Staff Development Committee Agenda
Thursday – January 21, 2010
LC - 135, 3:30pm – 4:30pm

1 – Welcome & Introductions

2 – Approval of Minutes:
December 17, 2009

3 – Staff Development Unit Plan

4 – Flex Calendar Presentation – David Fabish

5 – Flexible Calendar & Flex Week: January 4-8, 2010
   o Monday – January 4, 2010 - Sexual Harassment Training - 10am-11:30am – Cynthia Convey
   o Monday – January 4, 2010 – Sexual Harassment Training - 2-3:30pm – Cynthia Convey
   o Monday – January 4, 2010 – 10am-12noon & 1-3pm (4-hour session – break for lunch) Red Cross CPR Training – Student Center Stage – Ni Bueno and Beverly Sweet
   o Monday – January 4, 2010 – 10am-11am - Innovation Center – Reducing Profile Storage Space & Backing up Emails – Amparo Fernandez or Mauricio
   o Monday – January 4, 2010 – 2-3pm - Innovation Center – Creating Labels in Access – Amparo Fernandez or Mauricio
   o Tuesday – January 5, 2010 – 9am-5pm – Strengths Quest – TBA – Francie Quaas-Berryman
   o Tuesday – January 5, 2010 – 10-11am - Innovation Center – Create and use Electronic Business Cards in Outlook; Save your picture in your Z drive– Amparo Fernandez or Mauricio
   o Tuesday – January 5, 2010 – 2-3pm - Innovation Center – Rosters+ to Excel– Amparo Fernandez or Mauricio
   o Wednesday – January 6, 2010 – 2-3pm - Innovation Center – Creating labels in Access – Mauricio
   o Thursday – January 7, 2010 – Sexual Harassment Training - 10am-11:30am – Cynthia Convey
   o Thursday – January 7, 2010 – Sexual Harassment Training - 2-3:30pm – Cynthia Convey
   o Thursday – January 7, 2010 – 10-11am -Innovation Center– Intro to TalonNet – Amparo Fernandez
   o Friday – January 8, 2010 - Sexual Harassment Training - 10am-11:30am – Cynthia Convey

6 – Upcoming & Past Events
   • FACCC Workshop – December 3, 2009
   • Pound by Pound Challenge
   • STAR Meetings
   • Keenan with ZUK & Associates – Financial Planning
   • April 22, 2010 – Outstanding Faculty Awards, 11:00am, Student Center
   • May 20, 2010 – Outstanding Classified/Confidential Awards, 11:00am, Student Center

7 – Future or Ideas / New Events

8 – Next Meeting: Thursday – February 18, 2010 – 3:30pm, LC-135

Adjourned: