

NVC Staff Development Committee Minutes
February 10, 2011

Members present: Rebecca Scott, Laura Ecklin, Jan Schardt, Cristine Vasquez, and Mary Shea.

Members excused: Michelle Hobbs and Faye Smile.

Minutes: The minutes of the November 19th meeting were presented. Rebecca Scott moved the minutes be accepted as written. Cristine Vasquez seconded the motion. Motion carried.

Training: Rebecca presented training opportunities for faculty titled "Great Expectations". These trainings are based on the evaluation and tenure process. Classified and administrative staff needs to be able to pick the training they want to do. Some managers will recommend training based on job duties. Jan and Cristine will look at the evaluation language for classified and will come up with a menu of choices.

Ideas for Training: Have Ken Arnold do safety and CPR training along with emergency procedures. Have a traveling show that goes out to the departments. One example would be that Mary and Jan develop a training on Microsoft Outlook and take it out around campus to train faculty and staff on the changes and functions of the program.

Plan: One of the first steps for the committee to undertake is to develop a plan and what steps need to be taken between now and May. It was decided that the steps will be:

- Create a plan
- Survey faculty and staff
- Figure out what trainings to offer from the survey
- Move into the departments not just use the TLC for training – take the show on the road

When the plan is created it needs to be shared with the Instruction Council, Student Services Council and President's Cabinet. Managers will then share the plan with faculty and staff.

Flex Day: This past flex day was very successful and evaluations were very positive. Food has always played an important role in flex day and this year the budget was just \$200 which worked. Rebecca suggested that the Social Committee be involved in planning the next flex day lunch as people commented that they missed it but there is no funding available for meals. The next flex day needs to be stellar and top this one.

Next meeting: The committee will meet on March 10th at 10 am. The agenda will be to draft the plan, share trainings with committee and begin forming the survey.

Respectfully submitted,
Jan Schardt