January 7th along with Dr. Shannon’s address to the 
    college. We are scheduling school/department meetings the afternoon of the 7th from 1:00 – 4:00 pm.  
    a. FERPA Training/C. Carrera.  
    b. Recruiting Non-Traditional Students for Career, Technical Education Program/S. Burks.  
    c. Sexual Harassment Prevention Training (SHPT). Laura reported to PD that she spoke with Lisa Bailey 
       about doing an online version of SHPT. Lisa advised Laura that they were in the process of 
       researching an online course. Laura stated that she had looked into a couple of products and emailed 
       the links to Lisa. Laura also advised that flex has become too busy for this training and suggested that 
       we provide a Friday workshop in the interim to assist those who are not in compliance until HR has 
       acquired an online training program. It was also suggested that we schedule this workshop during 
       Faculty Lecturer of the Year.  
    d. CERT – Workplace Violence Prevention Training – Eric Bishop, Monica Hernandez, David Ramirez.  
       A call went out to Monica, Eric and David regarding scheduling this workshop for flex.  
    e. Student Discipline Process – Eric Bishop. This workshop will be scheduled for Friday.  
    f. SLO Down Fair. Marie Boyd forwarded a tentative schedule of events for the SLO Down fair she 
       is proposing for Friday, the 8th. Originally she advised that the workshops would be about thirty 
       minutes each; however, the schedule of events she presented states that each workshop is one hour 
       long. Laura will discuss with Marie. Angie advised PD that she has requested a quote from the Taco 
       Man to provide lunch during the Friday workshops; this would alleviate anyone from having to leave 
       campus for lunch.

III. Professional Development AUO’s. Laura advised PD that there will be a reprisal of Program and Service 
     Review. As a committee that is committed to professional growth for faculty and staff, we make promises 
     about accessing our programs and ensuring that what we offer is beneficial for all including our students. 
     According to Laura PD is in good shape; however, we will be sending out a reprisal of PSR so that by 
     January we can have discussions to make sure that we are on target with the things we said we were going 
     to do.

IV. Innovation (Puck) Award. Eva advised that the nominations request for the Puck Award was sent out 
    today. The deadline for submission is December 1, 2009. Angie provided PD with a copy of information 
    for next year’s conference to the National Institute for Staff and Organizational Development. Eva advised
that she feels people are intimidated by the word innovation; however, if the committee is able to provide clarification, we may get more nominations. Laura and Frank will talk about it in the deans meeting.

V. Health & Wellness Walk-a-thon. Julie Song shared with PD the information she gathered for the H&W walk-a-thon. She stated that we could set up a run/walk to train with an organization such as the one the Sheriff’s Dept has set up, charge a fee to participate and collect donations for student scholarships, set up walking vs. running groups and a training schedule, have awards, and set up a PayPal system through the Foundation. The committee agreed this is a great plan. Julie will further research with the Sheriff’s Dept.

VI. Health & Wellness Fair (April 2010). Cathy Lightner reported to PD that she had a lengthy telephone conversation with Mr. Lou Weiss, Executive Director of Longevity. Mr. Weiss would like to attend the Health and Wellness Fair and provide a workshop on “3 Keys to Longevity” with literature handouts as well as ultrasound screenings for a nominal price to staff. Based on the information provided, Cathy felt this would be a worthwhile program to offer during Health and Wellness week in April. Angie and Cathy will work together to schedule Mr. Weiss for the Fair. In addition, PD will sponsor the 2nd annual “Biggest Waist Away” beginning in January.

VII. Support Success Certificate Program. Timeline and structure for program. Laura advised the committee that she and Angie have been working on the topics for the program. She did get clarification from HR regarding the program and the opportunity to use the workshops as part of classified personal growth. HR advised that it is not possible since the workshops would be offered during the workday. Several topics have already been chosen including “Student Issues and Frustrations in the Workplace, currently being offered by Eva Rose. We will also be offering a “Strengths Quest” workshop in January presented by Merrill Deming. Ms. Deming brought two books for PD to review and choose which one we would prefer to use in the workshop. PD selected the hardback book for the class and chose to host one workshop in December and one in January. Laura advised that she will discuss this at President’s Cabinet to ensure that the deans support the programs for classified professionals. She also wanted to make sure that we follow up these workshops with an evaluation process. Angie will contact Donna Walker for an evaluation format that can be used for the certificate program.

a. Online workshop opportunities

VIII. Classified Professionals Orientation Program. Roni brought PD up to speed on the work that has been completed thus far on the orientation program. Laura advised that she wants to make sure we have something in place, even though the college is not hiring, because this was originally something Accreditation wanted us to work on. Roni advised that originally we wanted to put together a virtual tour of the campus; however, we have not been able to find someone who can put this together. The subcommittee will continue to work on that. PD also discussed putting the orientation program in a Power Point format online.

