STAFF DEVELOPMENT COORDINATING COUNCIL
Wednesday November 3, 2010
A-5 (Presidents Conference Room)
8-9am
<u>**Minutes**</u>

Present: Amber Chiang, Steve Eaton, Chris Hitchcock, Lisa Kent, Rich McCrow, Angela Mora,
                        Candice Sifuentes, Becki Whitson, Dr. Joyce Ester

Dr. Joyce Ester called the meeting to order at 8:02 a.m.

I.   Introductions
        Dr. Ester began with the introduction of Candice Sifuentes as the Co-Chair and herself as the
        Chair of the Staff Development Coordinating Council, SDCC and asked everyone to
        introduce themselves by name and department.

II.   Discussion of Council Role/Purpose
        Dr. Ester defined the roll of the Staff Development Coordinating Council, "To provide and
        support activities which enhance job performance and encourage professional growth and
        collegiality among all members of the campus learning community" as outlined in the 2010-
        2010 Governance and committee Matrix, rev. 10.10.

Vision
- Professional growth and collegiality
- Transparency so that we can all see what our focus is and where we are going.

Reflections on the role of the SDCC

Past roles
- Providing workshops for professional development
- Partially funding the cost for faculty and staff to attend conferences that promote
  professional development.
- Holiday Party planning and promoting (with few people to do the work)
- Flex Week planning and promoting

New Ideas
- Bringing both the faculty and staff together more and have activities that bring them
  together
- Ongoing recognition programs where staff, faculty and co-workers can recognize
  each other to build collegiality
- Announce and offer to BC staff and faculty community events that provide education
  or training
- Need to find out what faculty and staff are interested in
- Involving others (non SDCC members) to help with SDCC activities and events
- Offer multiple programs for multiple weeks so everyone gets a chance to attend
- Involve Delano with same activities at their campus or whatever works best
- Promote SDCC

III.   Budget

- We can spend up to $20,000.00 per Dr. Chamberlain
- Recycle Bins (near the baseball field) proceeds are supposed to come to SDCC
  budget

IV. **Brainstorm ideas for the work of the council**

- Promote collegiality with recognition awards to be awarded to staff and faculty.
- Staff and Faculty retreats where we could mix the different departments, faculty and staff and get to know each other and feel connected.
- Provide informative and educational workshops like "How to discharge a fire extinguisher"

V. **Polling the campus**
A SDCC survey will be developed that will ask what staff and faculty interests are. It will also ask if they would be interested in presenting on a topic they have studied.

> **ACTION ITEM:** **A survey will be developed and distributed via email or by paper for those without computer access.**

Thought was given **to** launch a speaker's bureau where we could keep record of those individuals who can present at workshops, etc.

> **ACTION ITEM:** **Amber would like to take the lead on organizing this information and having it available as a resource to BC.**

Further discussion centered on the fact that other campuses refer to staff development as professional development. The Accreditation Standards are tied to professional development which works in conjunction with the campus' Human Resources Department. SDCC will look into regaining this relationship with HR.

VI. SDCC will meet in one week.

Meeting Adjourned at 9:10 am

Present: Steve Eaton, Candice Sifuentes and Joyce Ester

Absent: Amber Chiang, Chris Hitchcock, Lisa Kent, Richard McCrow, Angela Mora and Becki Whitson

I.   Review of Minutes
        November 3, 2010 minutes approved
        November 10, 2010 minutes approved with the correction to item III. Change to read "tentatively budgeted"…

II.   SDCC Survey
        The responses for the online SDCC Fall 2010 survey received a 30% response rate which shows that people are interested and want something to help them develop professionally.

- Faculty, Classified Staff and Management overwhelmingly indicated they would like workshops designed to enhance their technical/Educational skills.

        Highlights of the survey can be presented at the College Council Meeting.

        Workshops of interest
- Levan Center/ Morality
- Plan and Preparing Grant Applications
- Accreditation
- Disruptive Students
- Disabled Student Program and Services presentation
- Public Safety
- Health and Wellness
- Web 2.0 or Moodle

III.   Tentative Calendar Preparation (to include first week Flex activities)
        SDCC would like to present the January calendar before the semester ends.
        Dave Barnett has express interest in presenting an iphone class/workshop that will instruct how to link your email, calendar, etc to your iphone during Flex week.
        Providing a workshop on Android Applications would also be resourceful.

ACTION ITEM: All council members have been assigned the task of providing information/possible workshops for the SDCC calendar.

<u>**ACTION ITEM**</u>**: Joyce will send the SDCC January Calendar out.**

    IV.   Staff Development Website
- Procedures must be developed
- The current SDCC website must be brought down, and revamped
- Announcement must be made prior to the shutdown and including the estimated time the website will be brought up.

ACTION ITEM: Steve Eaton will look into the revamping of the SDCC website

    V.   Assignment of Tasks
- Establish something that gives recognition like a "Kudos Corner" for staff that can be included in publications like BC periodical (e.g. the Source Magazine), or a display of recognition on a banner. We would like to know if a staff member is doing research, writing a book, etc. and acknowledge it.

ACTION ITEM: Send out the schedule by the middle of next week. Mention the revamping of the SDCC website and anticipated completion date. We will also spell out that presenters must be nominated to present a workshop. We will request they fill out the form which gives us information on what they will present on.

ACTION ITEM: Joyce will contact Greg/Debbie regarding Flex Week. Faculty Chairs have the obligation to be here the week before Flex Week

ACTION ITEM: Joyce will provide Steve with the form she created at FSU

ACTION ITEM: Steve will revise and edit the document to meet SDCC needs

    VI.   Future Meeting Date
        January 5, 2011

Staff Development Coordinating Council
Minutes
January 5, 2011
8:00-9:00 AM
L182 (Conference Room in Information Services, Library)

Present: Joyce Ester, Candice Sifuentes, Amber Chiang, Stephen Eaton, Christine Hitchcock, Lisa Kent, and Angela Mora
Absent: Rich McCrow

I.   **Review and approval of minutes for December 1ˢᵗ meeting**
A motion was made by Lisa Kent to approve the December 1, 2010 minutes. The motion was seconded by Stephen and unanimously approved.

II.   **SDCC Attendance at Workshops**
We will have sign -in sheets and packets that need to be delivered to the presenters at the workshops. SDCC members are asked to attend workshops as their schedules permit them to.

ACTION ITEM: The following members will deliver sign-in sheets packets to the presenters of the following scheduled workshops:

- Safe Space Program- Lisa Kent
- The Cross Trained Team Update- Chris Hitchcock
- Moral Education at BC- Lisa Kent
- Recognizing and Responding to Distressed and Disruptive Students- Lisa Kent
- Creating a Philosophy of Education- Stephen Eaton
- Safe Space Program- Candice Sifuentes
- What's new in you classroom? Media Services Open Forum- Candice Sifuentes
- CA Perkins IV Nontraditional & Special Populations A Decade of Goals- Denise
- Investing the Bakersfield College: Learning about Accreditation- Stephen Eaton
- Planning and Preparing Grant Applications- Candice Sifuentes
- Grant Writing Compliance- Candice Sifuentes
- Making cents of the budget process at Bakersfield College- Amber Chiang
- Meeting the needs of new student veterans- Chris Hitchcock
- Back in the Day- Joyce Ester

III.   Evaluation for Workshops

The committee discussed using a paper survey vs. an electronic survey and determined that an electronic survey would serve best, due to the number of workshops being offered.

An electronic survey will be provided to the attendees and presenters of the workshops.

ACTION ITEM: Joyce will create the survey for the workshops.

ACTION ITEM: Amber, Angela and Lisa will review the Surveymonkey information..

IV.   Planning of Future Workshops

The program proposal for presenters nominated by their peers will need to be reviewed. Some type of screening will need to be in place to evaluate potential workshops

Additions to future calendars will include:

WAM ?(Women's History Month) calendar will be incorporated into the SDCC Calendar

Webinars will also be considered and added to the SDCC calendar as appropriate

Greg was pleased that the January SDCC Calendar went out.

V.   Assignment of Tasks

ACTION ITEM: Council members are asked to suggest webinars to add to the SDCC calendar

The council will decide how to get the workshop proposal forms out to the individuals that have been recommended/nominated as presenters of potential workshops.

VI.   Future meeting date

February 2, 2011

Staff Development Coordinating Council
Minutes
February 2, 2011
8:00-9:00 AM
L182 (Conference Room in Information Services, Library)

Present: Joyce Ester, Christine Hitchcock, Lisa Kent, and Rich McCrow
Absent: Amber Chiang, Candice Sifuentes, Steve Eaton and Angela Mora

I.   **Review and approval of minutes for January 5, 2011 meeting**
   Minutes will be reviewed at the next meeting

II.   **SDCC Attendance and evaluations of Workshops**
   Quick review of the evaluation data on the workshops:

- Grant Writing Compliance- one person, faculty member, submitted an evaluation with very positive responses strongly agrees.

