

Staff and Organizational Development Committee

September 8, 2009

Minutes

Members present:

Christine Park, Randy Anderson, Annie Cole, Merrill Eastcott, Wendel Eckford, Rosalind Goddard, Allison Jones, Christi O'Connor, Ed Pai, Rob Sambrano, Andrew Walzer, Daniel Wanner, Alex Vaughan, Vernon Bridges, Jayesh Bhakta, Andy Mezynski, Korla Williams

Resources present:

Pam Atkinson, Lenore Saunders

Not present:

Ronda Goudeau

I. Approved minutes from August 26 meeting

II. Final committee membership

At the next meeting, committee members will sign a contract/commitment agreement. Pins will be given in return for signing the contract.

III. Subcommittees

Book Program: Rosalind Goddard was “surprised and delighted” regarding the program’s account balance of \$12,818.06. The next meetings will focus on the October 13 kick-off. She is interested in hosting a fair to feature agencies that provide mental health services as a tie-in to the book selection *The Soloist*. She will send out an announcement regarding this semester’s activities.

Master Plan: Met last Thursday. They will present info soon. Tried to focus on activities that we could implement right away (professional development workshops).

Website: Will meet later this week. Their goal is to update the general S & OD web site as well as resolve issues with online flex credit reporting.

Classified Opening Day: Christine suggested that a subcommittee be organized for this. The day will be set-up in three shifts from 8 am – 12 pm, 1– 5 pm, and a “C shift after normal working hours. We need to resolve the third shift as they are coming one their own time and not work hours. Emphasize “appreciation day.” Make the classified staff feel included. Acknowledge new hires. One suggested activity was to do SLOs or participate in another accreditation component.

Merrill’s idea is to have presentation on classes for working adults

Talk to Vic about having something for the late shift

Packet: include EAP, accreditation, SLO information

Conference & Tuition Reimbursement: With regards to conferences, Christine pointed out the need to have the same amount of reimbursement for everyone or same percentage reimbursement.

IV. Workshops

Christine sent out an email to classified personnel to ask them what they wanted. Their responses included Weight Watchers, mental health seminars, and Microsoft Excel 2007 training.

The question was raised as to whether we could offer MOUS certification. Pam suggested brown bag seminars leading to MOUS certification. Ed recommended that tech literacy of the college as a whole should also be part of this.

Randy mentioned the possibility of offering healthy eating/”green” eating seminars. Annie suggested that the ASO is taking the ball and running with this topic, and may be a resource.

Green lifestyles—team up with ASO (recycling)

Randy informed us that October is National Disability Awareness Month. Workshops, video/films could be offered as options.

A customer service class for both faculty and staff was also suggested. Jim Marteney at Valley College was mentioned as someone who offers workshops/seminars in this area. Annie suggested a “do the right thing” seminar instead of customer service.

EAP-hosted workshops were recommended (stress management for example).

Andrew Walzer offered to lead ePortfolio workshops. First one scheduled for Oct 23(?) This could be used to put resume and other professional information online. He also recommended the Kurzweil note-taking system seminar. A trainer from Sacramento could present this information to us.

Annie suggested workshops for social networking sites.

Christine suggested free concerts (social events only, no flex credit).

Ed recommended a softball league or other group sports activity.

Reading apprenticeship: costs \$, maybe District can help

The idea of forming a social committee was discussed.

New Chairs Workshop
Shared Governance Workshop
Robert’s Rules of Order Workshop

Administration also wants training. Need to form an outside subcommittee to explore possible workshops. (Allison to do this.)
Ed suggested having management or shared governance workshops.

V. Flex Credits

Christine is hoping to get approval for a student worker. She would like at least one to help her with management of flex credit database and other related work. The current online portal has offered a receipt or acknowledgement, and she has asked people not to use it for the moment.

Christine was questioning the activities that qualify for flex credit. Annie suggested that personal growth activities can vary for each individual. Merrill will provide a copy of the flex code requirements and general guidelines written in the educational code.

Flex Day and how other schools have more than one Flex Day. Pam suggested a possible return to having a week of Flex Activities as it was done in the past.

VI. Accreditation Forum: Wednesday, October 7 at 12 pm

Christine will address the topic of staff development at 12:00 for one hour. Please be there for support.

VII. Budget and Office Supplies

Christine is investigating the dramatic change in the S & OD account balance. The opening account balance in January was \$35,000 and is now only \$15,000. She will be purchasing a printer and color cartridges.

VIII. Meeting Dates and Times

Next meeting is September 22.