

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

Attendees: Francine Van Meter (chair) , John Govsky, Sesario Escoto, Loree McCawley, Sue Slater, Johanna Bowen, Mark Hopkins

1. Staff Development Funds
 - a. There is \$23,472 remaining in the Staff Development budget. Of that, \$5,400 was held out for the All College Day celebration of Cabrillo's 50th Anniversary and \$1,000 for the Classified picnic. That leaves \$18,702. Francine recommended suspending conference and travel funding until we hear from the Chancellor's Office on whether or not this money can be carried-over to 09-10. The funds were for 3 years which ends June 30 of this year. If the money can be carried over, the Staff Development Committee can decide on how the remaining funding will be allocated. If not, we will need to spend the money before June 30. Francine will report back at the March 26 meeting.
2. Spring 2009 Flex Week Assessment
 - a. Attendance totals were light on Monday and improved on Tuesday and Wednesday. A handful of workshops had low attendance numbers.
 - b. The Committee received a handout with attendance numbers and evaluation comments taken from the forms. It asked what people liked best about an event, and how it could be improved. By and large, the comments were very positive.
3. Fall 2009 Flex Week, August 24–28, 2009
 - a. Deadline for Flex Proposals – Monday, April 6, 2009
 - b. All College Day – Last spring the administration agreed that planning for ACD should shift back to the Staff Development Committee.
 - i. Francine will meet with Brian King next week to propose an ACD Task Force build the program. The Committee agreed on the following members to be invited to participate: Renée Kilmer, Brian King, Dan Martinez, Rory O'Brien, Mark Hopkins, Francine Van Meter, a student government rep. (Sesario will ask the Student Senate.) The task force may also include a limited # of reps from the 50th anniversary planning committee. Johanna reminded the committee that All College Day is a Staff Development Day and the committee should take the lead on planning the events.
 - ii. The ACD task force should try to meet BEFORE the next SD meeting on March 26. Francine will try to schedule something that doesn't conflict with the Student Senate meetings.
 - iii. There was a lot of discussion regarding anticipated costs for this event. Francine stated, with the funds held aside for ACD, the program would be at least as good as anything we've produced in the past.
 - iv. Francine will meet with Brian to compare notes about funding sources, program ideas, etc. and bring them back to the committee.

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