Staff Development Committee
Meeting Minutes
Thursday – November 20, 2008
LC-135, 3:30pm

PRESENT: Ray Algiere
Robert Buschauer
Monica Lopez
Vyikki Morgan
Sunday Obazuaye
Rusty Ottosen(Carmen Garcia)
Linda Rose
Debbie Thomas
Frank Vega
Bernice Watson

ABSENT: Ni Bueno
Sharon Braun
Rocio Casillas
David Fabish
Christian Galvez
Glenda Kornbau
Jason Macias
Stephanie Murguia
Hagop Najarian
Suzie Payne
Beverly Thompson
Joseph VanDeMortel

1 – Welcome
At 3:40pm Debbie Thomas began the meeting and introduced Ms. Linda Rose, Dean of Liberal Arts, as the Interim Dean of the Library & TT/DE until the new Dean begins in February. It was noted that due to the Interim position - Debbie was asked by Linda Rose to chair this meeting.

2 – Approval of Minutes
Monica Lopez moved to approve the minutes of the October 16, 2008 meeting as amended. The motion was seconded by Linda Rose. Minutes were approved as amended.

Debbie Thomas opened discussion on the C.A.R.E.S. program by saying that after speaking to ML Bettino this program was driven by former President Dr. Vela and the requirement by the state was met. There was much discussion on whether to have a make up series. It was decided that because there were only 27 people who had missed 1 to 3 sessions that it wouldn’t be cost effective to hold another series. There was a motion made by Monica Lopez and seconded by Linda Rose not to continue with the CARE program and no additional certificates will be presented. The vote passed: 5/2/1

4. Past & Upcoming Events/ Flex Week
Debbie Thomas went over past and upcoming events listed on the agenda each was discussed at length.
Debbie Thomas suggests recording the Staff Developments meetings because it is extremely difficult to participate in the meeting and take minutes. She said after the minutes were approved the tape would be destroyed.
Ray Algiere questioned whether there was a quorum – Debbie Thomas read from the Shared Governance document on “College Committee on Staff
Development, H. Decision-making Process: Consensus shall be the preferred
decision-making process. If consensus cannot be achieved, the committee shall use
majority vote of members present and voting as its voting method.”

The majority agreed to the recording but after much discussion it was agreed
to table the discussion until the committee make up is discussed at the next meeting.

5. Flex Week, January 5-9, 2009

Debbie stated that because of the current budget crisis she would like to
make sure that the Staff Development money will last as long as possible and to
insure that there is enough money to pay for the Faculty and Classified Award
Ceremonies.

Debbie mentioned the Natural History Museum field trip. This was chosen
because on the first Tuesday of every month the admission charge is free. The only
cost would be the bus.

Linda Rose suggested that the Part-Time Faculty Orientation should be
longer than 1 ½ hours. She mentioned that in her division it is at least four hours.
She will attend the meeting with Human Resources and Maria Vega on Tuesday to
discuss the time.

Rusty Ottosen suggested a possible Part Time Faculty job shadowing with a
Full Time Faculty. Frank Vega, as a former part-timer thought it was a good idea.
Bernice Watson mentions that years ago there was a job shadowing program with El
Camino College for the Classified and how well it was received. It brought a lot of
good will to the college.

Monica Lopez volunteered to have a Library workshop during Flex Week.
There was much discussion on the Human Resources training regarding the
Process Monitor and Selection training. Frank Vega wanted to know if probationary
Instructor are allowed to participate in the process. Debbie mentioned she will find
out the necessary information and report back to the committee.

Vykki Morgan mentioned that there needs to be a workshop during Flex Week
on Talon Net Upgrades. Linda Rose suggested that the training should be faculty
who use Talon Net – because they would have a better understanding of the
process and it would be taken more seriously. It was also suggested the Dave Gunn
and Sarah Ramirez from Multi Media could suggest faculty to help Amparo
Fernandez (trainer). Also, it would be necessary to have the Tech support available.
Linda Rose mentioned paying for lunch for the participants. Due to the short amount
of time Rusty Ottosen and Ray Algiere mentioned that they hope Information
Technology will be ready for the training. Linda Rose also mentioned that each
department should have there own training session.

Bernice Watson was discussing about the next regular meeting in January was discussed. Due to the fact it is
scheduled during the first week of the Spring semester – it was decided that the
meeting would be moved to the following week on January 22, 2009.

6 – Meeting Adjourned – 4:30p.m.

prepared by: dthomas