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

PRESENT: Ni Bueno
Rocio Casillas
Suzie Payne
John McGinnis
Debbie Thomas
Bernice Watson

ABSENT: Ray Algiere
Robert Buschaur
Cristian Galvez
Carmen Garcia
Glenda Kornbau
Jason Macias
Vikki Morgan
Stephanie Murguia
Hagop Najarian
Susan Oliver
Lynda Roberts
Nishi Shah-Williams
Beverly Thompson
Joseph VanDeMortel
Frank Vega
Monica Lopez

1 – Welcome
At 3:40pm Debbie greeted everyone and began the meeting.

2 – Events
Debbie brings everyone’s attention to last meeting minutes. The committee approves the minutes and Debbie moves on to discussing past and future events.

The events listed below were discussed at length.

April
• April 17, 2008 Outstanding Faculty Awards, 11am, Student Center

May
• May 03, 2008, Women Hold Up Half The Sky Conference
• May 06, 2008, 2nd Year Faculty Meeting, 11am, LC-155
• May 15, 2008, Outstanding Classified/Confidential Awards, 11am, Student Center
• May 22, 2008, S.T.A.R. Meeting, 9:00am, Boardroom

3 – Future / New Events
The following were new ideas and ideas from the last Staff Development Meeting - each was discussed at length.
• **C.A.R.E.S. Training – Debbie Thomas**
  Debbie begins by talking about the C.A.R.E.S. program. She says that she is thinking of doing a make-up session this summer but that she’s not sure about the fall semester.

• **Outstanding Staff Development Participation Award Nomination Form – Debbie Thomas**
  Debbie announces that she received two nominations for the Outstanding Staff Development Participation Award. She asks the committee if they think the nominations should be extended for another week. Debbie explains that if there’s an extension the committee would have to meet before the Classified Awards ceremony to choose a nominee.
  Suzie tells committee that from the two nominees she’d choose the first team nominated, the People Soft group, only that it’s very vague because they didn’t specify any names.
  Debbie asks the committee that how many plaques should be awarded to the group chosen. Debbie says she’s fine with whatever they decide but she just wanted to open up the topic for discussion.
  Ni tells the committee that they should have the staff members that made these two recommendations, elaborate more on their selections and then we can submit our votes through email instead of meeting.
  John adds that we need to know specific names, so that no one on that feels that they should have been included in the group nominated gets their feelings hurt.
  The committee agrees.
  Ni mentions that she is unclear on what exactly the criteria for nominating someone are.
  John mentions that the award was initially just a Staff Development participation award given to someone that either gave or participated in a Staff Development event or training.
  Debbie mentions that if the criteria are changed to include training then the Child Development nomination would qualify for the award.
  Debbie agrees to re-define the criteria on the award nomination form after a few committee members expressed that they didn’t fully understand what they were.
  Debbie said that she would email everyone in the committee with the changes. Debbie also said that if there are new nominations submitted, she doesn’t think it would be appropriate to vote through email. That in that case, she’d want to set another meeting. The committee agreed that if necessary, the first week of May would be a good time to meet.

• **CPR Training – Debbie Thomas**
  Debbie mentions that manager’s are requesting CPR training incase of an emergency on campus and asks Ni if she would be willing to do it. Ni says that she would be willing to do CPR training.
Suzie mentions that Robert Riffle from the Safety Committee wanted to plan a first responders training type workshop. Debbie said that she would touch base with Robert and inquire on what’s being planned by his committee.

Bernice asks Debbie how will the workshop be funded. Debbie said that she doesn’t know yet but she will look into getting funding for it.

- **Great Fitness Program – Ni Bueno**
  Ni mentions that she would like to bring back the Great Fitness Program and would like to bring Nancy Montgomery, Coordinator of Student Health Services, on board. Ni said that a lot of good things came from it. Ni went over a few aspects of the program in order to give the committee a better idea of the program’s intent. Ni said that the programs main goal was to bring campus closer as a community and to have participants develop a healthier life style- physically, mentally and emotionally. Ni mentions that Nancy could provide speaker for the program as well. Ni said that she would like to see more managers involved in the program this next time around and is open to any ideas or suggestions in regards.

- **Outstanding Classified/Confidential Awards – Debbie Thomas**
  Debbie mentions that the Outstanding Classified/Confidential Awards are coming up soon. Debbie mentions that since it worked out so well to serve the food before the ceremony began for the Faculty Awards, she would then do the same for the Classified Awards providing the Classified Committee approved. She shared with the committee that the Outstanding Faculty Awards turned out to be a great event.
  John commended Bernice on the video she composed for the Most Outstanding Faculty Award recipient. The committee agreed that it was a great job on her part.

  Debbie closes the meeting by reminding committee members that she is always open to new suggestions for Staff Development events, fieldtrips or workshops and encourages committee members to email her or stop by the office. Debbie thanks everyone for coming.

4 – **Next Meeting - May 15, 2008**

5 – **Meeting Adjourned –** 4:23p.m.