



Staff Development Committee Meeting

Minutes

Date: Friday, May 13, 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 10:05 a.m.

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

Rebecca Scott reported the results of the Zoomerang survey released in April. She said that several suggestions were submitted for workshops featuring bias and racism and the workplace, as well as topics on team building for diversity. Rebecca distributed the results of the Zoomerang and a list of other trainings suggested by staff. A list of volunteer facilitators was also distributed. She also reported that approximately 130 people responded to the survey, the highest response rate that the committee has ever had.

After a brief review of results, the committee decided to start the workshop series with the topics that garnered YES responses of 50% and up. Among the popular topics were:

- Effective Workplace Communication
- STRS/PERS Workshops
- Fitness and Exercise
- Managing Stress
- Conflict Resolution
- Creating a Positive Work Environment
- Leadership and Leading
- Embedding Technology into Your Classroom Curriculum
- Using Video Capture Software
- Getting to Know How to Use Google Docs
- Effectively Using the Smart Classroom Technology
- Incorporating Videos into PowerPoint
- Understanding What Outlook Can Do for You
- Developing Your Webpage
- Using the Media Production Studio

Laura Ecklin said that on the topic of diversity and racism workshops, the College has a Bias Incident Response Team (BIRT) that the committee can bring in to facilitate or assist in these suggested workshops. The College also supports a STOP THE HATE Program, where many of our faculty, staff and students have been trained to help prevent hate crimes and bias incidents on campus. Laura suggested starting with a "Power of Words" Campaign that addresses how the use of words affect people in different ways.

Faye Smyle agreed with Laura's idea. Faye suggested that it would be best for the committee to simply sponsor and manage these trainings by pulling in individuals or committees that can prepare and facilitate these kinds of workshops. Rebecca Scott stressed that there needs to be a collaborative effort



between constituent groups in these trainings. Rebecca mentioned the possibility of incorporating these trainings into orientation and evaluations (per negotiations). Laura Ecklin suggested that these ideas be forwarded to the Inclusivity Committee to ask them to facilitate this process. Mary Shea said that it is important to devise a technique that is broad-based to attract participation from all groups. Jan Schardt said that it is also important to create follow-up trainings.

It was agreed that the committee co-chairs contact the Inclusivity Committee to propose a collaboration between Inclusivity and BIRT to facilitate a series of workshops on diversity and bias in the workplace. The Staff Development Committee will provide assistance by coordinating and promoting the project. An online version of trainings will also be explored.

The committee proceeded with the analysis of the Zoomerang survey raw data. Mary Shea suggested that an e-mail be sent out to the community to acknowledge their participation, share some results and assure the community that the committee is in the process of developing trainings based on their interest. Rebecca Scott agreed and said that it is also important to let departments know that the committee is available to bring the training to departments. Rebecca expressed concern regarding the TLC and said that there needs to be a contact person that will be in charge of the TLC and trainings offered through it.

Laura Ecklin reported that the EAP has given the District an additional 2 hours of training time. She suggested several workshop topics that the committee can start with: SLO Assessment, diversity training, stress-management, conflict management (for managers and staff-to-staff). Mary Shea suggested to tie in fundraising for special causes in these workshops to attract more participants. Laura Ecklin and Faye Smyle suggested that the committee needs a catchy promotion idea for the trainings. A suggestion was made to use YouTube videos featuring trainings and trainers. The videos can be filmed in the new Media Production Studio. Cristine Vasquez agreed to assist in the preparation of these videos.

It was decided that the committee:

1. create a menu and schedule of master workshops in the TLC using suggestions and volunteer facilitators.
2. create a promotional video featuring the trainings and trainers. The video will be sent via e-mail and posted in the TLC website.
3. create a menu of "traveling workshops" with an invitation to departments/divisions to have the committee bring the workshops to the department (scheduled in advance).
4. coordinate with the EAP and Inclusivity Committee regarding facilitation of trainings.

Rebecca Scott announced that an e-mail was sent to the committee regarding a draft of Fall Flex Day activities. Rebecca encouraged feedback from the committee upon review of the draft.

Mary Shea announced that it was her last meeting as a committee member. Dianna Chiabotti will replace Mary as Academic Senate 2nd Vice President and representative to the Staff Development Committee. The committee thanked Mary for her work and participation.

Next meeting TBA. Adjournment.