IX. Adjournment. Adjourned at 4:00 pm. The committee will reconvene on December 3, 2009 for our final meeting of 2009 from 3:00 pm to 4:30 pm in SSA-227.
I. Approval of Minutes
   a. Minutes approved for November 12, 2009 approved via email.

II. Spring Flex Schedule – Thursday, January 7th and Friday, January 8th. Laura advised the committee that Sherrie Guerrero put together a wonderful welcome back presentation for Dr. Shannon that she would like to show during the morning kick-off. Also, Laura asked if we would like to announce the winner of the “Puck” award during the morning festivities. The committee previously agreed to make the presentation during spring kick-off and should be added to the program; however, the committee did not think we should add the welcome back presentation to the program because we wanted it to be a surprise. Laura also asked Eva if she would MC the kick-off event. She also asked Ardon Alger, Faculty Senate and Trisha Albertsen, Classified Senate, to speak. Angie distributed the draft flex schedule for Spring 2010 for review. The two-day schedule for flex is filled with the SLO fair and the committee agreed that we should cut the SLO workshops to one set in the morning and one in the afternoon. Laura will be meeting with Marie and Tom to discuss this schedule. The committee agreed to send emails reminding faculty that the flex schedule will be available on the PD website prior to the holiday break.
   a. Duty List for Flex. Marie asked for support from PD to assist with the carnival events happening outside the BEB building. PD agreed to assist wherever needed.

III. Innovation (Puck) Award. The committee received four nominations each for faculty and staff. Two nominations were received for directors who are not eligible for this award. PD agreed that the Puck sub-committee would review the entries and determine the winners. Eva would provide the names of the winners to Angie by Friday, 12/11.

IV. Student Issues and Frustrations in the Workplace Workshop – Eva Rose. Angie advised the committee that she forgot to provide an evaluation sheet for the workshops. She advised that she will create a short evaluation form consisting of four or five questions and send it out via email to the attendees. The committee approved and made suggestions on the questions that should be included in the form such as: How could this workshop be more effective? Was the presenter effective? What did you like about the presentation? Using the grading system A through F, how would you grade the presenter and explain why you gave them the grade you did?

V. Health and Wellness Walk-a-thon (April 2010). Julie Song advised that she was not able to get more information from the event coordinator at the Sheriff’s Dept. Trisha researched using a pay pal system through the Foundation; however, they are not set up for that system. After discussion the committee agreed to continue to solicit prizes for the event and continue to plan for the walk-a-thon.
VI. Health and Wellness Fair (April 2010). Trisha advised that we will be hosting the Biggest Waist Away again this year. Angie will process the requisition for the two $500 gift cards. The committee also agreed to contact Kim Lam to do a Taiji demonstration during Health and Wellness week. Also, Cathy Lightner has been in contact with Mr. Weiss from Longevity and they would be happy to do the screenings and workshop for us. Laura would also like to provide the screening opportunity at Chino as well.

VII. Adjournment – The committee adjourned at 4:30 pm. We will reconvene on January 21, 2010.
I. Approval of Minutes
   a. Minutes approved for December 03, 2009 approved via email. We did not have a quorum; therefore, these are unofficial minutes.

II. Spring Flex Schedule Feedback. Julie Song asked if Jim Fillpot can expand the activity/evaluation form in order to include additional activities. The present form allows five entries only. It seems that several faculty had problems accessing the activity forms online and were contacting Kim Noseworthy. I will add additional information in future flex booklets on accessing the forms online. Kim also stated that several adjunct faculty had problems accessing Blackboard’s Online Activity. This is due to new adjunct faculty coming in shortly before flex week and not being added to Datatel. Kim advised that she requested IT to give her access to the Datatel’s Query screen in order to see if a new faculty member’s name has been added to Datatel; however, they will not give her access. Angie will inform Laura and ask that an email be sent to IT requesting Kim be given access to the Datatel Query screen. Also, it was suggested that faculty register for the online course so that Kim can add them to the list for access and also she can verify they have been added to Datatel. This would eliminate access denial to faculty who wait until the last minute to access the course.

   Angie also advised that the instructor who questioned the wording in the Flex Activities FAQ’s was correct; the information in the book was incorrect. Prior to putting out next fall’s flex booklet, Angie will send to the committee for review to insure that these mistakes are corrected prior to publication. Angie also advised that she received several calls from faculty who did in-lieu-of-flex asking if they still had to submit an activity form and she advised them that they did. In the drop down menu of flex activities they need to select the last entry, in-lieu-of-flex and in the comments box state what activity they attended.

