



**STAFF DEVELOPMENT &
TRAINING COMMITTEE**

Agenda

MEETING TYPE: _____ Date: 10/11/2007

_____ Staff Starting Time: 10:30 a.m.

_____ Product/Project Ending Time: 12:00 p.m.

_____ X Committee/Council Place: SSC-35

Co-Chairs: John Tortarolo **Members:** Diane Cummins, Janet Hoffman, Wilma Patrick O'Brien Owens, Robert Sedillo, Peggy Richardson

Recorder: Lisa Hornsby

Order of Agenda Items	Resources Used	Time Allotted
-----------------------	----------------	---------------

- I. **Minutes**

- II. **Old Business**
 - A. None

- III. **New Business**
 - A. Final Grant process review and recommendation

 - B. In-house periodic orientation training for Human Resources, Fiscal Services, Student Services, and Facilities

 - C. In-house technology training tune-up workshops
 - 1. Excel
 - 2. Word
 - 3. Outlook
 - 4. Access

 - D. Marketing for Implementation, and roll-out

 - E. Next Steps
 - 1. Grants
 - 2. In-house orientation
 - 3. Technology tune-up workshops

- IV. **Other**

- V. **Adjournment**

Next Meeting Date: *November 8, 2007*