



Staff Development Committee

HR Conference Room 1544

December 9, 2011 - 9:00 a.m. to 10:00 a.m.

AGENDA

- 1. Adoption of the Agenda**
- 2. Approval of Minutes**
- 3. Reports & Discussion Items**
 - 3.1 Report on Status of Professional Development Offered Through TLC (Menu of Choices) - Jan/Rebecca**
 - 3.2 Report on Status of Professional Development Offered Through Office of Human Resources - Laura**
 - 3.3 Flex Day**
 - 3.4 Professional Development for Classified Staff**
 - 3.5 SLO's for TLC & Staff Development**
- 4. Next Meeting - Agenda Items**
- 5. Adjournment**

Staff Development Committee Meeting
Minutes

Date: Friday, December 9, 2011
Present: Laura Ecklin, Jan Schardt, John Dotta, Michelle Burhorn,
Faye Smyle
Excused: Rebecca Scott
Absent: Dianna Chiabotti
Start time: 9:00 am
End time: 10:00 am
Prepared by: Jan Schardt

Laura Ecklin called the meeting to order at 9:15 am.

Agenda: Add item 3.6 Draft Staff Development Plan. Committee agreed by consensus to accept the agenda.

Minutes: Approved as written by consensus. It was asked to clarify what is met by using the Hispanic Servicing Institute funding and faculty load. This was just ideas that were generated and it is unknown if HIS funding can be used for staff development at this time. The faculty load reassignment will not work but it was suggested that we look into faculty using staff development and developing training curriculum and putting on workshops as part of their advancement projects. Faye Smyle will check into this and will report back in January.

Reports & Discussion Items

1. **Report on the Status of Professional Development offered through TLC:** Jan Schardt reported how the menu of choices and descriptions for the workshops works and will demonstrate at next month's meeting. The spring training calendar is just about completed waiting for people to respond to the dates that they have been asked to block out for presenting at the workshops. It was suggested that Jan Schardt make arrangements to attend a Student Services Council meeting and present the TLC and offerings in addition to what Rebecca Scott has done at Instruction Council. Jan can also go around to office and department meetings and do presentations. Jan Schardt also reported that the TLC is working with Ken Arnold to facilitate the NIMS mandatory training for staff.
2. **Report on Status of Professional Development Offered through the Office of Human Resources** Laura Ecklin reported that HR is responsible for the hiring committee training, sexual harassment training and other trainings pertaining to laws and regulations. Her office will coordinate the training but will work with the TLC for room arrangements and will get the data to Jan Schardt for statistical purposes. Safe Colleges needs to be assigned by HR and facilities as these are trainings based on functions like ladder training. EAP workshops are chosen through the evaluation process and once decided then the TLC will be responsible for rolling them out.
3. **PDC and Flex Day Report-** John Dotta reported on the needs of the PDC and that there is discussion to change the committee so they work with the same structure as the curriculum committee where there are definite timelines and adhere to them. It is clear that they need to follow the process and have Flex Day in place so they are not always behind schedule. A discussion was held on how to make the process better.

The Flex Day agenda has been developed and they are waiting for the Academic Senate Executive Committee to approve the agenda but there is a time factor so the agenda may have to be sent out without their approval. The LOAC committee is starting inquiry groups and will have a session at Flex Day with the pilot group. They will have SLO's in the afternoon for those that need to complete their SLO's. The focus groups will look at staff and faculty concerns and area that they shared in the surveys. The rest of the staff will attend workshops such as Outlook, SharePoint, PowerPoint, etc. Debbie Saunders will do a session on PEP in the afternoon. The Academic Senate will have a working lunch.

The PDC also plans on running more workshops through the TLC.

4. **Professional Development for Classified Staff-** Michelle Burhorn reported that a staff retreat is planned for March 29th and the location will be the LLRC. Workshop topics identified at this time are hiring committees, diversity and anti-bias, how classified staff can support students, how to read and understand your Union contract and some fun things. Laura Ecklin offered to do a short version of IBB training. It was noted that hiring committee training takes a four hour block and HR is hosting training on January 20th from 1:30-4:30.

5. **ALO's for the TLC and Staff Development-** It was decided to look at the staff development plan and use this document to assist us with developing our outcomes. We will begin this process at our next meeting
6. **Staff Development Plan-** Laura Ecklin presented the draft document. It was decided to discuss this at our next meeting or have a retreat to spend more time on this document and ALO's. Under D PROCESSES/PROCEDURES- Determining Training Topics it was decided to add Accreditation Standards. We also need to look at the strands from the website and add these to the SD Plan. Laura Ecklin will also talk to the classified negotiators about the staff development plan that is part of the classified evaluation process. There should be an annual basis for staff to work with their supervisors to see what their needs are. All staff needs a plan and follow through.

Other-

Laura Ecklin reported that she and Rebecca Scott will be holding meetings to develop the meeting agenda and review the draft minutes. Jan Schardt will then send out the agenda and minutes a week before the meeting.

Funding- need to figure out how to obtain funding for running the TLC and stipends for faculty who do workshops. \$100 has been the amount of the past stipend and with funding we would stay with this and would have to work out release time for classified staff. We need to be able to recognize staff for their contribution. Laura Ecklin and Rebecca Scott will figure out a way to ask for a budget allocation.

Next Meeting: February 10, 2012 from 9 – 11 in the HR conference room. Agenda items will include: Review website, think about goals and how they relate to the SD plan, and review strands. We will also clarify our main goal and purpose and identify 2 main concepts for the ALO's.