

**Staff Development Committee Meeting**  
**September 10, 2009; 3:00pm-4:30pm; TEC, Room 800-LLRC**  
**Minutes**

**In Attendance:** Wendy Bailey, Sandro Corsi, Elli England, Danielle Fouquette, Nancy Ikeda, Chris Kiger, Adela Lopez, Carol Mattson, Olivia Veloz, Doris Wright

**Absent:** Alix Plum-Widner

**A. Approval of minutes:**

- Meeting minutes from April 23, 2009 were approved as submitted.

**B. Reports & Announcements:**

- The Staff Development Budget for 2009-2010 is \$5,000, which is a 70% reduction (not counting previous year's state funds/dynamic fund/other augmentation) from last year. At the last NOCCCD Board meeting, board members commented on the severity of this cut and hoped that more would be invested in SD when budget times are better.
- Adam O'Connor has notified Carol Mattson that there is \$10,000 in TTIP funds, which is money that can only be spent on technology related training.
  - Olivia Veloz asked whether it could be spent on technology related travel.
  - Chris Kiger asked whether it could be used to train faculty on how to continue their classes from home if necessary, as recommended by CDC.
  - Discussion will continue at the next meeting when Carol has received more information on the spending parameters of this fund.
- District Staff Development has \$200,000 in funds but it is possible that it may be pulled to offset categorical cuts.
- The District-Wide Staff Development Calendar is now available on MyGateway. Staff will be able to register for conferences, receive confirmation and reminders, and track flex credit received through SD events.
- Upcoming SD workshops include the following: an Outlook workshop presented by Dawnmarie Neate, practical uses of Banner by Olivia Veloz, assisting students with disabilities by Paul McKinley, women in history by Emily Teipe. Other possible workshops include Chair Massages, Relaxation Training and a presentation by Francis Mummery.
- Walk to Cabo will be promoted late in the Fall semester and will begin in the Spring.
- Strategic Conversation #11 is Tuesday, October 27<sup>th</sup> from 4pm-7:15pm at the FC College Center.

**C. Old Business**

- Chris Kiger recommended having a health screening day through Longevity Early Detection Services. The company would be giving a seminar and providing a free lunch and then the following week they would offer reduced fee health screenings. The

screenings choices include an echocardiogram, carotid ultrasound, aortic aneurysm screening, abdominal cancer screening & colon cancer screening. Scans are read by a board certified radiologist and any recommendations for follow-up would be directing the individual to their own doctor. There would be no cost to the college but those receiving the screenings would pay a fee for each screening they choose. Danielle Fouquette expressed concern as to whether it was appropriate for staff development to sponsor this event since the company is a for profit business who would be charging the individuals for this service. Committee agreed to table the discussion until all members are present.

#### **D. New Business**

- Carol sent an email to the deans explaining that SD will not be giving each division a travel allocation due to the budget reduction but that the committee will accept individual travel requests that would benefit the campus as a whole.
  - Committee voted to decline travel funds for required certifications and suggested that those be funded through their department.
  - Danielle Fouquette's travel request for "Western Association of Schools and Colleges Retreat on Student Learning and Assessment" was discussed. She had requested funds from Faculty Senate but was denied. It was decided that the request be funded by using money allocated for Professional Expert pay for the SLOA Coordinator during summer months that was unused from the Academic Services budget.
- Danielle Fouquette, SLOA Coordinator, is giving presentations on assessment at several division and department meetings and would like to present a campus forum for all staff to discuss what the campus is facing for accreditation as it relates to SLOs and assessment. Danielle will have more information on SD's involvement with this event at the next meeting.
- Nancy Ikeda would like to do something for The Great Shakeout on October 15<sup>th</sup>. Discussed having a SD sponsored presentation on earthquake preparedness and/or an optional earthquake drill. Nancy will speak with Rick Lozinsky to see if he is planning an event through Natural Sciences.