

NAPA VALLEY COLLEGE STAFF DEVELOPMENT COMMITTEE

January 30, 2014

Committee chair Rebecca Scott called the meeting to order at 12:00

Members present: Karen Larson, Jan Schardt, Laura Ecklin, Rebecca Scott, Cristine Vasquez and Kelly McCann.

Member excused: Faye Smyle.

MINUTES: The minutes of from December will be carried over for discussion in January.

GRANT APPLICATION RESULTS: These will be sent to Jan so that she can process them. There were comments on the application process and rubric as these need to be further developed. When the results are sent out a link to the accounting manual will be added into the letter so that the applicant can find the proper coding. There is pressure from the Foundation to get the results out. There is going to be more funding available. A discussion was held as to the timeline of the process. If an announcement is sent out in February then staff should have February and March to prepare for the application to make them complete, the deadline would be after spring break. The committee would then have the month of April to review and send out the results. Laura and Rebecca need to meet with Kathy and Lissa over the process to improve the application, criteria and rubric.

SPRING FLEX DAY: The feedback received shows that faculty and staff liked the offerings. The deadline for evaluations is January 31st and Jan is putting the results into a document to send to the PDC. The committee will review the evaluations at the February meeting. Suggestions have been made to repeat some of the workshops during the semester. There were not many choices for classified staff and there was a poor turnout of staff participating.

FALL FLEX DAY: Dr. Kraft wants to hold a meeting about our next Fall Flex Day. Stephanie Burns has HSI money that can be used for workshops such as was held during the Spring Flex Day. We need to look at a year cycle for Flex Day planning. The Staff Development Committee will apply for a grant from the NVC Grant Project to pay Flex Day presenters. We can also use HSI and Basic Skills funds to cover any presenter costs.

STUDENT SUCCESS TASK FORCE PROFESSIONAL DEVELOPMENT: Jan reported that this is going to the legislature for the funding piece. There may be a mandatory 5 flex days this is yet to be determined.

NEW CLASSIFIED LEARNING COMMUNITY: This idea is being developed to provide training for new classified staff and serve as an orientation for them. The idea of revamping the evaluation tool, which has to be done through negotiations, to add training as part of the evaluation process.

NEW FACULTY LEARNING COMMUNITY: There was a discussion about the composition of the training sessions, how often they should be held and the type of format such as brown bag lunch sessions.

CHANCELLOR'S OFFICE CERTIFICATION: Rebecca is working on the flex certification document for the Chancellor's Office. We need to include the plans through Fall 2015 Flex Day.

NEXT MEETINGS: The committee decided that the 4th Thursday of the month is best for our meetings. They will be held from 12:30 – 1:20 in the TLC.

Respectfully submitted,

Christine Vasquez

**Staff Development Committee
Meeting Agenda
1/30/2014 12:00-1:00
TLC**

- 1. Welcome**
 - 2. Approval of minutes**
 - 3. Update on NVC grant applications**
 - 4. Overview of spring Flex Day 2014**
 - 5. Discussion for planning fall Flex Day 2014**
 - 6. Discussion of forming New Classified Learning Community**
-
- 7. Any other items**
 - 8. Adjourn**