

**Staff Development Committee Agenda
Room 1770 (TLC)
November 15, 2013
10:30 am – 11:30 am**

1. Introduce new committee members
 2. Agenda (approval)
 3. Minutes (approve minutes of last May's meeting)
 4. Spring Flex Day
 - Review and approve workshops
 - Update on classified workshops
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5. Committee overview
 6. Staff Development Plan – review
 7. Classified staff development survey
 8. Retreat for committee
 9. Next meeting
 10. Other

STAFF DEVELOPMENT COMMITTEE MEETING

November 15, 2013

10:30-11:30, TLC

MEMBERS PRESENT: Rebecca Scott, Jan Schardt, Karen Larsen, Kelly McCann, and Jerry Somerville.

EXCUSED: Laura Ecklin.

Rebecca Scott called the meeting to order at 10:35 a.m.

INTRODUCTIONS: Committee members were introduced to each other as this was the first meeting of the year.

AGENDA: Foundation Mini Grants was added to the agenda. The agenda was adopted by consensus.

FLEX DAY: Karen Larsen announced that the Academic Senate has approved the Flex Day workshops. Rebecca Scott explained the process for the Chancellor's Office and the required reporting that has to be submitted on an annual basis. The committee reviewed the agenda; there are still 3 workshops to have descriptions added. Karen Larson is editing the draft and will send it back to Jan Schardt to be finalized. Jerry Somerville asked about the workshop he submitted on procedures for ordering textbooks from the bookstore. It was explained that the PDC thought this should be done at division meetings and possibly have a video on how to order books be posted to the TLC website. It was decided that Rebecca Scott will send out the agenda the last week of classes and again the week before flex day. Jan Schardt will have the final version posted on the TLC website and have our print shop print copies to hand out on flex day with note pages included.

CLASSIFIED STAFF DEVELOPMENT SURVEY: the committee reviewed the results. Jan Schardt will send it out again next week to gather more input from classified staff.

STAFF DEVELOPMENT PLAN: the committee reviewed the plan and goals that have been set. There was a discussion on having a ASNVC student being on the committee. Rebecca Scott will work on this.

COMMITTEE RETREAT: The idea of a retreat was discussed. This will be discussed further when we come back in January. The results of the Student Success Task Force on Professional Development will be known then and will help guide us in this process.

NEXT MEETING: Karen Larsen will create a doodle poll to send to the committee to see which days are best for meetings.

FOUNDATION MINI GRANTS: The committee reviewed the process.

OTHER: There was a discussion on how to get faculty to workshops and the demands on their time. There was also a discussion on how NVC could enable classified staff to feel more included in on activities such as Flex Day.

Respectfully submitted,

Jan Schardt
