

# Staff Development Committee Meeting Minutes

Friday, September 24, 2010

12:00 – 1:00 pm

LLRC Room 1738

Present: Faye Smyle, Matt Christiansen, Laura Ecklin, Jan Schardt, and Vicki Tevlin

Absent: Michelle Hobbs, Mary Shea

I. Welcome

II. Adoption of Agenda

The agenda was adopted.

III. Approval of Minutes

Jan moved to approve the minutes for the May 14, 2010 meeting and Laura seconded the motion.

IV. Public Comment

None

V. Composition of Staff Development Committee (Faye)

- A discussion ensued as to what members should be on the staff development committee, which is a district committee, not an Academic Senate committee—numerous changes in the coordinator chair of the committee over the years
- Staff development has historically been under the purview of HR as staff development is district wide with NEO's, faculty trainings, EAP trainings, etc.
- Robyn's emails refer to Laura being on the committee as an administrator, not her role as Dean of HR, and wants to ensure Senate representation
- Initial ideas are to have either Laura or Rebecca chair or be co-chairs
- Matt mentioned he may step down from the committee; whereas, Faye would like to remain as an administrative representative
- Jan stated that staff development is in the classified union contract and one classified member is to be appointed by the union and other classified member is to be appointed by the senate to participate on the committee
- Discussed being consistent with the composition by virtue of their role, and not having too many administrators on the committee
- Final agreement for composition of the committee is as follows: Deans of HR and LLRC as co-chairs, Michelle Hobbs as PDC Chair and Mary Shea as Academic Senate 2<sup>nd</sup> Vice-President, two classified representatives, and one administrative representative; need to talk to Robyn and Sue as this has to go before Cabinet scheduled for October 6th

VI. Pep Data (Faye)

- Vicki will email the PEP data documents to the committee members for review

VII. Online Foundation Directory (Faye)

- Reviewed Online Foundation Directory and discussed whether or not the committee wanted to subscribe to monitor online resources
- Laura and Jan mentioned that without spending money, there are various organizations who offer funding, i.e., CCC Foundation, 4CSD, grants through Chancellor's Office, NVC Foundation Office
- The committee agreed not to expend funds for the directory

VIII. Review of Staff Development Zoomerang Survey (All)

- The committee needs to compile the information received to date
- Vicki will email the intro language for the Zoomerang survey that Jan prepared to the committee

IX. Classified and Administrative Workshop Strands (All)

- Jan is helping to develop different strands/choices for classified staff
- Discussed whether to have open lab vs. selected times for workshops and also offer online workshops/webinars
- Use administrative training workshops as model in future
- Laura is almost done with the final list of available HR trainings and will email to the committee when finalized

X. Adjournment

- The meeting adjourned at 1:00 p.m. The next committee meeting is scheduled for Friday, October 29, 2010, from 12:00-1:00 p.m. in the LLRC, Room 1738.