III. Health & Wellness Walk-a-thon Follow Up (April 2010). Julie Song advised the committee that she did get approval from the Sheriff’s Dept. to piggy back on their walkathon for Health and Wellness week. All they require is that participants register through them and pay the $25.00 fee. Participants will be encouraged to gather sponsors and collect donations for Student Scholarships. The race will start on campus and go in a circle and end up back at the college. Angie asked Julie to make sure she talks with Monica Hernandez to ensure there are no liability issues. Julie will forward the flyer to PD for review and distribution. The walk is scheduled for April 24th, the week after Health and Wellness week. The $25.00 registration fee will be paid directly to the Sheriff’s Dept. and the donations will be given to Julie or Alisa; they will record what they have received and give it to Angie to be deposited to the Scholarship Fund in the Foundation. An information meeting will be held on February 3rd at the college hour.
IV. Health & Wellness Fair Schedule of Events (April 2010). Angie shared the vendor list with the committee and asked them to review it. If anyone can think of other businesses that might be interested in coming, please let her know and she will add them to the invitation list.

Angie advised the committee that we will not be permitted to use the new gym for the fair. Trisha suggested holding the fair on the football field and rent large tents. Angie will send an email asking the committee to approve the tent rental expense.

V. Strengths Quest Workshop. Angie suggested to Laura that we hold these workshops during Classified Appreciation Week, March 15-19th. We are proposing two workshops on a Tuesday and Thursday. Angie will contact Merrill to schedule the workshops. PD purchased the books for the workshop.

VI. Adjunct Faculty Committee Members. Angie informed the committee that we have lost the two most recent adjunct instructors to the committee, Deborah Holmberg and Peter DeVries. Deborah was not picked up for spring and Peter’s class was scheduled at the same time as our meetings. Since there was no quorum, this item will be addressed at the next meeting on February 4.

VII. Adjournment – The committee adjourned at 4:15 pm. We will reconvene on February 4, 2010.
I. Approval of Minutes
   a. No approval required for unofficial minutes from 1/21/10 due to lack of quorum.

II. Tri-Chairs. Laura reminded the committee that she had addressed this subject last year; however, at the time PD felt that we were progressing well under her management, so the committee agreed to leave the structure as it was. From an Accreditation standpoint, Laura feels tri-chairs would be an important feature of the committee, so she wanted to revisit the discussion. She did advise that pending the outcome of her being hired permanently for the Dean of Instructional Support, she would like to continue as management tri-chair. Laura also suggested that since Eva Rose sits on the committee for the Faculty Success Center, she would be the likely candidate for faculty tri-chair, and Angie having been the assistant to PD since its inception, would be the logical person for the classified tri-chair. Those present agreed with Laura’s suggestion and an email will go out to the committee requesting a vote on the three names for tri-chairs since we do not have a quorum today.

III. Request for Adobe/Acrobat Workshop/Excel Workshop. The committee discussed requests from faculty and staff for workshops in Microsoft Word and Excel and Adobe/Acrobat. It was decided that we would invite Melanie Siddiqi to the next meeting to determine if Technical Support would work with PD to offer these workshops campus wide. Other requests for workshops include FERPA and Sexual Harassment Prevention training. It was suggested that FERPA could be offered through the Faculty Success Center. Laura advised that she did speak with Lisa Bailey about the online Sexual Harassment Prevention Training, and Lisa stated they had looked into an online course; however, because there is a difference between the educational and corporate environment, the company would have to make changes to the program that would cost additional money to accommodate our specific needs. For the remainder of this year, Lisa will work with Vera and Eva to schedule workshops this semester. Laura offered PD’s support in helping HR with scheduling. The suggestion was made that since both Eva Rose and Vera Dunwoody are certified to teach this workshop, they could be employed to create an on-demand online course for our use such as the Adjunct Online Activity provided for adjunct faculty. Laura advised that the adjunct online activity is very labor intensive and the intent is to have the on-demand online course. The advantage to the on-demand course is that you have the written verification of quizzes and test results to insure that participants actually understood what it is they learned from the workshop. If PD receives further inquiries for this workshop, they should be referred to HR.

