

MINUTES

Staff Development Committee

October 23, 2008 at 9:00 am in W213C

1. Attending: Greg R, Kathy J, Sheila Walton, Dawn Kozu, and Annie Davis
2. Training Update
 - Summary of Activities/Workshops on Campus
 - Healthy Recipe Swap/Potluck
 - Preparing for Emotional Impact of Retirement
 - Managing Stress
 - Re Prioritize Your Budget by WSECU
 - PTF Orientations by HR/Payroll held quarterly
 - Office 2007 & other workshops in TLC will increase
3. Upcoming Activities
 - Podcasting Workshop
 - State Ethics Training
 - 2 sessions will be offered
 - Avoiding Mortgage Pitfalls by WSECU
 - Know Your Rights by the Human Rights Commission
 - Fall Blood Drive in November
 - Fun Activities-discussion about raising awareness of fun activities on campus and suggestions for improving them
 - Fall Instruction Open House
 - Sailing to Success
 - Electronics Lab Grand Opening
 - Thanksgiving Potluck by International
 - Discussion of possible joint or "piggyback" ASG trainings and events
4. Review of Staff Development Survey Results
 - 120 total responses-job group representation equal; lower % of PTF
 - Future workshop planning based on results
 - Interest high in communication and leadership skills training
 - Try short segments of focused customer service training
 - Budget training requested-Greg will check with Bill Thomas
 - Health & Wellness training requested in all areas
 - Cultural Events & Training among most popular
5. Next Meeting in November possibly on a Tuesday afternoon
6. Agenda for next meeting:
 - Review and Approve Minutes
 - Training Update
 - Begin to Plan for Next Year
 - Other
 - Schedule Next Meeting
 - Draft Agenda