- Investing the Bakersfield College: Learning about Accreditation- eight surveys were returned with agrees and strongly agrees.

- Safe Space Program offered on 11th – two evaluations returned strongly agreed, thought the exercises were very effective.

- Safe Space Program offered on 10th – four evaluations returned strongly agreed on all, and regular meetings requested so that they can support each other and ideas can be shared.

- Creating a Philosophy of Education – five evaluations returned with either strongly agree or agree, good presentation and would have been good to have give hints and ideas as to as to what to do to try philosophy.

- Recognizing and Responding to Distressed and Disruptive Students- had the largest number of evaluations 11 people responded with most of them agree and strongly agree. Additionally there were a couple of disagree and strongly disagree.
   The evaluations requested that this workshop be done across the board for all staff as it relates to their job, e.g. classified office personnel or faculty. More time was requested to dialog on past experiences in what worked and did not work in dealing with disruptive students. More practical examples were requested.

- Moral Education – five evaluations that were all agree and a couple strongly agree.
  Responses indicated they wanted handouts and it was an excellent overall presentation.

- Cross Training- eight evaluations returned with all agree and strongly agree. Comments included have the Help Desk available and check room temperature. Presenter was not able to present to on all material due to equipment malfunction.

- Budget – two evaluations reflected strongly disagree all along the board. Request has been made to do this one again. It was very eye opening with 80% of the budget being people (salaries/benefits) and of that only 1% is administrative salaries.

- Back in the Day – 6 evaluations with agree and disagree, it was enjoyed and some wanted handouts from the PowerPoint.

Overall attendance to the workshops was two to eleven with twelve being highest. Safe Place will be offered on some Saturdays to give all students an opportunity to attend. The Safe Space is a student initiative which SGA learned about through a conference.

III. **Webinar/Workshop Action Items**

ACTION ITEM: Dr. Ester will review the list to see which workshops have been requested again.

ACTION ITEM: Joyce Coleman and Chris Counts will do a presentation on disruptive students at a future date.

ACTION ITEM: Patrick O'Neil will facilitate the Student Speak, We Listen: How to Conduct and Learn From Student Focus Groups Feb. 3rd webinar.

ACTION ITEM: Student Veteran's Webinar Feb. 8th. Joyce will ask Skip Hill to facilitate; however, he may not be able to due to DSPS counselor being out ill. Chris and Linda will definitely be there.

ACTION ITEM: The A-Z's of Outcomes –Based Assessment: From Course Evaluations to Accreditation webinar Feb. 9th Joyce will ask Ann Morgan, Nan or the other ASC Accreditation Co-Chair (Pam Boyles?) to facilitate the webinar. Steve Eaton can also facilitate if need be.

ACTION ITEM: I idea was raised to pay a stipend to the facilitator of the webinar. Dr. Ester will check with the committee to see if there is interested in paying stipends or giving some form appreciation to the facilitators for their participation.

ACTION ITEM: Women's Leadership: Gaining Power & Credibility with Emotional Intelligence Steven Eaton will facilitate or he will have another faculty facilitate this webinar.

ACTION ITEM: Building Bridges to College Success with Latino First Generation College Students Feb. 17th. Steven Eaton suggested may be facilitated by faculty Robert Torres or Rosa Garza.

ACTION ITEM: Dr. Ester will include the next upcoming Safe Place Workshop in the upcoming webinar/workshops scheduled for March. This will include those offered in honor of Women's Month.

ACTION ITEM: June send Rich all the webinars and Dr. Ester will send an executive summary of the survey results.

ACTION ITEM: Dr. Ester will look for something to give the facilitators, like the "When Pigs Fly."

We will address looking into planning something, a social function for staff and faculty, since people are asking about this type of social function and are interested in this.

Meeting was moved to adjourn by Rich and seconded by Lisa.

Future meeting date
March 2, 2011

Present: **Amber Chiang, Christine Hitchock, Rich McCrow, Steve Eaton and Candice Sifuentes**
Absent: **Angela Mora, Lisa Kent and Joyce Ester**

I. **Minutes for January 5th and February 2nd meeting were reviewed and approved.**

II. **Action Items for January 5th meeting were reviewed and noted as completed.**
Joyce and Candice will review the Women's History Month calendar as soon as the calendar is available. SDCC can promote the events and add them to the SDCC Calendar as appropriate. Webinars will also be reviewed and added.

Action Items for February 2nd meeting were reviewed and noted as completed with the exception of two webinars.
Due to network difficulties, The Student Veteran's and the Women's Leadership: Gaining power & Credibility with Emotional Intelligence webinars will need to be offered again. We will look into offering these again in future.

III. **Staff Development Workshops**

ACTION ITEM: Have June contact the company for the Women's Leadership webinar and get the DVD or access so that we can offer this webinar again. It was well attended.

ACTION ITEM: There is a blood drive that will be will held March 31st that we can look into and promote.

ACTION ITEM: Investing in Bakersfield College workshop should be offered again and facilitated by Rich. We need a better day and time.

ACTION ITEM: Back in the Day workshop should be offered again facilitated by Joyce. It had great information.

ACTION ITEM: Building Bridges to College Success webinar, Rich would like to offer in Delano.

We have a good start for the staff development workshops for March.

IV. **Website**
Steven looked at the SDCC website and accessed that it is more than a one person job. We need more people working on it. David Barnett is also assisting us and working to create links were people can sign up for workshops.

V. **End of Year Survey**

We will send out a survey before the end of the semester.

VI.   **End of Year Reception**
We will have a reception at both the Bakersfield campus (1-3:00pm) and the Delano campus (4:30-6:00pm). We will also have on at the District. Candice will go to Delano for the reception.

VII.   **Assignment of Tasks**
Candice will check with Alex on the delivery.
Candice will check with Steve with regard to breaking up the website.

VIII.   **Meeting Adjourned at 8:45 am**

Present: Christine Hitchock, Lisa Kent, Rich McCrow, Steve Eaton, Richard Marquez
Absent: Amber Chiang, Angela Mora, Joyce Ester and Candice Sifuentes

I.   **Review and Approval of Minutes March 3rd Meeting**
        Minutes will be reviewed at the June 1st meeting

II.   **Introduction of new member**
        Richard Marquez introduced himself to the council

IV.   **SDCC Reception attendance, logistics**
        A discussion about locations for future SDCC receptions that will offer more
        exposure of the event is something the council will look into. Levinson 40 is a
        secluded. The Hort Lab is one location we can examine.
        The attendance of the SDCC receptions was as follows:
        The BC campus had less than 30 people
        Delano campus had 15 people and more faculty attended

V.   **Delano faculty requests training**
        Rich expressed Delano faculty/staff having requested training in dealing with crowd
        control and unruly students.

        ACTION ITEM: Workshops will be looked at to offer to the Delano campus

VI.   **Review of the SDCC Reception Comments**
        The comments were reviewed the comments from the SDCC Reception Survey.
        Some of the topics requested may be beyond the SDCC responsibility to provide the
        training or information.

        Suggested Umbrella Categories (Draft) to place SDCC comments under:

        - Webinars
        - At desk training
        - Luminus (Training in May)
        - Special Events
        - Student Topics-disruptive students (how to deal with) What's legal? Have
          Joyce have Public Safety facilitate
        - Personal Development
        - Programs and Services (nuts and bolts) Information sharing about programs
          and services such as DSPS, Writing Lab, and Degrees offered at BC, etc

- SDCC Workshops offered repetitively on a set time and set day and online sign up for faculty would be great.

VII.   SDCC Retreat
Possible date is June 10th, 9am to 11am
We will discuss this with Joyce and Candice at the next SDCC meeting in further detail.

IV.   Adjournment of meeting at 8:50 am

STAFF DEVELOPMENT COORDINATING COUNCIL
Minutes
June 1, 2011
8:00-9:00 AM
L-182 (Conference Room in Library)

Present: Amber Chiang, Steve Eaton, Joyce Ester, Lisa Kent and Candice Sifuentes,
Absent: Christine Hitchcock, Richard Marquez, Rich McCrow and Angela Mora

I. **Review of the Approval of Minutes**

Minutes of the March 3rd SDCC meeting were approved and minutes of the May 4th were also approved with corrections noted and made.

II. **Review of the Staff Development Program Proposal document**

The Accommodations area will be revised omitting the wording in the first three selection boxes and revising it to state the majority of presentations will be held in Levinson 40 and it will ask the lecturer/presenter their preference for the room set up. We will do our best to accommodate the lecture style.