IV. Health & Wellness Walk-a-thon Update. Trisha, Alisa, and Donna are part of the Health and Wellness committee; and after the walk-a-thon informational meeting, several concerns were brought to Trisha’s attention. Clarification was made that registration fees can not be taken out of any donations collected for the walk. Although we are supposed to be piggy-backing off the West Valley Search and Rescue 5K run/walk, we were unclear as to the walk’s end location and the route for the event. For clarification, Trisha did some research and found out that West Valley Search and Rescue is starting and ending here at Chaffey in Parking Lot 20. They will also be having a huge safety fair after the event. Originally they
scheduled the event for April 24th; however, they will be rescheduling the date because there is a large field and track event scheduled for that date as well. Trisha also spoke with Monica Hernandez about the liability issue. According to Monica, participants only have to sign a waiver of liability. Trisha advised that she can have participants sign the waiver when they register, and we can still charge a registration fee and use a portion to purchase a box lunch, T shirt, and add to the scholarship fund. Trisha and Angie will work out the details; Angie will contact Annette Henry to plot the route, Laura will contact Jared about T shirts and Trisha will work on the flyer. The committee will need to decide what date to hold the event, April 10th or May 1st. An email will be sent to the committee to get approval to go forward with these plans.

V. Health & Wellness Fair Schedule of Events – Update. Angie informed the committee that we will not be able to use the new Sports Center. Administration did not want to run the risk of damaging the playing floor. Cid Pinedo is getting a quote for a protective mat for the floor. Laura advised that PD is willing to donate toward the purchase of the mat. Cid will contact Laura with the information. Cathy Lightner advised that Longevity did verbally confirm they will be here for the Health Fair, workshop and screening, but Cathy was waiting for the written confirmation. Angie confirmed that Sabrina Friedman will be hosting a Health Fair at Chino, so Angie will forward the information to Longevity to her. Angie also advised that she will be contacting Candice Tinsley to do a cooking demonstration workshop. We have confirmation that Kim Lam will be doing a Tiji (ti Che) workshop on the football field, and Karen Sanders from Sanders Chiropractic volunteered to do a workshop on chair yoga. Both have been scheduled for Thursday, April 15th.

VI. Puck Award – Criteria for Evaluating Innovations. Since we have no quorum this item will be postponed until the next meeting.

VII. Strengths Quest Workshop, M. Deming – (Scheduled dates for March) Angie advised the committee that Merrill will be facilitating two workshops for Classified Appreciation week, March 15th and 18th. So far we have seven people registered for the workshops. Angie advised that we need to encourage early registration because participants must read the book and complete an assessment prior to the workshop. Laura will speak with the deans and ask for their support in encouraging their staff to participate. Trisha will also mention this at President’s Cabinet. A reminder email will be sent out next week.

VIII. Adjunct Faculty Committee Membership. Postponed to the next meeting.

IX. Classified Orientation Program. Roni, Erik, Birgit and Kim volunteered to complete the classified orientation program that was started last year. They are working with Grace Reotutar at the Faculty Success Center to produce a link on the PD website for this program. We need to come up with a name for the link before Grace can add the link to the website. The committee would like to have the program up and available for review before the Accreditation Team arrives. Roni emphasized that the information provided on the program page will only give you a link to the specific department such as the Library or Success Center. Having the department links would ensure that each department is responsible for any updates and that when accessed through the PD website that information would be as current as each department has made them. The committee agreed to name the link Personnel Orientation/Services.

X. Survey Results – Student Issues and Frustrations in the Workplace. Angie advised that the surveys were compiled and the results indicate that Eva Rose’s presentation was most useful and highly effective. The information gained from the workshop will help employees deal effectively with frustrating situations in the workplace. One hundred percent of those who responded agreed the presenter accomplished the objectives for the workshop and the presenter received an “A” for her presentation of the subject matter.

XI. Adjournment – The committee adjourned at 4:15 pm. We will reconvene at 3:00 pm on February 18, 2010.
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, that would 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.

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.
I. Approval of Minutes
   a. Minutes from 2-18-10 approved via email.

II. Flex Workshop Registration Set up – AdAstra – Kim researched using AdAstra to set up registration for
    flex workshops; however, according to Carol Kight-Fyfe, it would not be feasible because all faculty and
    staff, including adjunct faculty, would have to be registered on AdAstra in order for them to register for the
    workshops. Kim spoke with Grace and she will work on setting up a registration link on the PD website for
    flex workshops.

III. Guest speaker recommendations for Fall Flex 2010. Laura sent out information to the committee on the
     two proposed guest speakers for fall flex; however, she advised that since our last meeting she has been
     directed by Sherrie Guerrero to keep costs down for fall flex.

     b. Joyce Romano.

