

**Staff Development Committee Meeting
October 23, 2008; 3:00pm-4:30pm; Room 820-P
Minutes**

In Attendance: Wendy Bailey, Sandro Corsi, Nancy Ikeda, Chris Kiger, Adela Lopez, Carol Mattson, Alix Plum-Widner, Olivia Veloz, Doris Wright

Absent: Glenda Day, Ruth Egigian, Elli England, Rena Negrete, Cheryl Toth

A. Approval of minutes:

- Meeting minutes from October 9, 2008 were approved as submitted.

B. Reports & Announcements:

- Academic Services: Carol Mattson
 - At the last PAC meeting there was discussion about whether Staff Development and other shared governance committees should report directly to PAC (as indicated on a draft of a FC Planning and Decision making model that was distributed at PAC) or to PAC through the Faculty Senate. To make sure all constituents are informed, the SD Coordinator will routinely send approved minutes to campus constituent representatives (Ken Collins, Ericka Adakai, Carol Mattson (to disseminate to Deans), as well as post on SD website.
 - Update on FC 2009-2011 Goals: PAC decided to list Staff Development under Goal 3 rather than list specific SD goals.
 - Discussed promoting division trainings through Staff Development. Coordinator will request that deans/managers contact her when they have division trainings so that the information can be shared in President's Weekly.
 - 4C/SD listserv asked which campuses had a full time SD coordinator. A final number has not been sent, but several campuses did have a full time coordinator.
- Coordinator: Alix Plum-Widner
 - Introduction of members: New member Glenda Day.
 - Brandon Floerke will be conducting two Classified Mentor trainings on November 6th, 11am- 12pm (Coordinator will attend,) and November 7th, 12pm- 1pm. Emails detailing the process of participating in the Classified Mentor Program will be sent to classified staff and managers. Coordinator will ask Larry Buckley & Toni DuBois to encourage managers to allow their staff to participate.
 - District SD will send two people to 4C/SD (no lodging) which will be held in Pomona on March 5th through 7th. Rena Negrete expressed interest in going and will request permission from her area manager.
 - Coordinator sent a reminder email to deans and Classified Senate to turn in their travel requests by December 1st, 2008.

- The Rancho Cucamonga Quakes are having a “Teacher Day” and will offer group rates. Coordinator will forward details when they are available.

C. Old Business

- Committee discussed the “Nine authorized uses for SD funds” document, which provides definitions and examples of those uses listed in the education code.
 - Olivia Veloz will email Coordinator a checklist/grid that she created for Cypress College to further define authorized uses of SD funds.
 - Nancy Ikeda raised a concern that SD funds do not cover travel for club advisors to take students to conferences, even though the advisor is required to accompany them and the activities count as flex hours. Committee discussed setting aside a separate allocation (in the future) for club advisors and other travel that doesn’t fall under a particular division.
- The planning for Health Champion’s Day is underway.
 - Promotional items with the FC logo have been ordered which include a lunch bag, writing pad, pen, water bottle and a stress ball.
 - Dr. Hodge approved opening the event to the rest of the district.
 - Chris Kiger contacted the nursing department at Cypress College. They are having a planning meeting on Monday and will discuss whether they will be able to offer blood pressure and cholesterol screening at the event.
 - Coordinator will contact Steve Duncan to request SD District funds for the event, which is estimated not to exceed \$25,000. The majority of these funds will come from one-time state monies that must be spent by the end of the fiscal year. These funds are earmarked only for Staff Development.

D. New Business

- Carol Mattson: New staff may not know that they can obtain a Faculty/Staff ID card or where to get them. Coordinator will get updated information about ID cards and ID stickers and will notify staff by email. In the future, the information will be included in new hire orientations.
- Adela Lopez suggested that Staff Development needs to solicit funding through grants and other means. Dr. Doffoney has applied to HACU (Hispanic Association of Colleges & Universities), which provides funds for staff training in new technology, the travel costs associated with it as well as providing internships for students and staff. However, the campus administration has to make the official request to rejoin HACU.
- Olivia Veloz reported that she gave a budget workshop for managers and their support staff at the district office last week. It was well attended, she received good feedback and will be providing hands-on training for 6 people. Olivia will offer a budget workshop here on campus with date and time to be arranged.

