

**Staff Development Committee Meeting**  
**January 22, 2009; 3:00pm-4:30pm; TEC, Room 800-LLRC**  
**Minutes**

**In Attendance:** Wendy Bailey, Sandro Corsi, Glenda Day, Adela Lopez, Carol Mattson, Rena Negrete, Alix Plum-Widner, Olivia Veloz

**Absent:** Ruth Egigian, Elli England, Nancy Ikeda, Chris Kiger, Doris Wright

**A. Approval of minutes:**

- Meeting minutes from December 11, 2008 were approved as submitted.

**B. Reports & Announcements:**

- Academic Services: Carol Mattson
  - From Deans Council: Travel that has already been approved for faculty & classified remains approved but requests from managers have to be resubmitted and reviewed as to whether travel is essential.
  - Coordinator will email divisions to confirm their travel balances.
  - Carol and Alix will draft a request to Adam O'Connor to carry over unused funds to next year's SD budget.
  - The new Basic Skills Coordinator will be moving into the director's office in the TEC. This will extend the open hours of the TEC.
  - The FC Jack LaLanne interview was featured in the OC Register with a heading on the front page, above President Obama's inauguration photo.

**C. Old Business**

- There was no old business.

**D. New Business**

- Discussed the SD budget and whether we should attempt to carry the funds over to next year (not guaranteed) or make plans to spend all of it this year. Olivia Veloz suggested spending some of the money with a purchase in progress for an event scheduled for next year and also making a request to Adam O'Connor to carry over the rest of the money into next fiscal year. Possible campus events were suggested: "StrengthsQuest" and "Laughter for the Health of It". Discussed booking Wade Berry ("The Traffic Guy") for the laughter event; his fee is under \$400.
- Classified staff members have requested workshops on various software programs. Coordinator will request software training workshops through District SD and CSEA. Coordinator will also ask the following staff to present workshops: Joel Willenbring (Excel), Betty Howard & Mary Law (Photoshop), Laura Melella (Dreamweaver).
- Discussed other potential workshops: Olivia Veloz: (budget), Erica Bennett: (creating/editing videos), Pam Lewin (relaxation), Janna Anderson & Sheilah Stokes (Teaching Tools and Tips). Connie Carroll has confirmed that her program will offer chair massages again this spring.

- Discussed potential Lunch Hour Luminaries: Emily Teipe (Feng Shui), Janna Anderson & Sheilah Stokes (Enneagrams).
- Discussed Staff Development goals in relation to the Student Equity Plan and campus goals.