



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

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

Roll Call

Members Present: Diane Cummins, Byung Kang, Christopher Lowry, Becky McCluskey, Wilma Owens, Peggy Richardson, Teri Safranek, John Tortarolo

Members Absent: Jo Anne Giese, Patrick O'Brien

Recorder: Lisa Hornsby

I. Welcome and Introductions

Becky McCluskey was introduced to the committee as the CCE representative.

II. Minutes

The minutes from the February 22, 2007 meeting were approved.

II. Old Business

III. New Business

A. Role, Products, Reporting Relationships

The committee discussed options to define the role and the products and made the following recommendations:

Role: Identify and assess staff development and training needs, recommend funding, and review outcomes.

Products: A Staff Development and Training Plan for the application and distribution of Staff Development and Training funds.

B. Grant Proposal

Wilma Owens presented the committee with a grant proposal form and rubric. It was suggested that the 7000 account number be removed from the "project budget" section and add the 5000 account number for other operating expenses. Concerns were brought up that not everyone is familiar with budgets. Becky McCluskey indicated that she would bring a copy of the account strings to the next meeting.

John Tortarolo asked the committee to reflect on each constituent group to ensure equity in access. He asked that barriers be considered and language levels. It was pointed out that the project will need to be clear and precise and serve a number of people.

Dollar limits will need to be determined.

- Divide money by number of employees
- Multiply dollar amount per person served with grant
- Min/max per grant
- Min/max number of grants per period
- Min/max dollar distributed per year
- Flat dollar distribution per grant
- Flat dollar per person served
- Set limit to \$5,000
- Set dollar amount per constituency
- Limit the number of different constituent groups can apply

John Tortarolo also asked the committee to consider criteria, communication, application/cover letter, constituent groups, availability, and how all of it will be communicated.

C. Term Limits

The committee recommended that the term limits be set at two years. The exception for a two year term would be members appointed by other committees that are on conflicting rotation cycles and term limits.

D. Next steps/assignments

V. Other

VI. Adjournment

The meeting was adjourned at 11:55 p.m.