Members Present: Nancy Filbin, Betsey Pitts, Erika Swanson, Carolyn Plumb, Adam Edelman, Sheryl Dettmann, Julie Tatarka

Others Present: Martha Chaverra, Anne Milkovich, Pat Lane, Jeff Butler

Chair Pitts called the meeting to order at 11:00 am. There was a quorum.

Training Development – Anne Milkovich
- Anne Milkovich, along with other campus constituents, is developing training programs (“Training Council”) for employees.
- On February 18, a two-hour workshop entitled, “How to survive difficult conversations” will be offered, with supervisors in mind. The theme will be how to give constructive criticism and praise. It was suggested that attendees be asked what other seminars/courses they would like to participate in.
- Any suggestions for workshops or seminar training topics may be submitted to Anne.
- Chair Pitts would like to explore topics for professional development and training by conducting a survey; Chair Pitts will craft questions and have Anne review.
- Webinars might act as the kernel to begin conducting seminars or getting seminar ideas.
- Member Dettmann is consulting with Deidre Combs to schedule a workshop, sponsored by PC, sometime in March.

UPBAC – Chair Pitts
- There is an UPBAC meeting February 9, 2010. Chair Pitts will be attending.
- One of the items on the agenda is the fate of the Streamline Bus; the line to Livingston will be discontinued. Those supporting the Streamline Bus can indicate their support by completing a form prior to the meeting and bringing the form to the meeting.
- Jeff Butler distributed the energy-saving results submitted by campus employees to PC members. Suggestions were categorized into major groups: Nugget ideas; Things we are already doing; Ideas that have merit and should be investigated further; Ideas that were too small or had no return on investment; Ideas sent back to directors to investigate; Ideas not acceptable.

Staff Impact on Student Retention Project Update – Chair Pitts
- Chair Pitts is still in the process of recruiting students for the video attesting to their positive interactions with staff. PC is interested in retention and by chronicling positive student experiences, staff will be aware of the impact they have.

Meeting with President Cruzado – Chair Pitts
- Discussions centered on communication; Chair Pitts and Chair-elect Scott composed a white paper on the status of communications on campus and offered suggestions, based on past discussions with PC, for improvement. Another meeting with Cathy Conover and Jo Oudshoorn will take place on February 18. Input from PC before the meeting is welcomed.

Other Business
- Adam Edelman will bring data to PC, in the future, about the frequency of PC web sites visits.

The meeting adjourned at noon, as there was no other business.

Signature
Betsey Pitts, Chair

Signature
Gale Gough, Secretary

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