Staff Development Committee
Meeting Minutes
Thursday - October 16, 2008
LC-62, 3:30pm

PRESENT: Ray Algiere
          Ni Bueno
          Robert Buschauer
          David Fabish
          Carmen Garcia
          Monica Lopez
          John McGinnis
          Sunday Obazuaye
          Suzie Payne
          Debbie Thomas
          Bernice Watson

ABSENT: Sharon Braun
        Rocio Casillas
        Cristian Galvez
        Glenda Kornbau
        Jason Macias
        Vykki Morgan
        Stephanie Murguia
        Hagop Najarian
        Beverly Thompson
        Joseph VanDeMortel
        Frank Vega

Guests: Lynn Laughon, Rosemarie Medina, David Ward

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

2 – Approval of Minutes
Debbie Thomas moved to approve the minutes of the September 18, 2008 meeting. The motion was seconded. Minutes were approved as written.

Debbie Thomas opened discussion on the C.A.R.E.S. program by saying that since it was driven by former President Dr. Vela, she believes it should be let go but that there should be at least one last makeup session scheduled for those classified employees that missed a session. Debbie added that many of these employees have shown interest in finishing the program because the certificate they receive is added to their employee file in Human Resources.

Sunday Obazuaye said that he also believed that the people that started the program and need one more meeting should be given the opportunity to complete.

Debbie Thomas also made the suggestion of simply giving the people that missed just one session the certificate in the pursuit of saving the committee the cost of another round of sessions. Debbie said that she would find out who are still interested in completing the certificate, how much it would cost to have another round of sessions, where the funds would come from and whether the program is still required by the state.

4. Staff Development & Outstanding Employee Committee Revisions
John McGinnis thoroughly went over changes made to categories A-H in the College Committee on Staff Development document. He then went on to remind committee that all living documents can be subject to change.
5. Past & Upcoming Events/ Flex Week

Debbie Thomas went over past and upcoming events listed on the agenda. Each was discussed at length.

Najarian Hagop suggested having a campus wide Sexual Harassment Training. Debbie Thomas responded by saying that Cynthia Convey had talked to her about the possibility of having a campus wide training session during Flex Week. She added that the training is mandatory and has to be re-certified every so many years so that she would further look into that.

John McGinnis said that he believes that a digital camera workshop would be popular on campus.

Debbie Thomas also shared an idea to have a campus wide Emergency Training session, presented by the Chief of Police on campus. Debbie said she would talk to the Chief about the possibility.

David Fabish suggested a training session on basic campus instruction and classroom discipline for part-time instructors who at the present time have zero training. David added that part-timers teach most of the courses on campus but that there has been no efforts made on campus to train them.

Najarian Hagop agreed with the idea because he said it would give part-timers a sense of belonging and would help them with referring their students to services on campus.

Debbie Thomas also agreed that it would be a great service for part-timers but that there aren’t enough funds in Staff Development to cover the costs like the orientation for full-time faculty. Debbie suggested maybe asking the different divisions if they would be interested in using some of their part-time budget funds to coordinate with Staff Development in organizing a part-timer faculty orientation. Debbie mentioned that Maria Vega (CCCFF VP for Part-time Faculty) had already approached her on this subject and they will be meeting to discuss this every issue.

John McGinnis added that if the divisions get involved in the coordinating of the orientation, then the training could be set up so that departments get to talk about their area, followed up by more of a cross pollination about things across campus. John concluded by saying that it would a project worth looking into doing.

Bernice Watson suggested offering a training session, presented by Cynthia Convey, for screening monitors for screening committees. Bernice said that she believes that people who are appointed to serve as monitors are usually in need of some guidance through the process.

Monica Lopez volunteered to do Library Training for Flex Week.

Debbie Thomas said that she would check whether there was enough money in the Staff Development budget to organize a field trip for Flex Week.

David Fabish suggested having a bicycle repair workshop since there’s a lot more people on campus riding bicycles these days.

6 – Meeting Adjourned – John McGinnis adjourned meeting at 4:20p.m.