



**STAFF DEVELOPMENT &  
TRAINING COMMITTEE**  
**Minutes**  
**May 10, 2007**

The meeting of the Staff Development and Training Committee was held on Thursday, May 10, 2007, in room SU-203.

**Roll Call**

Members Present: Diane Cummins Byung Kang, Christopher Lowry, Patrick O'Brien, Teri Safranek

Members Absent: Jo Anne Giese, Becky McCluskey, Wilma Owens Peggy Richardson, , John Tortarolo

Recorder: Patrick O'Brien

- SDTC Co-Chair Patrick O'Brien called the meeting to order at 10:36am.
- Minutes from 4/12 meeting was review but no action was taken due to lack of quorum.
- Reviewed Grant Application. Patrick suggested changing question #6 to "Outline Project Plan (step by step plan to achieving your goals/objectives including a timeline of when specific activities will occur)."
- Discussed concerns about the grant application process:
  - Classified staff may not have the time to complete the application.
  - May focus too much on a narrow area of the college and not address campus-wide issues (especially if there is a limit to the amount).
  - Should grant money be split up between the constituents?
  - Patrick explained that the grant application was a "starting point" and the committee needs to discuss other ways to develop and fund campus-wide projects. One idea was for the committee to develop campus-wide projects.
- Discussion of possible campus-wide projects:
  - Computer competency (self-monitoring) for staff. Signing up for a 1-unit class is time-consuming especially if you only want to learn something that relates to your job directly. Short-term training among college staff members would create cohesiveness across departments.
  - New staff/employee training modules to include issues such as Human Resources, Fiscal Services, Facilities, Student Service and more. The group discussed having these departments offer two-hour workshops on what their department would want every new employee should know. Too often, a new staff member is not fully trained and has to learn "on-the-job" resulting in inefficiency. Veteran staff members are often interrupted answering questions in person, on the phone or via e-mail. New staff member receive benefits training. It makes sense to train them on Palomar College's policies and procedures. Employee handbook is helpful, but face-to-face interaction (especially with staff from other department) would be more effective.

- Teri Safranek submitted a proposal for the committee to considered titled “Team Building and Customer Service Program.” Several departments have participated in the program using funds from their own departments. Other departments want to offer this to their staff.

Cost:

- Four three and one-half hour sessions
- 14 total hours of team building and customer service training
- Class size of 30
- \$4,000.00 (\$133.33 per employee @ 30 employees)

Teri was hoping to receive and answer to this proposal from the committee today. Patrick said the committee was not in a position to approve this proposal at this time.

- The issue of the committee meeting over the summer was discussed. Patrick will consult with John and get back to the committee via email.
- The meeting adjourned at 12:00pm.

**Next Meeting**  
**Thursday, September 13, 2007**  
**10:30 am – 12:00 pm**  
**SSC-35**

## II. New Business

### A. Role, Products, Reporting Relationships

The committee concurred that the following role, products and reporting relationship would be sent forward for Strategic Planning Council approval:

**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.

**Reporting Relationship:** Strategic Planning Council

### B. Grant Proposal

Additional changes were made to the grant proposal and rubric.

### C. Next steps/assignments

## V. Other

## VI. Adjournment

The meeting was adjourned at 12:07 p.m.