The future possibility of using the SDCC website for workshop registration and creating a database was discussed. David and Richard are working with Luminus to provide workshop registration.

ACTION ITEM: Candice will be the primary person that people can contact for information regarding workshops.

ACTION ITEM: Amber will look into the SDCC database connection and within a couple of weeks to determine if we can utilize it for the registration of workshops. She will also look into getting an SDCC email address. She will send this information to Joyce, Candice, June and Lisa.

ACTION ITEM: Steven will revise the Staff Development Proposal document as suggested.

III. **Mail Call – Free Webinars and Dissemination of publications**
Joyce discussed the abundance of information she receives from subscriptions to Nisod, League of Innovation, publications and emails. We would like to get this information to faculty members and other interested groups. At some point we will be able to use Luminus to post this information making it available as a resource to staff and faculty. We can update and post information bi-monthly. In the meantime, we will place periodicals and publications in Levinson 40 and electronically information will be distributed via email to various listservs.

Joyce asked Steven to review a book by next Friday on teaching strategies. Steven will determine if a workshop can be offered using the techniques in the book.

ACTION ITEM: Joyce will send documents to Candice to post to Luminis

ACTION ITEM: Joyce will donate Fall 2010 editions of DIVERSE to Levinson 40 for reading.

ACTION ITEM: Steve will review the book on teaching strategies within six months and determine if he would like to present this material at an SDCC workshop next fall.

ACTION ITEM: Joyce will send the link to SDCC council members for Doodle. We will use the date to determine the best dates to hold events.

IV. Changing Flex Week to Staff Development Week
There was discussion on how to make Flex week appealing/open to all staff. One way would be to change the name to something that sounds more inclusive of all staff.

ACTION ITEM: Joyce will check with Greg on the possibility of changing Flex Week to Staff Development Week.

V. Staff Development Retreat

The retreat will be held on June 24th in Levinson 40 from 9:00 am to 11:00 am. We will discuss webinars, workshops, training offered by SDCC for the next academic year.

VI. Meeting Adjourned at 9:07 am next meeting June 24th 9:00am in Lev. 40

STAFF DEVELOPMENT COORDINATING COUNCIL
Minutes
May 4, 2011
8:00-9:00 AM
L-182 (Conference Room in Library)

Present: Christine Hitchock, Lisa Kent, Rich McCrow, Steve Eaton, Richard Marquez
Absent: Amber Chiang, Angela Mora, Joyce Ester and Candice Sifuentes

I. **Review and Approval of Minutes March 3rd Meeting**
Minutes will be reviewed at the June 1st meeting

II. **Introduction of new member**
Richard Marquez introduced himself to the council

I. **SDCC Reception attendance, logistics**
A discussion about locations for future SDCC receptions that will offer more
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- SDCC Workshops offered repetitively on a set time and set day and online
  sign up for faculty would be great.

VII.   SDCC Retreat
Possible date is June 10th, 9am to 11am
We will discuss this with Joyce and Candice at the next SDCC meeting in further detail.

IV.   Adjournment of meeting at 8:50 am

Present: **Amber Chiang, Steve Eaton, Joyce Ester, Lisa Kent and Candice Sifuentes,**
Absent: **Christine Hitchcock, Richard Marquez, Rich McCrow and Angela Mora**

I.   **Review of the Approval of Minutes**

Minutes of the March 3rd SDCC meeting were approved and minutes of the May 4th were also approved with corrections noted and made.

II.   **Review of the Staff Development Program Proposal document**

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The future possibility of using the SDCC website for workshop registration and creating a database was discussed. David and Richard are working with Luminus to provide workshop registration.

ACTION ITEM: Candice will be the primary person that people can contact for information regarding workshops.

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June 1, 2011
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VI. **Meeting Adjourned at 9:07 am next meeting June 24th 9:00am in Lev. 40**

**Minutes
June 24, 2011
9:00-11:00 AM
Levinson 40**

Present: Amber Chiang, Steve Eaton, Joyce Ester, Lisa Kent and Candice Sifuentes,
                     Bonnie Suderman, Richard McCrow, Richard Marquez
Absent: Christine Hitchcock, Angela Mora

The minutes of the May and June meetings will be reviewed at the next meeting.

I.   **Fall 2011 Staff Development activities/workshops**
     Collegial and Social Activities
     The SDCC calendar has been posted on the website and workshops scheduled for Flex
     Week were reviewed.
     Angelica Gomez, DSPS Director, will be presenting two workshops; Assistive
     Technology on October 7th and on the 21st questions from surveys about DSPS will be
     answered.

     Time Blocks were reviewed to better schedule workshops to fit in with the class
     schedule. The surveys from last semester indicated workshops work best late
     afternoons or Fridays.

     Bonnie discussed the use of CCCConfer to video meetings so that people can view
     meetings at anytime which allows for convenience and keeping people informed.

II. **Look Ahead to Spring 2012 Staff Development Workshops**
     The documents, "Suggested Workshops Topic from Fall 2011 Survey" and "Campus
     Experts from Fall 2010 Survey were reviewed. Everyone was reminded to think of
     people that could present at workshops and encouraged to as people to present.

     Cross Training Workshops may be titled "College Knowledge" workshops in the future.

     ➢ **Candice is looking into the possibility of changing the term Cross Training
        to "College Knowledge"**

     Candice is working with Dave Barnett to provide the @One, a Self-Paced training in
     instructional technology with Self Paced Courses. Dave Barnett is working on a portal
     where we can advertise the workshops on the SDCC website along with the @One self-
     paced courses on instructional technology, Microsoft IT Academy, and online teaching.

     Dave would like to meet with us at our next meeting to discuss the SDCC Portal and
     provide information on what is available.

     ➢ **Candice will schedule Dave Barnett to meet with us at our next meeting.**

     Joyce suggested that we also make NISOD webinars available on the SDCC site along
     with other materials.

Collegial/Social Activities

Everyone is encouraged to ask co-workers /colleagues if they know of any social activities on or off campus, like bowling, racquet ball, etc. that can promote social collegiality. This information will be posted on the SDCC website. It must be clearly communicated whether an activity is Flex activity or not.

> ➢ **Candice will do a bc-all inquiring about social/collegiate activities involving BC Staff.**

III.   Assignment of Tasks

SDCC funding (financial aid) to assist staff with the cost of attending a workshop was discussed. Criteria will be developed by SDCC that will ensure fair consideration to all applicants apply for financial aid. The criteria must also include the percentage or dollar amount to be paid per department, applicant, etc. It was suggested that after attending the workshop, individuals return to BC and share the information they learned by presenting it in a workshop offered by SDCC.

> ➢ **SDCC will create criteria for the selection process for applicants and determine the percentage or dollar amount that will be paid to offset the cost of applicants attending workshops.**

Bonnie proposed we work together with Assessment. The upcoming Assessment reception and the SDCC reception can be combined. SDCC can then allocate the unused funds budgeted for the reception to fund a Christmas event. Joyce agreed this would work well and add cohesiveness with learning, training and assessment.

SDCC Kick Off/Opening Day

At the beginning of the semester SDCC will have a table with the SDCC calendar of activities. Currently we need more workshops. Potential workshop presenters are being sought. This can actually be incorporated in the SDCC presentations at Opening Day.

> ➢ **Joyce or Bonnie will check with Greg on introducing SDCC on Opening Day**

> ➢ **Joyce, Bonnie and Candice will provide the information on @One, SDCC portal, Moodle, Traci's Microsoft IT Academy, SDCC Calendar, etc., "Things We Know" to present at Opening Day.**

> ➢ **Candice will look into the possibility of a Public Safety Workshop**

> ➢ **Joyce E. will check with Joyce Coleman on a Health and Wellness Resources Workshop (contents of material covered will be advertised in bullet form) informing faculty about services available to students including physical and mental health.**

> ➢ **Bonnie and Candice will take the lead on getting the "College Knowledge" set up and started on CCCConfer.**

> ➢ **Bonnie will include the Flex Activities Schedule online.**

> ➢ **Amber will check to see if the President is sending out a letter, and if so, can SDCC information be included in the letter.**

> ➢ **Joyce will commit to providing at least two activities/training workshops for classified staff before the semester starts. Joyce will check with**

Financial and Admissions and Record departments for the best times for their participation.

