

MINUTES

Staff Development Committee

Nov. 1, 2010 at 2:00 pm in E214A

Attending: Greg R, Kathy J, Sheila Walton, Dr. Metcalf, and Ed Sargent

1. Approved Amended Minutes from April 19, 2010
2. Staff Development Budget Update
 - No budget
 - Some individual department funds may be available
 - Request Foundation Support
3. Report from Dr. Metcalf re: Foundation Budget
 - Discussion of how Foundation Budget can support Staff Development
 - Support for Classified Staff Professional Development Day
 - Possible Support for Faculty Development
4. Review of Staff Development Survey Report
 - Examples of Trainings Offered to Meet Requests
 - Dealing with Difficult People for Advising
 - Emergency Preparedness offered 3 x
 - Wellness & Stress Relief
 - Post Survey Results to HR website
5. Workshop Plan & Calendar
 - Use Survey Results to Plan
 - Use College Calendar & HR Calendar for Notification
 - Continue Using HR Report for Notifications
6. Employee Appreciation
 - Facilitate One-on-One Recognition and Thanks
 - Make it Simple
 - Utilize Digital Signage for Kudos and Recognition
 - Leadership Team
 - Encourage Departmental Level Recognition
 - Needs to be Sustainable, No Cost Gratitude Expressions
7. Schedule Next Meeting
 - Jan. 24, 11 @ 2:00 in E214A
8. Agenda for Next Meeting
 - Review and Approve Minutes
 - Review Staff Development Policy 2.P.29
 - Survey Results
 - Workshop Plan
 - Other
 - Schedule Next Meeting
 - Draft Agenda