Staff Development
Minutes: March 8, 2010 (Draft)

Attendees: John Ruys, Jeff Sperry, Laurel Jones, David Everett, Greg Johns, Catherine Suarez, Guest Elizabeth Hopkins

Meeting began at 2:40 pm
Announcement: Carie Kincaid has resigned as of March 5th; note taking will be rotated until additional help can be found

1. Minutes of Feb. 8th 2010 were reviewed and approved
2. Conference proposals moved to the top of the agenda
    - Debbie Fields: approved
    - Zina Rosen-Simon: received the proposal late (beyond the due date) but approved
    - Toby Bielawski: approved
    - Sarah Thompson: approved
    - Jonathan Brickman: approved (use basic skills funding)
3. Discussion about timelines and implications to budget when proposals not received or receipts (costs) claimed according to the guidelines
4. Discussion about Calendar Committee and process for Flex Days
    - Contract states flex days can be decided by the president and Staff Development chair
    - Calendar Committee would only look at a two year Flex plan that would be part of both colleges and would be in the two year district calendar
    - John has contacted the FA about Calendar Committee and Flex planning
5. Reports:
    - Classified: discussion about Flex Day Friday and services being closed; some thought it was short notice for students
    - Administrator: intent of Flex was to include classified participation and to ensure that classified have a voice in strategic planning
    - Faculty: some faculty stated that they didn't know about the Flex Day
    - Idea to put up a bright flyer for students regarding the closed campus on Friday
6. Flex Day Items:
    - Explanation and review of Feb. 11th memo given to the campus

- Convocation is discussing hosting the Participatory Governance Theme for that day; SLO Assessment was given to Town Meeting and recommendation 3 and 4 are underway
    - ❖ Library has asked for 2 days in March for the Information Competency dialogues: faculty will receive variable flex for participation
- Fall and Spring Days for Flex Consideration 10/11
    1. Fall: September 28th or 30th
    2. Spring: March 29th or 31st
- Staff Development Forms: Please review the event proposal form and the assessment form developed for college use
    1. Committee discussed the use of the assessment form for staff development workshops and training and as follow up to professional development events (look for training improvement; other types of follow up training, etc.)
    2. Agreed that this has been a missing piece of staff development program and may have a connection helpful to faculty in the program review process as it relates to goals connected to staff development and student learning outcomes or program assessment
- Needs Assessment:
    1. Committee reviewed assessment results; results are available on the staff development website
    2. Agreement that the needs assessment needs to go out again for more results/ possibly by division
    3. Need to have committee members and possibly others sit down and pull out campus needs from data
- Wellness Program
    1. John reviewed a $5000 proposal that comes from Student Health Center and Valley Care Health RX partnerships
        - Provides monthly seminars (free and minimal cost)
        - Provides fruit on Thursdays and campus activities; walking groups; simple diagnostics
    2. Question of how we would evaluate the program and know if it is being used?
    3. Can we partner with existing benefits packages to get healthful living dollars and/or program?
    4. John will speak with Elizabeth and Dyan about how we can affect areas on campus with health (staff fitness card; other areas?)

Meeting Adjourned: 4:30 pm
Minutes Respectfully submitted by Laurel Jones