Windward Community College  
Staff Development Committee Minutes  
October 25, 2011, 11:30am  
Hale ‘Akoakoa 107

Attendance: Jane Uyetake, Heipua Kaopua, Kathleen Zane, Sarah Hodell, Diane Sakai, Gerri Kabei, Pam DaGrossa, Kay Beach
Recorder: Heipua Kaopua

Minutes of 9.13.11: Correction to Domestic Workshop: date should be Oct. 28. Motion to approve minutes by Kathleen; seconded by Jane.

Chair’s Report:

• The Chancellor allotted the usual $6,000 from Tuition and Fees for 2010-2011 to be given to faculty & staff for awards in accordance with our website award policy.

• **SD UH Foundation** funds to date: $2,830.58. Of this amount, we raised $1,457 from “Sarah’s Garage.” This money can be used at our discretion for holiday parties, speaker’s fees, lei, food, etc. Sarah noted that the money does NOT have to be used by end of FY.

• “**Sarah’s Garage**” discussion – Pre-sale, room set up, display of sales items, orchestrating the sale, break down & donations to big brothers big sisters. This event was profitable bringing in $1,457. Selling items at $1/bag at last hour helped get rid of a lot of things. Money is used for faculty/staff professional development. When customers learned the purpose of the sale, some people overpaid saying, “Keep the change.” Sarah expressed appreciation for everyone who helped set up and showed up for their shifts and beyond. Customers and staff said the layout looked nice. For next year, Gerri suggested we put up posters to publicize that the funds raised help support WCC employees’ professional development.

• **Tenure, Promotion, Contract Renewal** – Workshops & personal assistance provided by Kay Beach & Jean Shibuya. Kay learned from this experience that she cannot be available on the last day – this causes way too much stress. He is hoping to give some workshops in a few months to help faculty prepare dossiers and contract renewal documents. Kathleen likes the idea of learning the “nuts and bolts” of the process. Workshops can help faculty learn the various steps in preparing a professional document. Kay will send out email querying recent applicants as to what they learned from the experience and what was most helpful to them.

Awards Committee

• Award committee members for 2011-2012: Kalawaia Moore (Chairman), Letty Colmenares, and Heipua Kaopua. The first request was submitted by Dave Ringuette but then withdrawn due to alternative funding. Sarah sent out a reminder to solicit additional requests.
Workshop report:

- Sarah provided a recap of **Excellence in Education** (March 2011):
  - Assessment – two workshops taught by IEC
  - Hawaii Strategy Institute: Achieving the Dream
  - SD Activities: Healthy body/mind, social media, ergonomics, taking care of elders; Green Thumb/Brown Thumb (after lunch activity)
    - More than half the faculty/staff attended the SD activities

- **Wo Learning Champions** (WoLCs) are tentatively asking for help/partnering with Excellence in Education. The WoLCs are in charge of this event in March 2012. We need to work with them. We need to find out what Janine and Jamie are planning and see how SD can support the Wo Learning Champions. Kay will ask Jamie and Janine about their plans and invite them to our next meeting in November.

- Kay will be delivering a workshop on **Customer Service/Communication** for specific departments.

- Student Services will be sponsoring a **Safe Zone** training as a result of a complaint received regarding the Zumba poster alleging that the poster offends the transgender Hawaiian population. Pam noted that the poster could be interpreted in various ways and reiterated that no teaching/learning was ever accomplished following this complaint. The complaint went directly to M.R.C. Greenwood. SD will co-sponsor/endorse the event and provide the facility. The poster will serve as the jumping off point but the workshop will delve into deeper issues.

Christmas

- Last year we discussed taking over or partnering with Christmas party activities.
- Suggestion that SD takes over End-of-Year Christmas Party (Bonnie does not want to do it this year). Sarah asked if anyone wants to volunteer to take this over? Kay mentioned that SD should not be responsible for sponsoring a religious-oriented event.
- More discussion needed at next meeting.

Sarah will send out Doodle Poll to schedule November meeting.
Meeting adjourned at 12:32pm.