

**Staff Development Committee Meeting
September 25, 2008; 3:00pm-4:30pm; Room 820-P
Minutes**

In Attendance: Celia Assef, Wendy Bailey, Sandro Corsi, Nancy Ikeda, Chris Kiger, Liz Ledezma (for Rena Negrete), Adela Lopez, Carol Mattson, Marie Perez, Olivia Veloz, Alix Plum-Widner, Doris Wright

Absent: Rena Negrete

A. Approval of minutes:

- Meeting minutes from May 8, 2008 and September 11, 2008 were approved as submitted.

B. Additions to Agenda:

C. Reports & Announcements:

- Coordinator, Alix Plum-Widner
 - Introduction of members: New member Nancy Ikeda.
 - Lunch Hour Luminaries are continuing as well as Chair Massages from the Massage Therapy Program.
 - Coordinator emailed Andrea Hanstein about adding staff achievements to the President's Weekly. She will also contact Darlene Jensen about using part of the College Center display case for staff recognition.
 - Coordinator is currently researching keynote speakers for "Health Champions Day". The charge for celebrity speakers (Richard Simmons, Lance Armstrong, Jack LaLanne and others) are ranging from \$10,000 to \$40,000. She has requested to use Spring Convocation for the event and is awaiting Dr. Hodge's response.
 - Coordinator will be meeting with Brandon Floerke to work on the Classified Mentor Program. Their previous meeting was cancelled due to illness.
 - Coordinator will be unable to attend the NCSPOD Conference 10/22-10/26/08 and District SD will only pay for SD Coordinators to attend. Committee members were asked whether they would be able to attend if FC SD has funds available.
 - Carol Mattson revised the Flex Contract document and will be asking Deans to be responsible for collecting the forms from their faculty and then turn in to SD.
- Academic Services, Carol Mattson
 - Distributed draft of FC 2009-2011 Goals to committee.

D. Old Business

- SD Committee voted to approve the purchase of memory upgrades for the TEC computers using the “one-time state fund,” not to exceed \$2,000.
- SD Committee voted to approve the purchase of the online seminar CD: “Teaching Troubled Students: Campus Policy & Threat Assessment,” not to exceed \$300.

E. New Business

- Marie Perez suggested starting a monthly discussion group for online instructors to share ideas and best practices on how to improve online teaching. Depending on the needs of the group, demonstrations requiring a demo station may be included as well. Marie will contact Linda Clark for the list of online instructors and will email them to see if there is an interest in such a group.
- Adela Lopez suggested that Staff Development take part in preparing staff for the needs of returning veterans; community colleges are expected to have a surge in enrollment from this population. SD Coordinator will contact the VA to request a workshop presenter.
- Adela requested that the committee think about ways to be involved in Umoja, a statewide program focused on the retention and academic success of African-American students. The Student Equity Committee is putting together a plan that will need support from Staff Development and will be presented at a later date
- Discussed TEC signage and visibility on campus. Ideas included sending out a flyer to all staff a few times during the year detailing what is available in the TEC and where it is on campus, highlighting some of the TEC resources in President’s Weekly, and having a flex day scavenger hunt which would include the TEC as well as other departments/locations on campus.
- Mike Fitzsimmons (FC Librarian) requested Staff Development funds for Steve Dayton (FC Paralegal program) to present a workshop on legal research. Since SD funds have already been allocated, Coordinator will suggest that she request funds from the Library or other sources for this year since there are no SD funds available (already allocated) but that they may apply for SD funds for next year.
- Coordinator will suggest to Miguel Powers (Faculty Senate) that an adjunct faculty position on the SD committee be created.