

## STAFF DEVELOPMENT MINUTES

Meeting Date: September 12<sup>th</sup> 2005

**Attendees:** Alisa Moore, Sharon Oxford, Stacy Sloan Graham, Gigi Fiumerodo, Donna Beatty, Michael Clark, David Bransky, Paulette Johnson, Susan Bricker, Marta De Jesus, RaeAnne Koerner.

**Meeting Called To Order :** 2:30 p.m.

**Minutes :** The minutes of 5/09/05 was accepted

**Treasurer:** Because Peder was not in attendance, no treasurer's report was given

**President's Report:**

- Thank you to all those elected to serve: Chair: Alisa Moore, Vice Chair : Gigi Fiumerodo, Secretary: Sharon Oxford, Treasurer: Peder Nielsen
- Review of the Committee's Charge (from the staff development plan) and
  - **Recruitment and Selection-** using Staff Diversity Funds
  - **Orientation and Mentoring** - Faculty Orientation and Mentoring Program
  - **Ongoing Staff Development** – Flex activities and any other professional development we put together.
  - **Care and Communication** : Kindness Committee, staff retirement breakfast/lunch, Starfish, Birthday lists and cards, etc.
  - **Staff Multimedia Resource Center:** We will try to get money for its upkeep.
- Membership. Slots to be filed – available for one more each from the LRC and Science. We really need someone from East campus.
- Reviewed Dates of Meetings

## REPORTS

**Staff Retirement Lunch** – Raeann and Alisa reported the Lunch had a very large turnout and was widely appreciated.

**Orientation of New Faculty** - There was an orientation this year of the three new full time faculty. They all received the large book and were given a condensed version of the two days of activities of last year.

**Mentoring Program** – Raeann reported Surveys from last year found that it was more beneficial if the Mentor was from the same department. This year instead of doing a general E-mail to find out who was interested, she contacted the dept chair, and faculty members in that department, to get the necessary mentors. It would be great if we can get Joan to continue the lunches for new faculty. Raeann will put together a report from the surveys to keep on file.

**Flex Week and Evaluations:**

- Alisa reported that there were about 30 programs this fall. Everyone was very appreciative and supportive, most of the surveys came back very positive. They were very well organized this year.
- David and Elaine Tennen gave a workshop during flex day on student behavior and discipline in the classroom. David offered to take the presentation to the different divisions. Educate the faculty and staff in how the health center, student development and campus police can help with certain behaviors.

### **BUSINESS FROM 04 -05**

**Sabbatical Leave Faculty Presentations:** All the faculty who take a sabbatical are required to give a written report (rather than the previously thought oral one) from their sabbatical leave, but many of their sabbatical leaves are only interesting to their department. Presentations should either be done as a flex or in the dept. Paulette suggested having a flex day activity next fall on how to apply for sabbatical leave and include the faculty who have taken sabbatical leave.

**Staff Resource Center Status:** It is all up to date, but 2 out of 3 printers are down due to mishandling of transparencies. Alisa will contact Deborah about making a basic Dos and Don'ts instruction list for the center. Alisa will also contact Anil about the electronic locks so that staff can get to it.

**Faces Book:** Alisa's intern Thalia will be helping on creating a Faces book . We will include the full time faculty and staff, and put it either on CD or Online, or print it as a hard copy, if we can get printing money.

### **NEW BUSINESS**

**80<sup>TH</sup> Anniversary: 80 Acts of Caring-** Through a subcommittee of the subcommittee of the Kindness committee Raeann, Paulette, and Angie will decide whether the Kindness committee should take on documenting the 80 Acts of Caring.

**Flex: January 06 and March 06:** Donna and Alisa will review the opportunities for flex offerings.

**Starfish Committee:** Angie received the last Starfish. Starfish committee needs to meet to choose next three Starfish winners for October, November and December.

**Sons of Italy Grant:** Gigi is working to get the Sons of Italy grant for a dinner and lecture presentation. The grant application is due Oct 14<sup>th</sup>.

Adjourned: 3:15 p.m.