

Staff Development Committee Meeting

12:00-1:30PM

Monday November 23rd

Present:

- 1. Felipe P.**
- 2. Mary C.**
- 3. Alexis T.**
- 4. Maria C.**
- 5. Yvonne O.**
- 6. Nikia B.**
- 7. Lupe R.**

1. Update-Feedback some, faculty time, needs assessment-AT, RSVP for meetings-inventory, MC no public funds for faculty and staff

Incentives for faculty-staff-survey via paper-charts-distribute paper survey

Outlook reminder-Review-Lupe R.

2. Flex Day February-Not mandatory Thursday Feb 4th

Institutional effectiveness-basic skills

Professional organic staff to lead workshops-what works for students.

Tentative Date: 8:30-12PM

3. Training-Student Success; Reviewing Admissions; student procedures online roster system; navigating the college website; students are not able to locate information on the college website; classified staff have access to computers and email; health and safety for classified? Survey for classified staff. Disaster training Workshop-Research-Sheriffs Department-concern

Health Fair and Wellness-Stress reduction-training consider spring 2010

4. Seminars-ASO-Collaboration Student Success-What is faculty doing to encourage student success. Latif Rollins as guest speaker

Faculty-Staff Appreciation Day in May-Theme? 2nd or 3rd week

- 1. Contact-Dr.Daniels for funds-specific day- 70s talent show**
- 2. Initiate after Feb. 4th optional Flex Day**