IV. Fall Flex 2010 Planning

     a. Theme for Flex. With the directive by Sherrie Guerrero to hold expenses to a minimum for fall flex,
        Laura stated that after Accreditation, there were so many who felt demoralized and one of the things
        she is concerned about is staff morale. With that in mind, she came up with a theme for flex of having
        a celebration of Chaffey stars. She created a ballot where we could start taking nominations for
        recognizing people, like the Hollywood Oscars ceremony. Laura created a sample ballot and passed it
        out for the committee to review and make any suggestions or changes. The ballot included categories
        such as Outstanding Performance in an Instructional Role, Most Inspiring Colleague, Outstanding
        Performance in an Adjunct Roll, etc. After spring break, PD could send out a ballot or nomination
        form similar to the one we used for the Puck award. The event could be structured along the same
        lines as the Academy Awards ceremony, preparing film clips of the nominees being interviewed,
        having presenters hand out awards, and PD committee members dressing up in formal attire and
        encouraging faculty and staff to do the same. The committee thought this was a great idea that would
        help boost morale and get the fall semester off on a positive note. Someone suggested having an after
        party celebration which would be the luncheon. A suggestion was made that PD contribute to a meal
        for that luncheon that is more substantial than the boxed sandwiches we normally have. Trisha
        suggested getting a quote from Angelina’s Catering.

        PD would start after spring break by sending out the call for nominations from the list of categories
        selected by PD; then we would send out the list of nominees for staff to vote on prior to summer break.
        It was emphasized that this would have to be top secret. Laura and Angie and any other available
        committee members would work over the summer on editing the videos and working with Gary
Reinschmidt on the theatre plan. The committee was very enthusiastic about the idea and agreed to run with the theme suggested by Laura.

Laura advised that PD will no longer be responsible for setting up the Sexual Harassment Prevention training. It has been turned over to Human Resources again.

b. Distance Education Strand. Laura advised that it will be very important that PD have a strong DE strand for flex because Chaffey will be moving to Moodle. Anyone who wants to have an enhanced course for spring 2011 must be trained in Moodle; therefore, we must have training sessions offered in Moodle during fall flex. Because Moodle will be replacing Blackboard, several committee members felt there should be a very limited offering of additional workshops topics and a concentration of Moodle training workshops offered for fall.

c. Veteran’s Awareness Program. Laura advised that Michael Dinelli would like for all staff members to have the opportunity to attend a Veteran’s Awareness workshop during flex. He would like to see at least two workshops offered to assist in getting the Veteran’s Awareness Program off the ground. The Veteran’s committee was also very adamant about insuring that all employee groups were offered the opportunity to attend one of the workshops.

It was also suggested that we offer SLO workshops as well. That would limit flex to Moodle training, Veteran’s Awareness and SLO’s. Frank suggested that the Veteran’s Awareness be a topic of department meetings and arrangements made for a live stream feed to ensure that a larger number of faculty and staff are reached.

Angie advised PD that she received a request from Peter Konovnitzine to charter a bus for fall flex to go to the museum; however, because we were advised to cut costs, PD would not be able to support that request this year.

V. Health & Wellness Walk-a-thon – Trisha advised that registration for the walk-a-thon started on Monday and she has twelve students from Students Activities and a couple of faculty that have registered. She is getting several calls from students enrolled in one of the PE classes whose instructor distributed the flyer and encouraged their students to register. Trisha received confirmation from Jared about the T-shirts; they will cost $5.00 each. She also asked for volunteers to help set up that morning, April 10th. Angie, Donna, Roni, Julie, Alisa, and Laura will help with the set up. Those who are not early risers volunteered to help with clean up.

VI. Health & Wellness Fair Schedule of Events. Angie advised that arranging for vendors this year has been difficult; however, she was able to schedule some of the vendors that are participating in the walk/run event to come to the Health Fair. Along with a few of the vendors from last year, she confirmed that Nutrition for Less, LA Fitness, Trader Joe’s, LA Body, Smile Bright Dentistry, and Healthy Foods Delivery will be participating. Frank Pinkerton also advised that two large projection screens have been ordered for the Sports Center that can be used during the fair if any of the vendors have a video presentation they would like to have projected throughout the fair.

VII. Board Monitoring Report. Donna passed out the Board Monitoring Report that Laura presented to the board in December. She just wanted to acknowledge Laura on a job well done.

Adjournment. The committee adjourned at 4:00 pm. We will reconvene at 3:00 pm on April 1, 2010.
I. Approval of Minutes  
   a. Minutes from 3-11-10 approved via email.

II. Health & Wellness Walk-a-thon Update. Trisha advised that registration is complete for the walk-a-thon; we have forty-nine participants; eighteen runners and thirty-one walkers; sixteen staff, five spouses, eight faculty plus two others and eighteen students. We will need spotters to monitor the participants to make sure they complete the correct number of laps around the track. The bookstore is allowing us to use the horses to post our directional arrows along the route. Three water stations will be set up at each of the mile marks.

   a. Raffle Tickets. Because Alisa did such a great job of soliciting donations for raffle prizes, Trisha asked if we should start selling tickets to the campus with the stipulation that winners do not have to be present to win, or should we just sell them on the day of the event. She feels we can make more money by selling to the campus since we have so many raffle prizes. Trisha, Alisa, Donna, Cathy and Erik volunteered to sell tickets on campus. Also, Trisha advised that we need to make a decision on how many winners we want to designate. The committee agreed to have a prizes for first place runner, first place walker and first and second place for most donations collected. Trisha will order extra snack meals for the volunteers and ordered two hundred eighty-eight shirts.

