



## Staff Development Committee Meeting

### Minutes

Date: Thursday, March 10, 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

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

The minutes from the February meeting were reviewed and approved.

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Future meeting times were discussed. Laura sent an e-mail to the committee asking for input about future meeting days/times. Jan Schardt has setup an Outlook Calendar reminder for the March meeting. Michelle Hobbs has scheduling issues because of softball games.

The committee has concerns about the lack of attendance and participation of the Professional Development Committee (PDC) chair, as well as the loss of leadership impacting the PDC's role in Staff Development. Mary Shea will talk to Erik Shearer, interim Academic Senate President, about elevating the importance of the PDC. It was also suggested that the committee consult with the Dean of P.E. about the schedule for games this season so we can coordinate meeting times.

The committee decided to tentatively adjust the remaining meeting dates for spring to allow the PDC Chair a chance to attend. The next meetings will be on the 2<sup>nd</sup> Friday of the month (April 8 and May 13<sup>th</sup>) at 10 a.m.

The committee also revisited the Staff Development Plan, as discussed in the February meeting. The process was outlined as follows:

1. Create a Staff Development Plan
2. Create a Zoomerang survey listing the available training opportunities for NVC staff
3. Assess survey results to and come up with a "menu of workshops" to make available for staff
4. Contact departments interested in trainings and coordinate with "experts" to present workshop as a "touring training"

Rebecca Scott suggested that workshops be categorized into areas of training, since some of them can be redundant. Some of the categories suggested were: Technology, Teaching Techniques, Health and Wellness, Honing Office Skills, Safety and Security. The committee wants to introduce staff to resources already available to them as employees of the District, as well as to do in-house training. There is no funding to pay trainers, but the committee can look into giving trainers reassign time for their work.

It was also suggested that the committee explore the idea of integrating trainings in staff evaluations, and possibly making it a mandatory part of their plan for staff development or step advancement.



Technology in classrooms change rapidly, and staff need to be able to keep up with these changes. Mary Shea also said this will help our staff adapt and keep up with the needs and realities of our students and the college.

Laura and Rebecca will organize trainings and create a draft. Jan Schardt offered to draft a Zoomerang survey based on the list of trainings. It was also suggested that the committee survey employees who are willing to be trainers and for what topic. The committee will review drafts before the survey is made live.

The committee discussed the Staff and Organizational Development Plan. Laura would like the committee to come up with annual plan by the end of the semester, which will also be assessed at the end of every year. Jan Schardt said that this plan will be extremely helpful during the accreditation process. She suggested that the Staff Development Committee website be updated to reflect this and recent discussions. Rebecca Scott suggested linking the committee website with the TLC website. It was suggested that the committee be called the Staff and Organizational Development Committee. Faye Smyle suggested that we check with the Academic Senate to confirm the language to be used to outline the role of the committee.

Flex Day for Fall 2011 was mentioned. Laura said that this can be an agenda item for April. Rebecca Scott will ask for a report from PDC, who is responsible for organizing Flex Day. The committee would like to come up with a mini-draft of activities for faculty and staff, based on results of the PDC survey and PEP reports. Rebecca would like to see more participation from classified staff during Flex Day.

The next meeting will be on Friday, April 8, 2011 at 10:00 a.m. in the HR Conference Room.  
Adjournment.