

**STAFF DEVELOPMENT COMMITTEE
MEETING MINUTES
March 26, 2009**

Attendees: Francine Van Meter (chair), Renée Kilmer, Dan Martinez, John Govsky, Sesario Escoto, Loree McCawley, Sue Slater, Mark Hopkins

1. Staff Development Funds

Staff Development Funds needed to be spent before June 30. These funds will cover existing professional development and conference and travel expenditures across divisions that meet the criteria for the Staff Development allocation. There will be NO impact on the divisions. The savings will be transferred to a single line item that the Staff Development Committee can draw from without time restrictions. This was a sensible alternative to losing unexpended monies at the end of the term. The following recommendations were made by the Committee:

- Carry over \$5,400 allocated for All College Day
- Carry over \$1,000 allocated for the Classified Picnic
- Fund up to 25 additional registrations for the Online Teaching Conference in June at Cabrillo; as host college, we also receive 15 free registrations
- Entertain funding requests that may exceed the \$5,400 already put aside for All College Day. This may include hospitality expenditures, theater staff, and production costs associated with the special celebration. We will need a budget outlining costs for all this.

2. All College Day

There was a meeting of the All College Day 50th Anniversary Task Force on 3/23/09, 3-4pm, in 804A. Attendees included Brian King, Mark Hopkins, Francine Van Meter, Zarmina Dastgir, Topsy Smalley, Sandy Lydon, Claire Biancalana, and Guadalupe Ortiz (student).

Brian welcomed everyone and explained the purpose of the meeting. The Staff Development Committee has historically been responsible for All College Day and this year they would like to collaborate with the administration and the 50th Anniversary Team in developing a program that celebrates Cabrillo's history and looks into the future. Everyone received a sample schedule to get an idea of what the traditional All College Day looks like. They also agreed this year it will be non-traditional in the sense that more time is needed for the type of celebration appropriate for a 50th anniversary.

They discussed a theme for All College Day something along the lines of: *The Evolution of Teaching and Learning at Cabrillo — Innovation*. The SD Committee recommends the theme be more holistic and reflect the spirit of inclusiveness. The SD Committee recommends:

Evolution and Innovation: A Legacy of Serving the Community

According to Dan Martinez, it also provides a macro theme for VAPA events that will be held in October.

Both the Task Force and the SD Committee agreed it was best to reduce the program so the special presentations will have a full 90 min. Renée agreed to look for alternative ways to introduce new hires and honor years of service that are not part of All College Day.

The SD Committee talked about the Task Force recommendations:

- Slide show; use of archive resources such as images and publications; old photos of faculty when they first started teaching or were students
- Brian will moderate the special presentation
- Decade appropriate music; music and dance performances by VAPA
- Include/honor retirees, past presidents (by decade); the history of organizations, CCFT, CCEU, etc.
- Bring out students from first Cabrillo class; include employees who were past student senate presidents
- Invite faculty and staff retirees
- Refreshments and music in courtyard after program (Dan is optimistic the new theater will be ready)
- Include activities planned by the 50th Anniv Committee on the Flex Week website

The SD Committee offered additional suggestions to include in the program:

- Include student services
- Mention how the physical plant has changed from non-accessible to accessible
- Visual collage of successful graduates
- Integrate music/dance into the audience

Francine will contact VAPA to inquire about music and dance performances. She will also contact Digital Media to inquire about help with slide show. Sandy, Topsy, Claire, Francine, and others will help with getting images prepared for digital presentation. They should be in digital format by July 1.

Fall 2009 Flex Week, August 24–28, 2009

Div/Dept Day is on Thursday, All College Day on Friday

Deadline for Flex Proposals – Thursday, April 9, 2009

Spring 2009 meeting dates

Thursday, February 26, 3:30–5pm

Thursday, March 26, 3:30–5pm

Thursday, April 23, 3:30–5pm (Approve Flex Calendar)

Thursday, May 21, 3:30–5pm

All meetings in room 1096, Teaching and Learning Center