➢ **Joyce, Bonnie and Candice will check into having a SDCC table w/ balloons on Opening Day.**

➢ **Joyce will continue the process of developing "Learning at Lunch" every Tuesday w/ discussion on articles or current events.**

➢ **Richard Marquez will take the lead on setting up material on the League of Innovation w/Luminis.**

➢ **Bonnie will look into the possibility of using a Computer on Wheel (COW) or having a SKYPE connection in Lev 40.**

Joyce announced that she will no t be the Co-Chair SDCC for the next semester and that Bonnie would be taking her place.
Joyce also brought well deserved recognition and appreciation to Candice for her many contributions to SDCC this academic year. She encouraged council members to continue sharing in the responsibilities of the SDCC.

➢ **Joyce will check with Greg regarding if SDCC will be responsible to pay the NISOD subscription renewal of $1,000.00.**

➢ **Everyone is asked to donate current periodicals, journals and articles for reading material in Levinson 40.**

➢ **Amber will check on the "Years of Service" pins.**

Next meeting, July 8th in L-182 at 8:30am where the discussion will be the SDCC Opening Day Table, Activity/Workshop Schedule, Years of Service Pins, and the Budget. Also Dave Barnett will be present to discuss the SDCC portal and other available technology.

SUMMARY OF ASSIGNMENT OF TASKS

➢ **Candice is looking into the possibility of changing the term Cross Training to "College Knowledge"**

➢ **Candice will do a bc-all inquiring about social/collegiate activities involving BC Staff.**

➢ **SDCC will create criteria for the selection process for applicants and determine the percentage or dollar amount that will be paid to offset the cost of applicants attending workshops.**

➢ **Joyce and Bonnie will check with Greg on introducing SDCC on Opening Day**

➢ **Action Item: Joyce, Bonnie and Candice will have the information on @One, SDCC portal, Moodle, Traci's Microsoft IT Academy, SDCC Calendar, etc., "Things We Know" to present at Opening Day.**

➢ **Candice will look into the possibility of a Public Safety Workshop**

➢ **Joyce E. will check with Joyce Coleman on a Health and Wellness Resources Workshop (contents of material covered will be advertised in bullet form) informing faculty about services available to students including physical and mental health.**

➢ **Bonnie and Candice will take the lead on getting the "College Knowledge" set up and started on CCCConfer.**

➢ **Bonnie will include the Flex Activities Schedule online.**

➢ **Amber will check to see if the President is sending out a letter, and if so, can SDCC information be included.**

➢ **Joyce will commit to providing at least two activities/training workshops for classified staff before the semester starts. Joyce will check with Financial and Admissions and Record departments for the best times for their participation.**

➢ **Joyce, Bonnie and Candice will check into having the SDCC table w/ balloons on o\Opening Day.**

➢ **Joyce will continue the process of developing "Learning at Lunch" every Tuesday w/ discussion on articles or current events.**

➢ **Richard Marquez will take the lead on setting up the League of Innovation w/Luminis.**

➢ **Bonnie will look into the possibilities of using a Computer on Wheels (COW) or having a SKYPE connection in Lev 40.**

➢ **Joyce will check with Greg regarding if SDCC will be responsible to pay the NISOD subscription renewal of $1,000.00.**

➢ **Everyone is asked to donate current periodicals, journals and articles for reading material in Levinson 40.**

➢ **Amber will check on the "Years of Service" pins.**

**Present: Amber Chiang, Christine Hitchock, Rich McCrow, Steve Eaton and Candice
              Sifuentes**
Absent: Angela Mora, Lisa Kent and Joyce Ester

I.   **Minutes for January 5th and February 2nd meeting were reviewed and approved.**

II.   **Action Items for January 5th meeting were reviewed and noted as completed.**
      Joyce and Candice will review the Women's History Month calendar as soon as the
      calendar is available. SDCC can promote the events and add them to the SDCC
      Calendar as appropriate. Webinars will also be reviewed and added.

      **Action Items for February 2nd meeting were reviewed and noted as completed
      with the exception of two webinars.**
      Due to network difficulties, The Student Veteran's and the Women's Leadership:
      Gaining power & Credibility with Emotional Intelligence webinars will need to be
      offered again. We will look into offering these again in future.

III. **Staff Development Workshops**

      ACTION ITEM: Have June contact the company for the Women's Leadership
      webinar and get the DVD or access so that we can offer this webinar again. It was
      well attended.

      ACTION ITEM: There is a blood drive that will be will held March 31st that we can
      look into and promote.

      ACTION ITEM: Investing in Bakersfield College workshop should be offered
      again and facilitated by Rich. We need a better day and time.

      ACTION ITEM: Back in the Day workshop should be offered again facilitated by
      Joyce. It had great information.

      ACTION ITEM: Building Bridges to College Success webinar, Rich would like to
      offer in Delano.

      We have a good start for the staff development workshops for March.

IV.   **Website**
      Steven looked at the SDCC website and accessed that it is more than a one person
      job. We need more people working on it. David Barnett is also assisting us and
      working to create links were people can sign up for workshops.

V.   **End of Year Survey**

We will send out a survey before the end of the semester.

VI. **End of Year Reception**
We will have a reception at both the Bakersfield campus (1-3:00pm) and the Delano campus (4:30-6:00pm). We will also have on at the District. Candice will go to Delano for the reception.

VII. **Assignment of Tasks**
Candice will check with Alex on the delivery.
Candice will check with Steve with regard to breaking up the website.

VIII. **Meeting Adjourned at 8:45 am**

Present: **Christine Hitchock, Lisa Kent, Rich McCrow, Steve Eaton, Richard Marquez**
Absent: **Amber Chiang, Angela Mora, Joyce Ester and Candice Sifuentes**

I.   **Review and Approval of Minutes March 3rd Meeting**
     Minutes will be reviewed at the June 1st meeting

II. **Introduction of new member**
     Richard Marquez introduced himself to the council

IV. **SDCC Reception attendance, logistics**
     A discussion about locations for future SDCC receptions that will offer more
     exposure of the event is something the council will look into. Levinson 40 is a
     secluded. The Hort Lab is one location we can examine.
     The attendance of the SDCC receptions was as follows:
     The BC campus had less than 30 people
     Delano campus had 15 people and more faculty attended

V.   **Delano faculty requests training**
     Rich expressed Delano faculty/staff having requested training in dealing with crowd
     control and unruly students.

     ACTION ITEM: Workshops will be looked at to offer to the Delano campus

VI. **Review of the SDCC Reception Comments**
     The comments were reviewed the comments from the SDCC Reception Survey.
     Some of the topics requested may be beyond the SDCC responsibility to provide the
     training or information.

      Suggested Umbrella Categories (Draft) to place SDCC comments under:

     - Webinars
     - At desk training
     - Luminus (Training in May)
     - Special Events
     - Student Topics-disruptive students (how to deal with) What's legal? Have
       Joyce have Public Safety facilitate
     - Personal Development
     - Programs and Services (nuts and bolts) Information sharing about programs
       and services such as DSPS, Writing Lab, and Degrees offered at BC, etc

- SDCC Workshops offered repetitively on a set time and set day and online sign up for faculty would be great.

VII.   SDCC Retreat
Possible date is June 10th, 9am to 11am
We will discuss this with Joyce and Candice at the next SDCC meeting in further detail.

IV.   Adjournment of meeting at 8:50 am

Minutes
June 1, 2011
8:00-9:00 AM
L-182 (Conference Room in Library)

Present: Amber Chiang, Steve Eaton, Joyce Ester, Lisa Kent and Candice Sifuentes,
Absent: Christine Hitchcock, Richard Marquez, Rich McCrow and Angela Mora

I.   **Review of the Approval of Minutes**

Minutes of the March 3rd SDCC meeting were approved and minutes of the May 4th were also approved with corrections noted and made.

II.   **Review of the Staff Development Program Proposal document**

The Accommodations area will be revised omitting the wording in the first three selection boxes and revising it to state the majority of presentations will be held in Levinson 40 and it will ask the lecturer/presenter their preference for the room set up. We will do our best to accommodate the lecture style.

The future possibility of using the SDCC website for workshop registration and creating a database was discussed. David and Richard are working with Luminus to provide workshop registration.

ACTION ITEM: Candice will be the primary person that people can contact for information regarding workshops.

ACTION ITEM: Amber will look into the SDCC database connection and within a couple of weeks to determine if we can utilize it for the registration of workshops. She will also look into getting an SDCC email address. She will send this information to Joyce, Candice, June and Lisa.

ACTION ITEM: Steven will revise the Staff Development Proposal document as suggested.

III.   **Mail Call – Free Webinars and Dissemination of publications**
Joyce discussed the abundance of information she receives from subscriptions to Nisod, League of Innovation, publications and emails. We would like to get this information to faculty members and other interested groups. At some point we will be able to use Luminus to post this information making it available as a resource to staff and faculty. We can update and post information bi-monthly. In the meantime, we will place periodicals and publications in Levinson 40 and electronically information will be distributed via email to various listservs.

