

Staff Development Committee Meeting
October 9, 2008; 3:00pm-4:30pm; SDTEC, Room 800-LLRC
Minutes

In Attendance: Celia Assef, Wendy Bailey, Nancy Ikeda, Chris Kiger, Adela Lopez, Carol Mattson, Rena Negrete, Alix Plum-Widner, Cheryl Toth, Olivia Veloz

Absent: Doris Wright

A. Approval of minutes:

- Meeting minutes from September 25, 2008 were approved as submitted.

B. Additions to Agenda:

C. Reports & Announcements:

- Academic Services: Carol Mattson
 - Distance Education has updated an edit room for instructional projects where faculty can check out a video camera and edit projects. This will be advertised in President's Weekly and the process for room/equipment reservation will be linked to the SD website.
 - Distance Education will be reserving a room to broadcast the 3CMedia Women's Teleconference but staff can also view it on their desktop. This will be advertised in President's Weekly.
 - There has been some confusion with the travel approval process.
 - Coordinator will send a staff email stating that travel is not approved until the travel request form has gone through all approvals, ending with the appropriate VP.
 - Guidelines for authorized uses of SD money (from CCCCCO.edu) were distributed. Committee was asked to decide whether FC should adopt these guidelines at the next meeting.
 - It was restated that divisions must submit travel plans/requests by December 1st for the 2008-2009 fiscal year, including travel that will take place in the spring.
 - The draft of the FC 2009-2011 Goals has only one reference to Staff Development. Committee will discuss the SD 3-year plan in order to make additions to the FC 2009-2011 goals at the next meeting.
- Coordinator: Alix Plum-Widner
 - Introduction of members: New member Cheryl Toth.
 - Andrea Hanstein will be recognizing staff achievements in the President's Weekly. Coordinator is waiting to hear from Toni DuBois on whether SD can use one of the College Center cases for staff publications, CD's, etc. Coordinator will check with the Bookstore and the Library as well.

- Brandon Floerke will send an email and set a meeting for the Classified Mentor Program.
- There will be a Lunch Hour Luminary in April presented by those who attended the On Course (Skip Downing) workshop.
- Sheila Stokes and Janna Anderson will present “Teaching Tools and Tips” in the spring.
- Administrative Assistant: Wendy Bailey
 - TEC computer memory upgrades have been ordered.
 - There are 10 TEC laptops that are outdated that will be given to ACT. Coordinator suggests purchasing 2 new laptops for check out if there are funds available near the end of the fiscal year.

D. Old Business

- Chris Kiger suggested listing the SDTEC’s available resources in the President’s Weekly twice a semester.
- Dr. Hodge agreed to have “Health Champions Day” on Friday, January 9th (Spring Convocation).
 - Jack LaLanne is tentatively scheduled to be the keynote speaker (no contract yet) with the theme ‘Anything in Life is Possible: Make it Happen’. Costs for speaker will be: \$20,000 speaking fee, plus transportation, hotel and meals. Coordinator will be meeting with Steve Duncan at the District Chairs meeting and will ask for District SD funding.
 - Eight to ten classes will be offered including yoga and various seminar topics: Modern Day Fountain of Youth, Making Music a Part of Your Life, (both from St. Jude’s doctors), motivation, money management, nutrition, and relaxation. Tables will be set up for presenters to display their marketing materials during breaks.
 - Attendees will be given FC logo items, possibly a canvas bag, notepad, pen and stress ball and a short wellness related DVD.
 - Coordinator will make a request to VPSS Toni DuBois to allow Student Services departments to close so that they can attend and also to email the event schedule as soon as possible to deans/managers so that they can schedule their division meetings accordingly.
 - Chris Kiger will contact the CC nursing program about providing blood pressure and cholesterol checks at the event.

E. New Business

- There was no new business.