III. Health & Wellness Fair Schedule of Events Update. Angie advised that all the arrangements have been made for the fair. We have twenty-nine vendors confirmed for the fair. Frank confirmed that the mat for the gym floor is on its way. Angie asked for volunteers to help clean up after the fair. Trisha, Angie, Erik and Jackie volunteered to help with clean up. It was suggested that Dr. Shannon make the presentation of awards to the Biggest Waist Away winners.

IV. Professional Development Orientation Website. Alisa shared an email from Grace about the Orientation website. Grace advised that the Orientation website page is getting too cluttered and suggested that it be split into three different pages, one for orientation, one for services and one for charitable donations. The committee consensus is in agreement to split the website page into three pages. Roni will coordinate with Grace. Laura advised that she has received very positive feedback on the website.

V. Fall Flex 2010 Planning. We previously discussed moving away from a guest speaker platform to something more celebratory and a morale booster. Laura made the suggestion of doing a “Celebrate the Stars” theme. She got some suggestions and created surveys through Survey Monkey and once we have reviewed and approved them she can send them out. Different surveys will be sent out to the different groups so there will be four different surveys; one for Classified Professionals, Faculty, Administration and one for the Curriculum Committee. Categories are: Outstanding Performance in an Instructional role, Outstanding Performance in Supporting Students by faculty and by classified; Best Curriculum Writing; Most Inspiring Colleague, Outstanding Performance in an Adjunct role and Outstanding Performance in Classified Professional role and Administrative role.
a. Theme for Flex. The committee came to a consensus for the flex theme, “Celebrate the Stars”.

b. Distance Education Strand. Laura advised that she talked with Carol, Terri, and Kim and Fall Flex will have the DE strand. She also suggested that we have an SLO strand. Laura introduced Palomar College’s Professional Development schedule that she obtained from Lori Waite and advised the committee that the Board will be approving the purchase of EduStream. EduStream is a repository for video and audio artifacts that allows you to implement those into our online environment. We will also be able to move library materials onto EduStream so that they are immediately available as well as have the ability to access other college’s video repositories. With this program Laura would like to develop some online modules and link to some EduStream materials for people to do more on-demand professional development. So rather than just the course we have that Vera facilitates each flex, we have other materials for professional development. Laura stated that she is getting more requests for on-demand professional development. We can also add an assessment tool and a discussion board format. The Palomar schedule will give everyone an idea of what we can provide for the college in the near future. Laura mentioned that Human Resources is working with a vendor to customize an on-demand Sexual Harassment Prevention Training program for the college that will save time and money. Laura also mentioned that Palomar required faculty to provide a plan of flex activities they would be participating in during the year. These are all options that we can look at and tailor to our needs as we start the process of creating on-demand professional development activities. Laura did clarify that EduStream will be a link to video content but reside in a course management site, Moodle. As discussed and agreed, Flex will consist of one day for Convocation and the luncheon; the second day for school and department meetings and the third day for DE and SLO activities.

c. Veteran’s Awareness Program. The committee previously discussed incorporating the Veteran’s Awareness Program into the school/department meetings to ensure that everyone is aware of the program.

Trisha thanked Professional Development for sponsoring the Strengths Quest workshop during Classified Appreciation Week. She said she received a lot of positive feedback on the workshop.

VI. Adjournment. The committee adjourned at 4:11 pm. We will reconvene at 3:00 pm on April 29, 2010.
I. Approval of Minutes
   a. Minutes from 4-1-10 approved via email.

      Angie advised the committee that Laura would not be attending today; however, she provided Angie with agenda items that require discussion and approval from the committee.

II. Health & Wellness Walk-a-thon Wrap up. Trisha reported that the 1st Annual Walk-a-thon was a great success. PD made $3700 for student scholarships. There are some minor changes that need to be made for next year; however, overall, she felt everyone had a great time and enjoyed the event. She did mention that for next year we will need additional PD members to volunteer, not just subcommittee members to help, as they were short of help.
   a. Scholarship Proceeds. Laura made the suggestion to the committee that rather than convene a subcommittee to create criteria for the PD scholarship money, she suggested that we donate $2000 to the Foundation Fund a Dream Program and $1700 to the ASCC Bookstore Grants. The committee approved distributing the funds as suggested. Trisha reminded the committee that if we donate the money to Fund a Dream we will receive four tickets to the event. How will the committee decide who gets the tickets? PD approved a drawing for the four tickets.