Joyce asked Steven to review a book by next Friday on teaching strategies. Steven will determine if a workshop can be offered using the techniques in the book.

ACTION ITEM: Joyce will send documents to Candice to post to Luminis

ACTION ITEM: Joyce will donate Fall 2010 editions of DIVERSE to Levinson 40 for reading.

ACTION ITEM: Steve will review the book on teaching strategies within six months and determine if he would like to present this material at an SDCC workshop next fall.

ACTION ITEM: Joyce will send the link to SDCC council members for Doodle. We will use the date to determine the best dates to hold events.

IV. **Changing Flex Week to Staff Development Week**
There was discussion on how to make Flex week appealing/open to all staff. One way would be to change the name to something that sounds more inclusive of all staff.

ACTION ITEM: Joyce will check with Greg on the possibility of changing Flex Week to Staff Development Week.

V. **Staff Development Retreat**

The retreat will be held on June 24th in Levinson 40 from 9:00 am to 11:00 am. We will discuss webinars, workshops, training offered by SDCC for the next academic year.

VI. **Meeting Adjourned at 9:07 am next meeting June 24th 9:00am in Lev. 40**

STAFF DEVELOPMENT COORDINATING COUNCIL
RETREAT
Minutes
June 24, 2011
9:00-11:00 AM
Levinson 40

Present: **Present: Amber Chiang, Steve Eaton, Joyce Ester, Lisa Kent and Candice Sifuentes, Bonnie Suderman, Richard McCrow, Richard Marquez**
Absent: Christine Hitchcock, Angela Mora

We will wait to approve the minutes at the next meeting, July 8th May and June.

   I.   **Fall 2011 Staff Development activities/workshops**

   a. Collegial and Social Activities
       The SDCC calendar has been posted on the SDCC and we reviewed the
       Workshops Schedule for Flex Week.
       Angelica Gomez, DSPS Director, will be presenting two workshops on
       October 7th on Assistive Technology and on the 21st the workshop will answer
       questions about DSPS received from surveys.

   Time Blocks were reviewed to better schedule workshops to fit in with the class
   schedule. The surveys from last semester indicated workshops work best late afternoons
   or Fridays.

   Bonnie discussed the use of CCCConfer to video meetings so that people can see the
   meeting at anytime they which works better for those unable to attend.

   II.   **Look Ahead to Spring 2012 Staff Development Workshops**

   The documents, "Suggested Workshops Topic from Fall 2011 Survey" and "Campus
   Experts from Fall 2010 Survey were reviewed. Everyone was reminded to think of people
   that could present at workshops and see encourage people to present.

   Cross Training Workshops may be titled "College Knowledge" workshops in the future.

   ➢ **Action Item:*Candice is looking into possibly change the term to "College
       Knowledge" from Cross Training.**

   Candice is working with Dave Barnett to provide the @One a Self-Paced instructional
   technology with Self Paced Courses. Dave Barnett is working on a Portal where we can
   advertise on the SDCC website the workshops and the @One self-paced courses on
   instructional technology, Microsoft Office, and online teaching.

   Dave would like to meet with us at our next meeting the SDCC Portal and what is going
   on.
   ➢ **Action Item: Candice will schedule Dave Barnett to meet with us at our next
       meeting.**

Joyce suggested that we also make available the NISOD webinars available on the SDCC site along with other materials.

Collegial/Social Activities
Everyone is encouraged to ask co-workers /colleagues if they know of any social activities on or off campus, like bowling, racquet ball, etc. that can promote social collegiality. This information will be posted on the SDCC website. It must be clearly communicated whether an activity is Flex activity or not.

> ➢ **Action Item: Candice will do a bc-all inquiring about social/collegiate activities involving BC Staff.**

III. **Assignment of Tasks**

Financial Aid to assist staff with the cost of attending a workshop was discussed. Criteria must be developed by SDCC and it must ensure fair consideration to all applicants. The criteria must also include the percentage or $$ amount to be paid per applicant. It was suggested the participants, as presenters, can present the information they have learned in a workshop.

Action Item: SDCC will create criteria for the selection process for applicants and determine the percentage or dollar amount that will be paid to offset the cost of applicants attending workshops.

Bonnie proposed we work together with Assessment. The upcoming Assessment reception and the SDCC reception can be combined and SDCC can use funds for a Christmas event. Joyce agreed this would work well and add cohesiveness.

SDCC Kick Off/Opening Day
At the beginning of the semester SDCC will have a table with the SDCC calendars of activities. Potential workshop presenters will also be sought. This can actually be a part of the presentations at Opening Day.

> ➢ **Joyce or Bonnie can check with Greg on introducing SDCC on Opening Day**
> ➢ **Joyce, Bonnie or Candice can have the information on @One, SDCC portal, Moodle, Traci's Microsoft IT Academy, SDCC Calendar, etc. "Things We Know" to present at Opening Day.**

Staff Development Coordinating Council
Approved Minutes
July 8, 2011
8:30 a.m. – 9:30 a.m.
L149

Attendees: June Charles, Stephen Eaton, Joyce Ester, Chris Hitchcock, Rich McCrow, Candice Sifuentes (co-chair) and Bonnie Suderman (co-chair)

Absentees: Amber Chiang, Lisa Kent, Richard Marquez and Angela Mora

Recorder: Candice Sifuentes

1) SDCC Website/SDCC Luminis Channel Presentation

David Barnett and Richard Robinson of Information Services presented the SDCC Luminis Channel and the SDCC internal website. The channel will display only three days of workshops at a time. The registration process was demonstrated for the channel and how it differs from registration that may be done on the internal SDCC website. If someone would like to sign someone up for a workshop other than themselves they would have to do this on the internal website. In the future the SDCC Channel will be able to remind people that they've signed up for a workshop prior to the event. It will also be able to notify the presenter of a workshop in advance as to how many people have signed up for the workshop they are presenting. The channel will not allow a person to sign-up for a workshop twice. If a person is not be able to attend a workshop and would like to cancel their registration they would have to notify an SDCC member who has access to the content management system so that they may delete them from the registration list. The channel will also be able to list workshops from other websites and will provide the web address. In the future the internal SDCC website will be part of a bigger website intended for employees.

David and Richard also demonstrated the content management system (CMS). The CMS is what populates the SDCC channel and the SDCC website with information. The CMS can populate the channel and the website simultaneously with workshop information. In the future the CMS might be able to send out sign-in sheets as well. One can add/delete people from workshops within the CMS as well as keep track of attendance. It was suggested that workshops that can be viewed/taken at any time be placed in the Resources section of the SDCC website. We could have someone create recorded workshops on entering grades and how to use the waitlist. Candice was identified as the primary person to enter information into the CMS. Amber was suggested as a possible back-up for content entry into the CMS. There should be three people trained on the CMS in case someone is out ill, etc. Using the CMS for distribution of workshop evaluation forms was briefly discussed however, it was decided that

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Survey Monkey made the review of workshop evaluations much easier with its summarization capabilities. The electronic flex forms were briefly discussed. David indicated they could program completed forms to go to an identified person such as a dean or flex coordinator. Having the flex forms available on the channel at all times was identified as a priority. A brief discussion of how to survey staff who take advertised external workshops took place. It was stated this would not be able to be done with the SDCC Channel. Perhaps if at the end of the semester we ask staff if they took part in any of the external workshops that were advertised and if so to please take a survey in order to get feedback.

The possibility of conducting a survey of workshop attendees to see if they applied the material presented in the workshops they attended was also discussed.

The question was asked should we be tracking staff development participation more precisely (as we do a student's course history)? It was thought yes however, how do we do it (outside workshops were presented as a problem to track).

The channel and internal website will be presented at opening day ceremonies. It was suggested that perhaps it be presented at an Administrative Council meeting prior to that.

The question of could we make insideBC be the first thing we see when logging into our computers in the morning was posed. The immediate response was that it would probably make a lot of people mad. David did say that the intent for the future is that people will go to it more regularly than they do now.

Action: Bonnie and Stephen pose the question of staff development tracking at a deans meeting. What sort of confirmation is needed that they completed a workshop/training? Do we need more precise tracking of it?

2) Approval of Minutes

Minutes for the following meetings were approved: May 4, 2011, June 1, 2011 and June 24, 2011.

3) Review of Assigned Tasks/Action Items

The following action items from May 4th were reviewed:

Action item: Workshops will be looked at to offer to the Delano campus. A Safety workshop will be presented in the Distance Learning Classroom to interact live with Delano participants.

The following action items from June 1st were reviewed:

Action Item: Candice will be the primary person that people can contact for information regarding workshops. Being done however, Lisa Kent may serve as back-up once workshop proposal form is in place.

