

MINUTES

Staff Development Committee

August 11, 2009 at 3:00 pm in W213C

1. Attending: Greg R, Kathy J, Dawn Kozu, Colleen Hewes, and Annie Davis
2. Review of Staff Development Policy 2.P.29
 - Training And Development
 - Professional Growth-Supports staff gain skills necessary to perform job
 - College growth-Supports training accomplishing institutional goals
 - Job Growth-Supports staff retraining for other jobs within the college
 - Employee Responsibility-staff are also responsible for their development
3. Staff Development Budget Update & Discussion
 - \$10,000 Budget FY10 + \$20,000 for Tuition Payment for Credit Classes
 - \$2,700 for Leadership Eastside
 - Support Staff Professional Development Day
4. Strategic Directions of the College Discussion
 - College growth
 - Allied Health, BTAD, Gateway to College, International Programs
5. Planning for Workshops
 - All review Staff Development Survey
 - e-mail specific suggestions for workshops that may be needed
 - Top 5 or 10 Information & Technology related to education
 - Achieving Goals with fewer resources
 - Time Management, Reprioritizing, Stress Reduction, Streamlining Business Processes
 - Possibly Campus Services training due to increased workload
 - New Full Time Faculty
 - LWTC Hosting State Board Fall Faculty Institute, Adult Learner
 - Customer Service Classes possibly run in 1 hour modules
 - Recent Webinars very well received, good information
5. Plan for Degree Attainment Support
 - Give priority in Staff Development Funds requests
 - Annie Davis made a motion that "Tuition & Fee payment be extended to BTAD degree and the college identify other resources for degree attainment for eligible faculty & staff when consistent with professional development plan and with VP approval".
 - Dawn Kozu and Colleen Hewes seconded
 - Accepted-All in Favor
6. Other
 - All miss birthday lunch with the President
 - Reminder about Bring a Book/Take a Book Shelf-lots of participation
 - Fall Picnic being combined with Fall In-service Lunch

-Annie suggested LWTC bumper stickers be given to employees

7. Next Meeting October 20, 2009 at 2:00 in W213C
8. Agenda for next meeting:
 - Review and Approve Minutes
 - Budget
 - Workshop Plan & Calendar
 - Other
 - Schedule Next Meeting
 - Draft Winter Agenda