

Staff Development Committee Meeting
March 26, 2009; 3:00pm-4:30pm; TEC, Room 800-LLRC
Minutes

In Attendance: Celia Assef, Wendy Bailey, Glenda Day, Nancy Ikeda, Chris Kiger, Adela Lopez, Carol Mattson, Alix Plum-Widner, Olivia Veloz, Doris Wright

Absent: Sandro Corsi, Elli England, Rena Negrete

A. Approval of minutes:

- Meeting minutes from March 12, 2009 were approved as submitted.

B. Reports & Announcements:

- Academic Services: Carol Mattson
 - Carol will be requesting at least \$75,000 for Staff Development's 2009-2010 budget which will include Coordinator's reassign time.
 - Carol will request that we be able to advertise events before they have been confirmed on the master calendar in cases where the room is available but service needs (equipment etc.) are not yet resolved.
 - 4C/SD Survey results were distributed. The survey mainly addressed how budget and staffing needs were handled at different campuses.
- Coordinator: Alix Plum-Widner
 - There will not be a meeting on April 9th since it is Spring Break. The next meeting will be on April 23rd.
 - Laughter for the Health of It will be on Tuesday, May 5th. The schedule will be as follows: Reed Berry from 12pm-1pm, Laughter Yoga from 1:15pm-2:15pm, Jean Steel from 2:30pm-3:30pm. Refreshments will be available throughout the sessions.

C. Old Business

- The Walk to Cabo Awards date was moved to Wednesday, May 6th at 5pm since the original date of May 8th conflicted with "Men & Women of Distinction".
- Adela Lopez asked that SD think about ways to support the Student Equity Plan through planned activities, workshops and printed information. Discussed having division meeting presentations on the importance of accessibility, especially pertaining to websites and classroom videos/dvds. Also discussed the importance of having staff training about the needs of military veterans & dealing with student issues in general.

D. New Business

- SD Strategic Plan Update: Carol asked that the committee think about what the Staff Development program should look like. Discussed ways to encourage divisions/departments on campus to partner with Staff Development in their professional development activities.
- Discussed the need for emergency procedures training for staff.