



**Staff Development Committee**

HR Conference Room

April 8, 2011- 10:00 a.m. to 11:00 a.m.

**AGENDA**

1. Adoption of the Agenda

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2. Reports & Discussion Items
  - 2.1 Review and Discuss Zoomerang survey
  - 2.2 Review Progress of Workshop Categories
  - 2.3 Review Flex Day
  - 2.4 Status of Staff in Organizational Development Plan
  - 2.5 Designation of Employees to Roll-Out New Products
  - 2.6 Training of Managers to Include Staff Development Into Evaluation Process
3. Next Meeting - May 13, 2011 10am - 11am
4. Adjournment



**Staff Development Committee Meeting**

**Minutes**

**Date:** Friday, April 8, 2011  
**Present:** Cristine Vasquez, Faye Smyle, Jan Schardt, Laura Ecklin, Mary Shea, Rebecca Scott  
**Absent:** Michelle Hobbs  
**Start time:** 10:00 a.m.  
**End time:** 11:00 a.m.  
**Prepared by:** Cristine Vasquez

Laura Ecklin called the meeting to order at 10:00 a.m.

The agenda was adopted. The minutes from the March meeting were reviewed and approved.

The Zoomerang survey prepared by Rebecca Scott was reviewed by the committee. Rebecca feels that there may be too many choices listed on the survey, but it would be good to see what employees would be interested in. The survey listed trainings available through various groups (EAP, TLC, PERS, etc.), grouped in the following categories: Career Development, Communication, Family Matters, Financial Management, Health and Fitness, Human Resources, Legal, Management, Resources, Safety, Teaching Technology, Technology and Work/Life Balance.

Laura Ecklin suggested that the Zoomerang survey be condensed to make a more concise, feasible list of trainings available. She suggested to keep it at 4-5 choices per category, and to merge some categories together to avoid redundancy. Laura also suggested that a category on Teaching Pedagogy and other faculty-gearred trainings be included.

Jan Schardt was concerned that not all trainings will be applicable to all employee groups, especially trainings geared towards management. Jan presented a sample questionnaire from another college, which the committee referred to.

Laura Ecklin also suggested that the survey include a question to ask participants whether they prefer online or in-person trainings.

The committee went through the survey categories and questions and decided which ones to move forward with. The results are:

<p><b>Career Development</b>            Building Powerful Resumes            Effective Interviewing Strategies            Working Style</p>	<p><b>Communication</b>            Family Communication            Effective Workplace Communication            Intergenerational Communication in the Workplace</p>	<p><b>Financial Management</b>            Coping with the Stress of Economic Uncertainty            Managing Personal Finances            Roadmap to Retirement            Understanding Health Savings Accounts (HSA)            Estate Planning/Wills/Trusts            STRS/PERS</p>
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<b>Health, Fitness and Safety</b> Fitness and Exercise Work/Life Balance Managing Stress Nutrition Ergonomics Safety in the Workplace	<b>Human Resources and Management</b> Basic Supervision Skills Legal Issues and Mandates Conflict Resolution Evaluations Leaves, Leaves and More Leaves Leadership and Leading Managing Challenging Workplace Behaviors (for Managers)	<b>College Business</b> Shared Governance Role of Senate vs. Role of Union Accreditation Committee Responsibility Brown Act/Robert's Rules of Order Supervising Temporary or Student Employees PEP/Unit Plan
<b>Resources</b> ADA Sensitivity in the Workplace (Disability Awareness) Employee Assistance Program (EAP) Orientation Using Campus Support Systems College Programs	<b>Teaching Technology</b> Capture Clickers Using Classroom Technology Embedding Technology Into Your Curriculum WebCMS	<b>Technology</b> MAC Usage and Operation E-mail use Understanding What Outlook Can Do For You SharePoint MS Office (beginner/intermediate) Developing your webpage Using the Media Production Studio WebAdvisor
<b>Teaching Pedagogy</b> Syllabus SLO Assessment		

It was suggested that a list of other workshops (EAP-sponsored, PERS-sponsored, etc.) be included in the survey to provide even more options for employees. Rebecca Scott and Laura Ecklin will work with LLRC Secretary Mon Saepharn on revising the Zoomerang Survey. Rebecca also mentioned that these upcoming trainings will be beneficial to reviving the Teaching and Learning Center (TLC).

The committee agreed to correspond via e-mail to finalize the survey before the next meeting.

Laura Ecklin presented a draft of the Staff and Organizational Development Plan, which the group reviewed quickly. Other items on the agenda that were not discussed: Designation of employees to roll-out new products and Training of managers to include staff development into the evaluation process.

The next meeting will be on Friday, May 13, 2011 at 10:00 a.m. in the HR Conference Room.  
Adjournment.