

**Staff Development Committee Meeting**  
**February 26, 2009; 3:00pm-4:30pm; TEC, Room 800-LLRC**  
**Minutes**

**In Attendance:** Celia Assef, Wendy Bailey, Sandro Corsi, Glenda Day, Elli England, Chris Kiger, Adela Lopez, Carol Mattson, Rena Negrete, Alix Plum-Widner, Olivia Veloz, Doris Wright

**Absent:** Nancy Ikeda

**A. Approval of minutes:**

- Meeting minutes from February 12, 2009 were approved as submitted.

**B. Reports & Announcements:**

- Academic Services: Carol Mattson
  - There will be a joint SD event (with other community colleges) for managers, “How to be the Leader You Want to Be,” on March 20<sup>th</sup> at the Crowne Plaza in Garden Grove.
  - The revised travel forms, travel guidelines and the “nine authorized uses” document are now posted on the J: drive.
  - FC’s “Coffee with the Chancellor” is scheduled for March 16<sup>th</sup> from 3:30pm-5pm.
  - The most recent Chancellor’s memo to staff listed expanding faculty and staff development as one of his goals. Carol and Alix will be putting in a request to the budget committee for SD funding for next year.
- Coordinator: Alix Plum-Widner
  - Laughter for the Health of It update: Coordinator contacted Jean Steele and is waiting for a reply. Laughter Yoga has agreed to give a slideshow presentation followed by a “laughter session”.
  - CE6 workshops, presented by Terry Gleason, filled quickly and more sessions have been added.
  - Terry has also scheduled to present a workshop called “Accessible Instructor Websites Using FrontPage 2003.”
  - Coordinator sent an email to division deans and classified senate announcing that the travel deadline was extended to March 17<sup>th</sup>.
  - The 2009 4C/SD conference was cancelled due to budget issues.

**C. Old Business**

- There was no old business.

**D. New Business**

- Committee agreed on the following purchases/expenditures: A lightweight laptop with carrying case to take to conferences (for staff checkout), 5 sturdy easels, a scantron machine (machine would be free, supplies are the only expense), and an end of the year Classified Mentors Program luncheon.

- Olivia Veloz suggested a campus event, “Walk to Cabo,” where staff members form teams and log their miles walked/biked/swam on a map from campus to Cabo or other destination culminating in an off campus dinner at El Torito or a restaurant related to the virtual destination. This was an event at Cypress College; Olivia will forward the files from their event.