Action Item: Amber will look into the SDCC database connection and within a couple of weeks to determine if we can utilize it for the registration of workshops. She will also look into getting an SDCC email address. She will send this information to Joyce, Candice, June and Lisa. At this time the SDCC Channel will be taking place of the old SDCC website registration process.

Action Item: Stephen will revise the Staff Development Proposal document as suggested.

Action Item: Joyce will send documents to Candice to post to Luminis.

Action Item: Joyce will donate fall 2010 editions of DIVERSE to Levinson 40 for reading. Completed.

Action Item: Stephen will review the book on teaching strategies within six months and determine if he would like to present this material at an SDCC workshop next fall.

Action Item: Joyce will send the link to SDCC council members for Doodle. We will use it to determine the best dates to hold events. It was decided that it would not work for what we needed.

Action Item: Joyce will check with Greg on the possibility of changing Flex Week to Staff Development Week.

The following action items from June 24th were reviewed:

Action Item: Candice is looking into the possibility of changing the term Cross Training to "College Knowledge." Bonnie and Candice spoke with Sue Vaughn regarding this. Sue will continue to hold Cross Training sessions as she has done in the past. She did not mind that we repeat some of what she has done in the past (an hour devoted to a couple of areas to provide a summary of the services they provide).

Action Item: Candice will do a bc-all inquiring about social/collegiate activities involving BC Staff. The committee questioned should we advertise these types of events since all employees do not get credit for them. Perhaps we can color code workshops that are personal development.

Action Item: SDCC will create criteria for the selection process for applicants and determine the percentage or dollar amount that will be paid to offset the cost of applicants attending workshops. This will be discussed at a future meeting once the budget is set. Perhaps a subgroup of SDCC can pursue this.

Action Item: Joyce and Bonnie will check with Greg on introducing SDCC on Opening Day. Bonnie spoke with Debbie Spohn about time during opening day. Waiting to hear from Greg.

Action Item: Joyce, Bonnie and Candice will have the information on @One, SDCC portal, Moodle, Traci's MicroSoft IT Academy, SDCC Calendar, etc., "Things We Know" to present at Opening Day. @One information will be put on the SDCC internal website possibly under resources. Moodle workshops will be on the SDCC channel. Still working with Tracy to do a Microsoft IT Academy presentation.

Action Item: Candice will look into the possibility of a Public Safety Workshop. Chris Counts has agreed to do an interactive safety workshop to Delano during Staff Development Week.

Action Item: Joyce E. will check with Joyce Coleman on a Health and Wellness Resources Workshop (contents of material covered will be advertised in bullet form) informing faculty about services available to students including physical and mental health. Joyce has contacted a colleague at UCSB to see if she would do a presentation on disruptive and dangerous behavior. Joyce is also exploring a contact she has at CSUF. The Chief of Police at CSUF may be able to do a presentation for us. Student Services is willing to pay part of the expenses for the UCSB presenter to come present.

Action Item: Bonnie and Candice will take the lead on getting the "College Knowledge" set up and started on CCCConfer. The College Knowledge workshops are being set up and we're exploring with Kristin Rabe whether they will be able to be recorded and viewed at a later time.

Action Item: Bonnie will include the Flex Activities Schedule online. The workshops will be posted online on the SDCC channel within insideBC.

Action Item: Amber will check to see if the President is sending out a letter and if so, can SDCC information be included. This is still being pursued.

Action Item: Joyce will commit to providing at least two activities/training workshops for classified staff before the semester starts. Joyce will check with Financial Aid and Admissions and Records departments **for the best times for their participation.** Sue Vaughn has agreed to do an Admissions and Records presentation already. We would still like to get Financial Aid to present.

Action Item: Joyce, Bonnie and Candice will check into having the SDCC table w/ balloons on Opening Day. Need to put a request through Tarina for a table to be set-up outside of forum where opening day will be held. Raffle could be for $100 put toward some sort of professional development activity of winner's choice.

Action Item: Joyce will continue the process of developing "Learning at Lunch" every Tuesday with discussion on articles or current events.

Action Item: Bonnie will look into the possibilities of using a Computer on Wheels (COW) or having a Skype connection in Lev 40.

Action Item: Joyce will check with Greg to see if SDCC will be responsible to pay the NISOD subscription renewal of $1,000.

Action Item: Everyone is asked to donate current periodicals, journals and articles for reading material in Levinson 40.

Action Item: Amber will check on the "Years of Service" pins.

4) Meeting Date and Time

Discussion was held to move the SDCC monthly meetings to the first Wednesday of every month at 10:30 a.m. so that we can keep Richard Marquez as a faculty member on SDCC. Everyone felt this meeting time would work with their calendars.

5) Budget

The SDCC budget is $10,000. We need to decide how we want to divide that up. The President's Office currently oversees all SDCC budget transactions for us. Bonnie had suggested that the Assessment Committee and SDCC join together to put on an end of year event. The Board of Trustees has already been invited to this event by the President. The Assessment budget has money for this event. Ideas as to how to split up the budget were solicited from the committee. It was pointed out that bringing in speakers to the campus would serve more employees than granting financial assistance to individual employees. Committee members also supported SDCC financial assistance to participate in staff development themed workshops. A suggested budget was: $2500 for SDCC Financial Assistance, $7000 for speakers/programs, and $500 for food. Members supported a set amount of assistance with a set maximum that would be funded and that those granted assistance should present on the topic after their return.

6) Fall 2011 Workshops

Bonnie ran through a list of workshops that are scheduled for Staff Development Week and workshops we'd like to include they were: Safety, Media Services Open Forums, Teaching with Technology, ODS for Department Chairs and Deans, Plagiarism, College Knowledge, and Moodle (online). It was noted that we're light on pedagogy and strong on technology and noted that our collegiality workshops are up in the air at this time.

The previous Classified Retreats were mentioned and what a morale booster they were for staff. Joyce mentioned that she had done something similar at Fresno State that was done on campus with resources on campus for little money. It was suggested that perhaps we do something like this either at the end of the fall semester, during Staff Development Week prior to the spring semester or perhaps next year (2012-2013) when the budget is supposed to be horrible and morale is low.

Action Item: If members know of anyone to teach a topic in pedagogy please send their name to Bonnie and Candice.

7) Assignment of Tasks

Action Item: Joyce will pursue her contact at UCSB for the disruptive students' presentation and obtain a proposal.

Action Item: Bonnie, Candice, Stephen and Rich to work on process, procedures and form for SDCC financial assistance.

Action Item: Everyone to be thinking about the Assessment/SDCC social event to take place during the spring semester.

8) Good of the Order

9) Adjourn

The meeting adjourned at 9:57 a.m.

Next Meeting: Wednesday, August 3, 2011 at 10:30 a.m.

Staff Development Coordinating Council
Approved Minutes
August 10, 2011
10:30 a.m. – 12:00 p.m.
L182

Attendees: Chris Hitchcock, Lisa Kent, Richard Marquez, Rich McCrow, Candice Sifuentes (co-chair) and Bonnie Suderman (co-chair)

Absentees: June Charles, Amber Chiang, Stephen Eaton, Joyce Ester, and Angela Mora

Recorder: Candice Sifuentes

1) **Approval of Minutes**
   ▪ Minutes were approved with the correction to the first action item on page 5. The correction is as follows: Richard will continue the process of developing "Learning at Lunch" every Tuesday with discussion on articles or current events. Delete second action item on page 5.

2) **Additions to the agenda**
   ▪ Health Benefits presentation for faculty

3) **Review of Assigned Tasks/Action Items**
   ▪ Action Item: Bonnie and Stephen pose the question of staff development tracking at a deans meeting. What sort of confirmation is needed that they completed a workshop/training? Do we need more precise tracking of it? Bonnie spoke with Corny Rodriguez, Academic Senate President, who completed the flex activity report to the state. No extra documentation is needed. Current sign-in form is fine. In the future we will begin sending him workshop sign-in sheets and they'll store them in the Academic Senate Office.
   ▪ **Action Item: Stephen will revise the Staff Development Proposal document as suggested.**
   ▪ **Action Item: Joyce will check with Greg on the possibility of changing Flex Week to Staff Development Week.**
   ▪ **Action Item: Joyce will commit to providing at least two activities/training workshops for classified staff before the semester starts. Joyce will check with Financial Aid for the best time for their participation.**
   ▪ **Action Item:** Richard will continue the process of developing "Learning at Lunch" every Tuesday with discussion on articles or current events. **Richard plans to draft a statement introducing the "Learning at Lunch" workshops for the committee to**

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review and will provide information about the first workshop to a co-chair for entry into the content management system (CMS). The CMS will provide enrollment information to Richard via email the day before his workshop or he can contact an SDCC co-chair earlier than that for this information.