III. Health & Wellness Fair Schedule of Events Update. Angie advised PD that the Health & Wellness fair was a great success as well. We had about thirty vendors participating this year and approximately one hundred and fifty faculty and staff attending. Angie acknowledged Frank Pinkerton for his support in preparing the Sports Center for the fair. Angie also advised that additional help from the committee is needed next year to prepare for the fair.
   a. Health Fair 2011. In order to increase participation at the fair, Angie suggested changing the fair date to April 19, 2011, Faculty Lecturer of the Year; however, Donna said that would not work because the Retirement Luncheon follows Faculty Lecturer of the Year. Maybe this issue could be addressed to Dr. Shannon about ways to increase attendance.

Fall Flex 2010 Planning. Angie advised that she and Laura had a meeting with Gary Reinschmidt about Fall Flex planning. Gary was very excited about assisting PD in preparing for the flex activities. He stated that he would work up a sketch on decorating the stage and coordinating the lighting. He also gave us suggestions on campus contacts for some of the decorating items we will need as well as business contacts for costumes, etc. Gary also suggested that we start preparing the program schedule. Eva advised that she and Grace will be setting up and doing the interviews of all the candidates for awards. Laura asked for volunteers to do the award presentations and suggested that Classified staff make the award presentations to Faculty and vice versa. PD approved the award presentation process suggested by Laura.
IV. The schedule of events for flex will be convocation and service awards luncheon on Wednesday. Thursday will be school/department meetings and Friday will be devoted to Moodle training and insertion of course level SLO’s into CurricUNET. These two workshops will be mandatory for faculty. Laura also asked Angie to advise PD that we received the recertification for the flex schedule from the Chancellor’s office and they made a point of reminding the colleges that Flex is for all employees of the college and are requesting that workshops be offered for classified staff as well. A suggestion was made that we provide workshops on Wednesday and Thursday afternoon for Classified such as the Strength’s Quest or Adobe training. The question was asked that if Classified are required to attend Flex activities will they also be required to complete the Flex Activity form. PD will address the question to Sherrie and Laura. Lori Waite and Michael Dinelli are working on the Veteran’s Awareness program for Flex and arrangements will be made to have the program live stream fed during the school/department meetings.

Angie advised the committee that Frank Pinkerton has requested support from PD to help reimburse PE Athletics for the cost of tape for the vinyl flooring cover. PD felt that since there will be numerous other community events held in the Sports Center, Frank should speak with Dr. Shannon about purchasing the tape through the Auxiliary account. This information will be forwarded to Frank.

V. Adjournment. The committee adjourned at 4:00 pm. We will reconvene at 3:00 pm on May 6, 2010 for our last meeting of the year.
Professional Development Committee
Thursday, May 6, 2010
3:00 to 4:30 pm
SSA-227 Conference Room
MEETING MINUTES

Committee Members:

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I. Approval of Minutes
   a. Minutes from 4-29-10 approved via email.

II. Fall Flex 2010.
   a. Celebration of Chaffey Stars. Laura advised that we are moving ahead with Fall Flex. The voting is still taking place and votes will be accepted until May 25th. She has received over 100 votes in every employee category. Laura and Angie met with Peggy Cartwright and Sandy Sheen to discuss the awards luncheon and advised that we will carry the star theme through to the luncheon. Sandy advised that we will have a few new employees to acknowledge. Peggy advised that rather than make a big video production since there are only a few, Peggy will add them to the program. The star theme will continue through to the awards program. Laura asked for volunteers to do the presentations; several members volunteered to hand out the awards. The committee approved the Emma Trophy for the awards. Once nominations are over and the winners have been determined, Angie will order the trophies.

Eva scheduled interviews for all the nominees; she and Grace will be coordinating them. She requested some help from PD with questions for the nominees. The committee came up with the following questions:
   1. Why do you think you were nominated?
   2. What’s your favorite curse word?
   3. If God exists and you arrived at the Pearly Gates, what would you want God to say to you?
   4. What sound do you hate and what sound do you love?
   5. If you were a tree, what kind of tree would you want to be?
   6. What size shoe do you wear?

