



**STAFF DEVELOPMENT &
TRAINING COMMITTEE**
Minutes
February 8, 2007

The meeting of the Staff Development and Training Committee was held on Thursday, February 8, 2007, in room SSC-35.

Roll Call

Members Present: Diane Cummins, Byung Kang, Patrick O'Brien, Wilma Owens, Peggy Richardson, John Tortarolo

Members Absent: Susan Coleman, Christopher Lowry, Teri Safranek

Recorder: Lisa Hornsby

I. Welcome and Introductions

The Co-chairs introduced themselves and welcomed the members asking each to give their introductions. Members introduced themselves and identified their area of representation.

II. Minutes

II. Old Business

III. New Business

A. Administrivia (meeting schedules, times, minutes)

Patrick O'Brien indicated that the committee would meet twice this month and the following meeting will occur once a month on the second Thursday of each month.

B. Revitalizing the committee

John Tortarolo indicated that the committee had been inactivated when funding ceased. The State allocated \$5 million this year to California Community colleges with the passage of SB 1131. Palomar received \$87,623 of the funds.

a. One-time funding

Although these funds are considered one-time funds the VP of finance is able to shift these funds into an account that can be expended over time.

b. Required spending areas

The State has indicated that there are nine (9) areas in which these funds can be spent, which include:

- 1) Improvement of teaching
- 2) Maintenance of current academic and technical knowledge and skills
- 3) In-service training for vocational education and employment preparation programs
- 4) Retaining to meet changing institutional needs
- 5) Intersegmental exchange programs
- 6) Development of innovations in instructional and administrative techniques and program effectiveness
- 7) Computer and technological proficiency programs
- 8) Courses and training implementing equal employment opportunity and upward mobility programs
- 9) Programs designed to develop self-esteem

c. Committee governance structure

The committee structure has members from the Professional Development and Professional Growth constituent groups.

d. Background on existing training programs and efforts

The committee briefly discussed the college's current opportunities for Professional Development and Professional Growth.

C. Role, Products, Reporting Relationships

The role and products that are currently on the governance structure are focused more toward staff development and training when Human Resource Services had a permanent position for training in place. The committee was asked to review the current governance structure and bring back to the next meeting suggestions for the role and projects based on the new activities.

D. Co-chair's perception on funding uses and committee's products

The committee will need to determine how the funds will be used and how the funds will be distributed equitably.

John and Patrick said they would like to invest in programs/ideas that will bring perpetual returns rather than food for meetings and one-day seminars that are promoting the latest organizational changes techniques (i.e. "Who Moved My Cheese").

Recommendations from HRSPC for use of the funds were shared, which include:

1. Supervisory Training
 - a. How to be a good supervisor
 - b. Nuts and bolts
 - c. How to do a performance evaluation
 - d. How to deal with problem employees
 - e. General responsibilities

- f. Specific responsibilities
 - g. Practical information – based on Palomar
 - 2. New employee training
 - a. Mentoring
 - b. Computer training
 - 3. Staff training
 - a. Technical training
 - 1. Excel
 - 2. Outlook
 - 3. PeopleSoft
 - b. Ergonomic Training
 - c. Paycheck stubs
 - 1. what you can expect
 - 4. Health & Wellness
 - a. Encourage staff to leave desk
 - b. Software for exercises
 - 5. Faculty and Staff training
 - a. Be more effective with students
 - 6. Custodial training
 - a. Incentives
 - 7. Financial training
 - a. Budgetary flowcharts
 - b. Tools from training-

Patrick discussed a project that was presented to he and Wilma regarding to creating curriculum to train instructors from Career, Technical and Extended Education in teaching methods.

It was suggested that recipients of the funds be required to apply for them using measurable impacts, needs justification, and budget requirements. Patrick indicated that NCHEA Grant already has a well-developed approach for requesting grant funding.

E. Guiding principle for committee's work

The committee discussed rather than trying to decide how to split the funds among the constituents that they will attempt to promote projects that will benefit all constituencies. The committee will pool all ideas for areas to request staff development funds. The committee agreed that the process should not begin mid semester and recommended to begin disbursement of the funds at the beginning of Fall 2007.

F. Next steps/assignments

The committee was asked to bring back to the next meeting suggestions for changing the governance structure. Wilma Owens will draft a rubric for the grant proposals. A timeline will be developed in order to report for the second SPC meeting the April.

V. **Other**

VI. **Adjournment**

The meeting was adjourned at 11:40 a.m.