



**STAFF DEVELOPMENT COMMITTEE
FRIDAY, NOVEMBER 19, 2010
12:00-1:00 P.M. – ROOM 1738**

AGENDA

- I. Welcome**
- II. Adoption of Agenda**
- III. Approval of Minutes**
- IV. Public Comment**
- V. Composition of Staff Development Committee (Faye & Laura)**
- VI. Review of Staff Development Zoomerang Survey (All)**
- VII. Classified Workshop Strands**
- VIII. Adjournment**

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*Distribution: Laura Ecklin
Matt Christensen
Jan Schardt
Faye Smyle
Michelle Hobbs
Mary Shea
~~Vicki Fevlin~~*

STAFF DEVELOPMENT UMBRELLA COMMITTEE
MEETING MINUTES
November 19, 2010

Committee members present: Faye Smyle, Jan Schardt, Mary Shea and Mat Christensen.

Committee members excused: Laura Ecklin and Michelle Hobbs.

1. Welcome- Faye thanked everyone for attending the meeting.
2. Adoption of agenda- Matt Christensen moved that we accept the agenda as presented. Mary Shea seconded the motion. Motion carried.
3. Minutes- Error in spelling of Matt's last name it is Christensen. Matt moved that we accept the minutes with the correction of his last name. Jan seconded the motion. Motion carried.
4. Public Comment- None.
5. Composition of Staff Development Committee- Laura Ecklin has not taken this to Cabinet and will take it to the next meeting. The composition will be Dean of Human Resources and of the LLRC will be the co-chairs. Committee representation will be 2nd vice president of the Academic Senate and the chair of the Faculty Professional Development Committee; 1 classified Union representative and 1 Classified Senate representative and 1 Administrative Senate representative. Mary feels that the 2nd vice president of the Academic Senate has too many hats and will ask the Senate to relook at this assignment. Faye stated that the 2nd VP is here due to the evaluation process and the chair of the professional development committee is here because of flex day.

Staff Development is addressed in accreditation under human resources and this is why the dean of HR is on the committee. The Dean of the LLRC is on the committee due to the TLC being one of the department's responsibilities.

Faye read the document that Laura will present to cabinet and this is what the committee supports and recommends.
6. Review of Staff Development Zoomerang Survey- This survey was originally intended to go out to classified staff but the committee decided that it needs to be

built to go out to all employee groups. One idea is to put a general survey together but to have sections that would apply to a specific employee group so that it can be done and compiled all at one time.

7. Classified Workshop Strands- Need to have the survey responses and what times the workshops will be held. There were 2 suggestions from classified on workshop presentations one is on training that the Union does but is not union related and creates a new approach to working as a group. The other is a form of dance/exercise that Cristine Vasquez would like to demonstrate.

Other suggested trainings for all staff are on Outlook and how to calendar, pull items and put on a to-do list and invite people to meetings. Adobe Acrobat Professional need to have it on all staff computers and a training on how to use it.

8. Next meeting- the next meeting will be in January after we hear from Laura and the response from the Cabinet.

Respectfully submitted,

Jan Schardt