b. Wednesday – Convocation and Awards Luncheon
c. Thursday – School/Department meetings (live stream feed of Veteran’s Awareness Program). Michael Dinelli and Lori Waite will coordinate with PD to set up a time for the live stream feed of the Veteran’s Awareness Program to the School/Department meetings. This will be the first time we have coordinated this type of event and it will be interesting to see how it all works out.
d. Friday – Two primary activities will be scheduled for Friday, Moodle Training for anyone who has an enhanced course and Course Level SLO’s into CurricuNET. Dr. Shannon wants us to be at 100 percent on all course level SLO’s in CurricuNET by the end of Flex. Marie and Tom have pulled job descriptions for FOSAs for one faculty member per school to be a team leader who’s going to facilitate a session starting at Flex but things will go on during the year to support people running workshops on putting your SLO’s information in CurricuNET on that day. At least by the end of the day, we should pretty much have all the information entered in CurricuNET. Therefore, we don’t want a lot of other workshops that will compete with that. It was suggested that we also provide this workshop on Thursday afternoon after the school/department meetings. Information can be disseminated during the meetings and faculty will have the opportunity to complete the SLO input
into CurricuNET after the meetings. We do have two other requests for workshops for flex; the Ethics Committee wants to present a workshop and the Crisis Management Team would like to do a presentation. Laura suggested scheduling those two workshops on Wednesday so they are not competing with the planned workshops on Friday. Laura advised that PD received one other request from Peter Konovnitzine to sponsor a field trip to the Los Angeles County Museum of Art. Peter previously requested funds to pay for the trip; however, PD could not approve funding due to the current budget crisis. Peter advised PD that he has secured funding from Bob Cecil in Transportation, to cover the bus rental expense. PD came to a consensus that we could not support the field trip due to the critical directive put forth by Dr. Shannon with regard to SLO’s. Laura will contact Peter regarding PD’s decision not to support the field trip this year.

e. Workshops for Classified. Laura advised that she would like to offer workshops that support classified as well and asked if there were any suggestions on what can be offered during Flex. It was suggested that we offer the Strength’s Quest workshop or the Sexual Harassment Prevention training. Angie will check with Human Resources about scheduling the Sexual Harassment Prevention training. Other suggestions included a Stress Management class, Crisis Management, Ethics or the Adobe Users Group. It was felt that classified workshops would be scheduled on Thursday and Friday in order to allow for more attendance.

f. Pre-planning for flex activities
1. Theatre. Laura and Angie met with Gary Reinschmidt and he will coordinate preparing the theatre for the Flex event.
2. Props. Gary also gave us a contact in VPCA, Merrill Grady, who can assist us with props for the stage as well as any clothing we may need.
3. Attire. Laura also advised PD that we can purchase inexpensive dress attire such as boas, bow ties, bling jewelry for those who do not dress up.
4. Luncheon. We discussed having Angelina’s Catering provide a bid for the continental breakfast and service awards luncheon. An Italian meal was suggested because it can be quickly served to the staff rather than box lunches or hamburgers and hot dogs that have to be fixed.
5. Acknowledgement of other nominees. Laura suggested that we acknowledge all the nominees by putting their names on a card and adding a comment from the person who nominated them and placing the card on the tables at the awards luncheon. PD was in agreement with the suggestion.

Adobe Acrobat Trainings. Kim advised that the User Group had their first two introductory meetings this week. It was very exciting to see so many people interested in not only learning more about Adobe, but willing to share what they know with others. Kim also advised that Angie researched and found Adobe “how to” books that may help out if PD would be willing to purchase. The committee approved purchasing the books to assist with training. At the meetings, we came up with the following plan…

- Create a distribution list (attached to this email) and communicate mostly via e-mail
- Create a list of topics
- Add to the list who can do what
- Add to the list who would be willing to do a workshop on which topic
- Starting scheduling workshops – workshops would be in the format of doing some kind of demo for 10-15 minutes, then having a lab environment, where we could bring documents and work on them together. We hope to schedule the first workshop within the next couple of weeks.

- Create an Adobe cheat sheet
- Create an Adobe manual
- Purchase Adobe books

III. Meeting scheduled for 2010-11. Before scheduling next year’s meetings, Angie asked PD if the meeting schedule of every 2nd and 4th Thursday of the month still works for everyone. PD agreed with that schedule
so Angie will prepare a meeting schedule for next year’s meetings and will forward to the members. Angie also asked if the committee felt it was necessary to schedule the annual retreat. Laura agreed that we should so we can discuss updating our AUO’s and Program Review. Laura advised that she has seen the Accreditation response from the team and it was positive and she credited the committee on our focus of the tasks we accomplished despite the many interruptions we experienced in the last two years. Laura advised that in a conference call with the Chancellor’s office, they advised the schools that they will be asking for additional information from flex such as a representative committee for flex, a way of tracking the activities, as well as an evaluation method; all of which we have. Laura will send out a schedule of flex activities to all faculty before they leave for summer break.

Since this is our last meeting of the year, Laura wished everyone a restful summer and reminded everyone to dress for Flex.

IV. Adjournment. The committee adjourned at 4:00 pm for the year. We will reconvene in September, 2010.