

Staff Development Committee Meeting
September 11, 2008; 3:00pm-4:30pm; TEC (Room 800)
Minutes

In Attendance: Celia Assef, Wendy Bailey, Sandro Corsi, Chris Kiger, Carol Mattson, Rena Negrete, Alix Plum-Widner, Doris Wright

Absent: Adela Lopez, Olivia Veloz

A. Approval of minutes:

- Unable to approve minutes of May 8, 2008 due to lack of quorum.

B. Additions to Agenda:

C. Reports & Announcements:

- Coordinator, Alix Plum-Widner
 - Introduction of members.
 - Barbel Isermann is returning as an adult hourly in the TEC.
 - TEC Hours for Fall 2008 are M-TH 10am-4pm & 5pm-8pm, F 8am-12pm & 1pm-5pm. Website & TEC poster will be updated to reflect changes.
 - Meeting dates will be on the 2nd & 4th Thursday of each month from 3pm-4:30pm. The last meeting date of the semester will be decided at a later time.
 - Budget and Reassign Time
 - Coordinator met with Dr. Hodge to request an increase to the baseline budget (\$17,305) and was given an additional \$15,504 for this year bringing the general SD fund to \$50,000.
 - \$17,190 was received to cover 50% reassign time & benefits for the SD Coordinator as a result of the dynamic fund proposal submitted by Carol Mattson.
 - There is \$29,833 left in the “one-time state fund”. This is a 3-year fund and must be spent by the end of the 2008-2009 fiscal year.
 - Coordinator received positive feedback regarding New Faculty Orientation, Fall Adjunct Faculty Meeting and Fall Flex Week. Three flex week workshops were cancelled by presenters due to unforeseen circumstances but remaining workshops were well attended and well received.
 - Four Lunch Hour Luminaries have been scheduled and more will be added as proposals are received.
 - The Massage Therapy Program is offering free 15-minute chair massages as advertised by SD. Almost all spots have been filled.
 - Coordinator will be working with Brandon Floerke to begin the Classified Mentor Program. The proposal has been written and received approval from the

Deans/Managers and Classified Senate. A training program for mentors will be implemented before they are assigned to a new employee.

- SD District Chairs Meeting
 - Discussed recognizing staff for their achievements. Coordinator will contact Andrea Hanstein about the best way to implement this.
 - Staff (and students) can sign up for Text Alert through MyGateway.
 - There is \$200,000 in SD District funds available for travel and campus events that will meet district and campus goals.
 - Coordinator will be assisting Nancy Deutsch with the “Hire Me” workshops.
- The Fall Strategic Conversation meeting will be held at FC in October. Coordinator has recruited group facilitators from the PE department.
- A call is out through Faculty Senate and Classified Senate to fill committee vacancies.
- Academic Services, Carol Mattson
 - Distributed Academic Services Goals for 2008-2009 to committee.

D. Old Business

- There was no old business.

E. New Business

- It was agreed to use a portion of the “one-time state fund” to purchase upgrades for the computers in the TEC.
- Coordinator suggested using SD District funds to host a Health Champions Day that would include a keynote speaker, workshops and health screenings. A time frame that would allow for maximum attendance by faculty, classified staff and possibly students was discussed.
- Chris Kiger suggested purchasing “Teaching Troubled Students: Campus Policy and Threat Assessment”, a CD of an online seminar from Magna Publications, to add to the TEC library. The CD could be checked out individually and/or Chris could make a presentation in division meetings. (Chris is also the Chair of the Threat Assessment Team.)
- Discussed resurrecting the Christmas table decorating event but with a certificate of recognition for every table.