- **Action Item: Bonnie will look into the possibilities of using a Computer on Wheels (COW) or having a Skype connection in Lev 40.**
- **Action Item: Joyce will check with Greg to see if SDCC will be responsible to pay the NISOD subscription renewal of $1000.**
- Action Item: Amber will check on the "Years of Service" pins. Amber sent an email out to the committee that she had obtained seniority lists from HR for faculty and classified staff for distribution of "Years of Service" pins on opening day. She had also asked for volunteers to assist with the distribution of them on opening day. Lisa Kent and Richard Marquez offered to assist her.
- Action Item: Joyce will pursue her contact at UCSB for the disruptive students' presentation and obtain a proposal. An update on this will be given under item six on the agenda.
- Action Item: Bonnie, Candice, Stephen, and Rich to work on process, procedures, and form for SDCC financial assistance. An update on this will be given under item 7 on the agenda.

4) **Opening Day**
   a) **Presentation/Introductions**
      - We've been given five minutes to speak at opening day.
      - We'd like everyone to be there if they can so that SDCC members can be introduced.
      - SDCC channel demonstration will be done at Opening Day.
   b) **Table/handout/bookmark/giveaway?**
      - Handout for opening day was circulated for review by committee members.
      - One table will be requested for distribution of "years of service" pins. Make sure table is by door.
      - Waiting on final draft of bookmark from Graphics Center. Will make contact with Graphics Center to finalize.
      - $100 giveaway for staff development workshop. Add blurb at top of handout that says to keep handout for giveaway and number them.

      Action Item: Candice to request table for opening day for distribution of "years of service" pins.

      Action Item: Candice to get final draft of bookmark from Graphics and get bookmark printed for opening day.

Action Item: Candice to add blurb to handout of Fall Workshops for opening day, get them printed and number them.

5) **SDCC Portal Channel/Website**
   a) **Fall 2011 Workshops**
      - Fall workshops are posted on the portal. The content management system (CMS) is showing that people are already registering for workshops.
      - We'll probably still get people showing up at workshops that did not register.
      - Need to find out from Greg if Levan Center workshops should come under SDCC or remain separate.
      - It was pointed out that staff will attend workshops that are not offered through SDCC that will still qualify as flex credit.
      - A brief discussion about Spring 2011 workshops was held. Committee members felt that all SDCC co-chairs should get trained on the CMS. Richard and Lisa also volunteered to get trained on the CMS.
      - It was noted that the SDCC public folder calendars should still be maintained. The calendar is a draft of SDCC workshops in the planning stages. It aids/is a visual for us in booking workshops. For instance we can make sure we don't have two technology workshops scheduled at the same time, etc.

      Action Item: Bonnie to check with Greg about whether Levan Center workshops should be routed through SDCC.

      Action Item: Candice to schedule content management system (CMS) training for Bonnie, Richard, and Lisa.

   b) **Hot Topics Workshops**
      o Richard plans to provide a topic for discussion and facilitate conversation.
      o Other topics during session will be welcomed for discussion.
      o Action items from workshops may be produced. Results will be shared with the SDCC committee.
      o To start "Learning at Lunch" will be held once a month. If well attended perhaps will offer twice a month.
      o Facilitators for "Learning at Lunch" will be an administrator, faculty member, and classified member in order to facilitate the many topics that might be discussed. It was felt that at least one of the facilitators should be an SDCC member. This role could be rotated through the committee members. Employees will need to be solicited to fill the other facilitator roles for each workshop.

- Notes should be taken by SDCC facilitator at these workshops. If an action item should come from the discussion this should be sent to the appropriate committee/staff member.
  - Be prepared to summarize notes at year end to incorporate into committee report to College Council. This will be needed of other SDCC activities as well.
- In order to take the "Learning at Lunch" to Delano it was suggested that we book L182 and the small conference room in Delano to video conference the workshop. Should workshop attendance grow the committee will look at larger rooms.
  - Rich also mentioned that separate discussions on the same topic(s) could take place in Delano at a time that works for that group and notes could be sent by Rich. It was noted though that SDCC members would like to see more interaction between the two campuses.
- "Learning at Lunch" workshops will take place on the second Tuesday of every month at 1:30 p.m.

6) **Workshop Evaluation**
   a) **Survey Monkey**
      - A copy of the questions from last year's SDCC survey was distributed to the committee via email prior to the meeting for review.
      - The committee felt that the survey questions were fine as is. Question one will need to be updated with the current workshop offerings.
      - At this time only Joyce and Bonnie have knowledge of Survey Monkey.
      - Survey Monkey will tally the survey responses for us.
      - Once the update has been made to the survey, the link will need to be sent out to workshop attendees. Chris and Lisa offered to assist with this.

      Action Item: Bonnie will get in touch with Joyce about the SDCC survey to see if and when changes can be made to the survey and obtain the link.

7) **Budget**
   - **Draft budget**
      - Bonnie sent out an email to the committee at the end of July with a proposed budget.
      - There is a total of $10,000 to work with.
        - The committee approved the budget set-up as follows:
          - ❖ Special Speakers $3000
          - ❖ Scholarships for training $2000
          - ❖ Staff Development Library $1500

❖ Supplies (money that can be moved for other needs) $3500

- **Intercultural Competence workshop**
  - o This workshop would involve training and then a survey that would let people know where they fell in regards to cultural awareness scale. They would then discuss these results with Joyce Coleman in a one on one meeting.
    - ❖ The cost for this would be $10/person. Perhaps maybe a total cost of $500 to SDCC.
  - o Committee members were concerned about being evaluated on this topic individually and felt that most staff members would not participate or be in favor of this.
    - ❖ The committee would support this if it could be done by staff anonymously.
    - ❖ The committee also did not support meeting with someone to discuss the results.
      - ❖ With the above changes made the committee agreed to support up to a maximum of $350.
- **Disruptive Students presentation – UCSB Clinical Psychologist, Sept. 6th**
  - o Joyce contacted Dr. Gabriel, clinical psychologist at UCSB for presentation proposal.
  - o Dr. Gabriel will do a presentation on "Dealing with disruptive and potentially dangerous behavior".
    - o There will be two presentations for staff. One presentation will be aimed toward situations that might occur in a teaching situation and the other presentation will be aimed toward situations that might occur in a service situation.
  - o Dr. Gabriel has also agreed to meet with administration and public safety staff to ensure we have procedures in place to deal with emergency situations such as this.
  - o It was noted that this workshop falls on the same week that a workshop Joyce Coleman will be offering on "How to Recognize Aggression".
  - o The proposal from Dr. Gabriel is for a total of $1500.
    - o This cost will be split between three areas: Student Services, President's Office and SDCC. The total cost to SDCC will be $500.
    - o The committee approved this expense.
  - o It was proposed that two sessions for staff be offered in a Distance Learning classroom so that it could be broadcasted to Delano.

- o If this is not possible we could also look into recording them. Dr. Gabriel was willing to do this. This would enable the workshop to be viewed at a later time.
- o Concern was raised about the size of the room. Will it be able to accommodate all that want to attend?
    - ❖ We can monitor enrollments on the CMS to see if another location is warranted.
- o Can we broadcast this via Skype?
    - ❖ Per Kristin Rabe District does not like Skype. But we can broach the topic again.

Action Item: Bonnie will broach the topic of Skype with Kristin and District staff.

- ▪ **Presentation on Increasing Student Engagement**
    - o Discussion was held on how Student Engagement is beneficial to both faculty and staff. All felt that this leads to "Student Success".
    - o Committee would like to support this presentation however to keep the amount "vague."
        - ❖ Amount should not exceed what we have budgeted for special speakers.
        - ❖ Perhaps since this falls under "Student Success" the President or Executive Vice President might have some funding for this as well?

8) **Staff Development Funding Request Form with Guidelines**
    - ▪ This is a firm budget line of $2000. Money will not be moved to cover other SDCC expenses.
    - ▪ Discussion was held as to how much to award for these. Different percentages were suggested. Ultimately the committee decided to award up to a maximum of $100 per scholarship request. If a workshop only costs $75 then that is what is awarded. If a workshop costs $200 only $100 is to be awarded.
    - ▪ Discussion was held what if a well-attended event were to possibly drain the fund at the beginning of the academic year?
        - o The committee agreed since we have a $2000 budget line, that we award a total of $1000 each semester. This assures that at least at the beginning of each semester there will be money for SDCC scholarships.
    - ▪ The committee agreed that it should be announce on opening day that we have limited funding for this and more information will be coming in the future.
    - ▪ A subcommittee of Stephen, Bonnie, Candice, Rich and Richard will work on the development of the funding request form.
    - ▪ It was also agreed that these awards will be titled SDCC Scholarships.

