

**Staff Development Committee Meeting
November 13, 2008; 3:00pm-4:30pm; Room 820-P
Minutes**

In Attendance: Wendy Bailey, Sandro Corsi, Nancy Ikeda, Chris Kiger, Adela Lopez, Carol Mattson, Alix Plum-Widner, Olivia Veloz, Doris Wright

Absent: Glenda Day, Ruth Egigian, Elli England, Rena Negrete, Cheryl Toth

A. Approval of minutes:

- Meeting minutes from October 23, 2008 were approved as amended.

B. Reports & Announcements:

- Academic Services: Carol Mattson
 - The Faculty Flex Contract and memo was revised and will be submitted to Dean's Council for approval.
- Coordinator: Alix Plum-Widner
 - Brandon Floerke conducted Classified Mentors Training on November 16 and 17 with 5 mentors at each session. Coordinator attended the first session and suggested creating a general handbook for new classified staff, similar to the New Faculty handbook. Olivia Veloz suggested putting necessary documents on a flash drive for new staff.
 - The Travel Request form and guidelines are being revised to include the nine definitions for SD funding.

C. Old Business

- Health Champions Day
 - Classes to be offered: Yoga, Using Food to Improve your Health,, Creating Balance in Your Life, Conflict Management, Laughter for the Health of It, Money Management in Trying Times. All class presenters are donating their time.
 - Fullerton Marriott is donating a deluxe hotel room for the keynote speaker. Marcus Wilson is donating 100 harbor cruise tickets to give as door prizes. Coordinator drafted a donation letter for committee members to take to local vendors to request an item (such as a gift card) for a door prize.
 - Chris Kiger reported that the Cypress College Nursing Program will be unable to conduct the blood pressure and cholesterol screenings at the event.

D. New Business

- Olivia Veloz suggested have a fundraising activity for Staff Development and shared the idea of having each department make gift baskets to be donated to Staff Development for an opportunity drawing.