Staff Development Committee
Meeting Minutes
Thursday, January 17, 2008
LC-62, 3:30pm

PRESENT: Robert Buschaur
Monica Lopez
Vyikki Morgan
Suzie Payne
Lynda Roberts
Debbie Thomas
Bernice Watson

ABSENT: Ray Algiere
Ni Bueno
Rocio Casillas
Cristian Galvez
Carmen Garcia
Glenda Kornbau
Jason Macias
John McGinnis
Stephanie Murguia
Hagop Najarian
Susan Oliver
Nishi Shah-Williams
Beverly Thompson
Joseph VanDeMortel
Frank Vega

1 – Welcome
At 3:30pm Debbie greeted everyone and began the meeting. Everyone in
return greeted and introduced themselves.

2 – Upcoming Events
Debbie announces ML’s promotion to Dean of Admissions & Records and
informs everyone that our new Dean and head of the Staff Development
Committee is now John McGinnis. He will be present in our next meeting. Debbie
now directs the group attention to the Staff Development Committee handouts
which include last meeting’s minutes, this meeting’s agenda and a copy of the
workshops that took place during flex week.

The events listed below were discussed at length.

January
- January 2 & 4, 2008, Keenan Financial Services – 457 (b) Retirement
  Planning, Teleconference Center, 12:00-1:00pm – Flex Week
- January 2, 2008, CCC Confer Workshop presented by Bernice Watson,
  LC-135, 10:00-11:30am – Flex Week
- January 3, 2008, The Getty Museum, Los Angeles, 9:30am-3:30pm – Flex
  Week
- January 3, 2008, Talon Net Training – Basic and Advanced, presented by
  Sarah Ramirez & David Gunn, (basic) 10:00am-12:00pm, (adv.) 2:00-
  400pm
January 2-4, 2008, Innovation Center Training, LC-121, call ext. 2797 – Flex Week
January 24, 2008, STAR Meeting – Pendeflex Workshop, BD Rm., 9-10:30am
January 24, 2008, General Faculty Meeting, 11am-12:30pm, LC-155, “Accreditation” presented by William Farmer

February

- February 2008, C.A.R.E.S. Training, TBA
- February 5, 2008, 2nd Year Faculty Meeting, 11am-12:30pm, LC-155 presented by Fran DeFrance
- February 7, 2008, 1st year Faculty Meeting, 11am-12:30pm, LC-155, “Basic Emergency Procedures” presented by Richard Bukowiecki
- February 28, 2008, STAR Meeting, BD Rm., 9-10:30am
- February 28, 2008, General Faculty Meeting, 11am-12:30pm, LC-155

March

- March 4, 2008, 2nd Year Faculty Meeting, 11am-12:30pm, LC-155
- March 6, 2008, 1st Year Faculty Meeting, 11am-12:30pm, LC-135
- March 14, 2008, Managers Retreat, Clarke Estate – Santa Fe Springs
- March 27, 2008, STAR Meeting, BD Rm., 9-10:30am
- March 27, 2008, General Faculty Meeting, 11am-12:30pm, LC-155

April

- April 13-16, 2008, Tech Ed, Ontario Convention Center
- April 17, 2008 Outstanding Faculty Awards, 11am, Student Center

May

- May 15, 2008, Outstanding Classified/Confidential Awards, 11am, Student Center

3 – Future / New Events

The following were new ideas and ideas from the last Staff Development Meeting - each was discussed at length.

- **Classified/Confidential Awards – Debbie Thomas**
  She explained the new criteria for the Classified/Confidential Awards and encourages everyone to participate in the monthly nominations.

- **C.A.R.E.S. Training – Debbie Thomas**
  She talked about the C.A.R.E.S. program and explained that it was mandated by the president of the college for all Classified and Faculty employees. Debbie mentioned that the next C.A.R.E.S. session will be scheduled for February and may be offered in the afternoon as well. Lynda asked if it
seemed that the staff and faculty that have attended, have benefited from the C.A.R.E.S. training. Monica answered by saying that as a faculty member she is glad she attended the C.A.R.E.S. training even though a lot of the material was common sense. Debbie added the training includes team building activities. She thought it was fun. She understands that there will be people that love the training and others that won’t. Debbie mentions that right now only Classified/Confidential employees are required to take the training but it’s only a matter of time before faculty have to take it as well.

- **New Classified Orientation – Debbie Thomas**
  Debbie talked about having the New Classified Orientation earlier this week. She said that it was a great meeting and everyone there loved it. She mentioned that Adriana Flores-Church helps with the presentation and they provide a PowerPoint, and handouts.

- **Tech Ed – Debbie Thomas**
  Debbie talks about the upcoming Tech Ed which will be taking place in Ontario this year. She explains that the registration fees are covered through a group discount. Debbie mentions that she is waiting for more RSVPs so that she can access whether it will even be feasible to pay the $3,000 discount group fee.

- **Fieldtrips – Debbie Thomas, Lynda Roberts**
  Debbie mentions that there is a big request for the Museum of Tolerance. Lynda mentions that during the Getty fieldtrip she heard many people suggesting a trip to the old Getty Center. Debbie thinks both are great ideas and will look into admission costs for the Museum of Tolerance and bus cost for both.
  Debbie encourages anyone from the committee who has any ideas for fieldtrips to call or email her but to keep in mind that all Staff Development events must be justified. The group continues to talk about other museums, libraries, and events.

- **Women Holding Up Half the Sky Conference – Debbie Thomas**
  Debbie talks about the Women Holding up Half the Sky Conference and how our department funds half of that event. She says that she has not heard any news on it yet but that the last conference was great. She liked the guest speakers, especially the presenter that spoke on identity theft and is considering having him come and speak on campus.

- **Weight Watchers – Suzie Payne**
  Suzie suggests having the department help fund a Weight Watchers meeting by helping with membership fees for staff and faculty who want to join. She doesn’t know if it will fit the Staff Development criteria for approving events but she wanted to mention it. Suzie mentions that this is her first committee meeting and she would like to know the criteria for suggesting workshops and training sessions. Debbie says that she will send a handout to all committee
members with that information and will check the potential for Staff Development to help fund a Weight Watchers meeting.

- **CCC Confer Training – Bernice Watson**
  Bernice wants to let everyone know that if they need any CCC Confer training to please contact her.

**4 – Next Meeting- February 21, 2008**

**5 – Meeting Adjourned – 4:20pm**