9) **BC Be Fit Program**
    ▪ This is a large program being run by the Student Government Association (SGA).
    ▪ There will be workshops for faculty, staff and students.
        o Offerings will be filtered to staff and faculty through SDCC.
        o Health screenings will be available, pedometers, workshops on health related issues, walking trails on campus will be mapped, walking groups will be formed, and various exercise workshops will be offered in the Fireside Room.
            ❖ Perhaps walking trails can also be mapped out at the Delano Campus as well.
    ▪ This program will be going all year.
    ▪ It is being funded by several national associations.
    ▪ There will be a BC Be Fit pep rally at the beginning of the year to launch the program.
    ▪ There is a committee for this venture. It is comprised of staff, administrators, students, and faculty.

10) **Health Benefits Presentation for Faculty**
    ▪ SDCC was asked to promote a health benefits workshop for faculty.
        o The committee felt that an informational meeting on possible changes to health benefits did not qualify as staff development.

    Action Item: Bonnie will let Greg and Nan know that SDCC felt that some HR workshops will not be advertised through SDCC as possible flex credit workshops.

11) **Flex Form**
    ▪ Revamping the flex form was discussed. Richard mentioned that Pam Boyles has a form that she uses. It's much easier to understand.
    ▪ Richard would be willing to get any new form developed onto the new internal SDCC site.

    Action Item: Richard will ask Pam if she will share the form with SDCC and if she will he'll send it to the committee.

12) **Assignment of Tasks**
    ▪ **Action Item: Stephen will revise the Staff Development Proposal document as suggested.**
    ▪ **Action Item: Joyce will check with Greg on the possibility of changing Flex Week to Staff Development Week.**

- **Action Item:** Joyce will commit to providing at least two activities/training workshops for classified staff before the semester starts. Joyce will check with Financial Aid for the best time for their participation.
- **Action Item:** Richard will continue the process of developing "Learning at Lunch" every Tuesday with discussion on articles or current events. **Richard plans to draft a statement introducing the "Learning at Lunch" workshops for the committee to review and will provide information about the first workshop to a co-chair for entry into the content management system (CMS).** The CMS will provide enrollment information to Richard via email the day before his workshop or he can contact an SDCC co-chair earlier than that for this information.
- **Action Item:** Bonnie will look into the possibilities of using a Computer on Wheels (COW) or having a Skype connection in Lev 40.
- **Action Item:** Joyce will check with Greg to see if SDCC will be responsible to pay the NISOD subscription renewal of $1000.
- **Action Item:** Candice to request table for opening day for distribution of "years of service" pins.
- **Action Item:** Candice to get final draft of bookmark from Graphics and get bookmark printed for opening day.
- **Action Item:** Candice to add blurb to handout of Fall Workshops for opening day, get them printed and number them.
- **Action Item:** Bonnie to check with Greg about whether Levan Center workshops should be routed through SDCC.
- **Action Item:** Candice to schedule content management system (CMS) training for Bonnie, Richard, and Lisa.
- **Action Item:** Bonnie will get in touch with Joyce about the SDCC survey to see if and when changes can be made to the survey and obtain the link.
- **Action Item:** Bonnie will broach the topic of Skype with Kristin and District staff.
- **Action Item:** Bonnie will let Greg and Nan know that SDCC felt that some HR workshops will not be advertised through SDCC as possible flex credit workshops.
- **Action Item:** Richard will ask Pam if she will share the form with SDCC and if she will he'll send it to Bonnie and Candice.

13) Good of the Order

The meeting adjourned at 12:02 p.m.

Next Meeting: Friday, September 2nd, 2011 at 11:00 a.m.

Staff Development Coordinating Council
Approved Minutes
September 2, 2011
11:00 a.m. – 12:00 p.m.
L182

Attendees: Stephen Eaton, Joyce Ester, Kimberly Hurd, Richard Marquez, Rich McCrow, Lucas Rucks (co-chair) and Bonnie Suderman (co-chair)
Absentees: June Charles, Amber Chiang, Chris Hitchcock, Lisa Kent and Angela Mora.
Guest: Matthew Morgan
Recorder: Candice Sifuentes

1) **Introductions**
   Introductions were made around the room.

2) **Information on Cultural Awareness Trainings**
   SDCC has been asked to partially fund these trainings. There were some questions and concerns about the trainings at a previous SDCC meeting. As a result, Matthew Morgan of Equal Opportunity and Diversity Advisory Committee (EODAC) has been invited to this meeting to answer questions and share information about the trainings. Matthew distributed a couple of handouts on the topic.

   Concerns raised by SDCC were confidentiality and union approval of this activity. As a result Matthew sent out some information about the training to both CCA and CSEA for review. After reviewing the information CCA said it tentatively approved the training as long as there was a waiver signed that would protect the participants. CSEA has not had an opportunity to review the information.

   SDCC questioned what is this survey looking for? One of the handouts addressed what is being looked for; a couple of items are interaction with other cultures and cultural disengagement. The goal of this activity is cultural diversity awareness, to find out where we are and go from there.

   Concern regarding review of test results with a peer and it affecting professional interactions with this peer continued to be a concern. It was then suggested that perhaps an outside party could conduct the training and discuss test results with participants. This will probably increase the cost of the project though. Are there other products available that will do the same thing, yet in a different set-up?

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The council decided not to fund the cultural awareness trainings as they are currently set-up however is open to review other alternatives that EODAC may present.

3) **Committee Charge**

The committee charge was reviewed by the committee. It was felt that the language at the beginning of the charge "To provide and *support* activities…" should be change to "To provide and *promote* activities…" It was felt that the word "support" infers financial assistance.

Action Item: Kimberly will take the above proposed change in language to the SDCC charge to the Academic Senate.

The committee was informed that triennial reports completed by committee co-chairs would be sent to College Council.

4) **Review of Minutes**

Any suggested changes to the August minutes should be sent to Bonnie and Candice.

5) **Surveys**

Bonnie sent out surveys for the recent workshops in order to get the work completed quickly. Joyce stated that we've already received a number of responses. Bonnie solicited for a member to take on this task. Richard Marquez offered to take on the task in the future.

Action Item: Lucas will send out survey link to workshop attendees as completed sign-in sheets are received.

6) **Scholarship Program**

The committee reviewed what scholarship parameters were discussed and agreed upon at the last SDCC meeting. The committee agreed that these are the parameters they would like in place (for details please see August 2011 minutes). Bonnie presented the application that the District Staff Development Program uses for requests of SDCC funding and asked for volunteers to work on an application/form for Bakersfield College. Stephen and Kimberly volunteered to work on the form and get a rough draft out to the committee prior to the next meeting.

Action Item: Stephen and Kimberly will work on a scholarship application form and send a rough draft to the committee for review prior to the next SDCC meeting.

7) **Flex Form**

Copies of the current flex reporting form were circulated and then a flex form received from Richard Marquez that is used by one of his colleagues was circulated. The group was asked to review the forms. Richard Marquez offered to make any changes to the alternate flex form. Joyce will get information to Richard on her flex form contact at Santa Barbara City College.

Action Item: Joyce to get Santa Barbara City College flex form contact information to Richard Marquez.

Action Item: After reviewing Santa Barbara City College's flex form Richard will work at simplifying the flex form and send it out to the committee for feedback.

Action Item: Kimberly to speak with Corny about the storage of completed faculty flex forms.

8) **Upcoming SDCC Workshops**

Jack Hernandez is still interested in giving workshops. Dealing with Distressed and Distressing Students is next week. Joyce asked if an SDCC representative could attend each workshop to provide the speaker any assistance she might need. Richard is working on his Learning at Lunch series. Effective Use of Photographs as a follow-up to Tom Moran's Photography workshop coming up. Effective Teaching Strategies from Trembly Award Winners is open to the campus and will also be attended by new faculty. The Office Procedures Roundtable has people enrolled in it. Bonnie will be doing some additional marketing on the Assessment Think Tank. ODS Training for Department Chairs is going through Faculty Chairs Directors Council for promotion. Someone may need to take on the College Knowledge series. The co-chairs agreed that each would take care of workshops aimed at their respective groups (faculty, classified and administration).

Action Item: Richard will send an email to committee members about Learning at Lunch topics for immediate feedback so that he may publish this to the channel.

Action Item: Richard (2 p.m.) and Lucas (10 a.m.) will be at Dealing with Distressed and Distressing Students workshops to provide any assistance the presenter might need.

Next Meeting: Friday, October 7th, 2011 at 10:30 a.m. in L182.