



**STAFF DEVELOPMENT &  
TRAINING COMMITTEE**

**Agenda**

<b>MEETING TYPE:</b>		<b>Date:</b>	11/8/2007
	<input type="checkbox"/> Staff	<b>Starting Time:</b>	10:30 a.m.
	<input type="checkbox"/> Product/Project	<b>Ending Time:</b>	12:00 p.m.
	<input checked="" type="checkbox"/> Committee/Council	<b>Place:</b>	SSC-35
	<input type="checkbox"/>		

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

**Recorder:** Lisa Hornsby

Order of Agenda Items	Time	Resources Used	Allotted
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- 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: *December 13, 2007***