Windward Community College
Staff Development Committee Minutes
September 13, 2011
Hale Kuhina 115, 2:00 pm

Attendance: Sarah Hodell, Kate Zane, Ryan Perreira, Diane Sakai, Heipua Kaopua, Vanessa Cole, Pam DaGrossa, Letty Colmenares, Kay Beach, Gerri Kabei, Jane Uyetake, Emi Troeger
Guest: Kay Beach

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.

• There were no requests for events such as Women’s History & Common Book last year. We are still charged to fund those events & may want to inquire about such needs for this academic year.

• There is $1373.00 in funds in the SD UH Foundation Account. Can be used for leis for workshop speakers, food (although Doug usually hosts Christmas Party). Our funds come from Doug’s allocation and the White Elephant sale.

• Committee membership: see attached new committee membership

• Meeting with Chancellor – will want to use Spring Convocation for accreditation, but not sure if he will need the entire time.

White Elephant – Sarah’s Garage: 9-5pm

• Set up Wed all day, 9/28 (Gerri will do Work Order to have Maintenance move the stuff from Alakai basement and move into Akoa 107/109; and all day Thu 9.29, and Fri – 9/30, and 10/3 for Big Brothers/Big Sisters to pick up stuff
• Room is reserved for Monday
• Schedule shift for the sale – Sarah’s will send out doodle poll
• Continue collecting donations
• Transport donations from Alaka'i Basement to 'Akoakoa 107 & 109
• Sort through materials, discarding those not sellable
• Organize and place materials on tables, bookcases, etc.
• General color coding labeling for prices
• Arrange pickup of goods not sold
• Pre-Sale on Friday for Fac/Staff
• Student help to assist?

Workshop report:

• Tenure, Promotion, and contract renewal workshop – 9/2/11 by Jean Shibuya & Janice Nuckols – 13 faculty participants – evaluations excellent. Plus 2 who could not attend
• **Wo Learning Champions** are tentatively asking for help/partnering with Excellence in Education. Jeanine Oshiro and Jamie Boyd need help with Excellence in Ed 3/2/12.

**Award Committee**

• **Award Committee Members** for 2011-2012: Kalawaia Moore (Chairman), Letty Colmenares, and Heipua Kaopua.

• We have our first proposal – Dave Ringuette, Hilo Food Safety Conference for $270, October 20, 2011

**New Business:**

• Kay Beach is new liaison for adjunct faculty. Working with Staff Dev Committee, Kay will bring speakers to campus, let people know what’s available for prof dev. Kay would like to help faculty with formatting dossiers/contract renewals 1-on-1 or via mini workshops.

• Pam offered a workshop to save paper through formatting.

• Sarah mentioned we are overdue for SafeZone training (LGTBIE) that fosters acceptability of sexual identity/preference. Should be offered every year. Fac/staff should receive regular training. Discussion regarding the Zumba poster: Pam mentioned that no learning took place from that incident. The posters just disappeared. Three gender-neutral restrooms on campus.

• Domestic Violence: Ryan suggested offering a workshop. Kate and Ryan will take the lead providing DV training. DV workshop on Thu 9/15 @ 2pm. October is DV month.

• Technology: clickers are linked to older Microsoft software (20044/2007). Freezes up when using Microsoft 2010. Look at technology in classroom. Vanessa and Kay are going to work together to provide training in learning disabilities, ADA compliance, copyright issues (acceptable use of photocopying/posting articles from other sources)

• Social Media (UH policy) Bonnie sent out the policy. Need to update

• Emi Troeger will do workshop on Microsoft Access for the post-tenure review

• Vanessa can offer workshops on using Microsoft 2010 (Windows), 2011 (Macs)
2011-2012 SD Committee Volunteers

1. Diane Sakai – library - dsakai@hawaii.edu
2. Jan Lubin – research - lubin@hawaii.edu
3. Vanessa Cole – computing/math - vanessa@hawaii.edu
4. Jill Dahlman – English - dahlman@hawaii.edu
5. Aaron Sala – Music/Hwst/Humanities - asala@hawaii.edu
6. Kate Zane – Counseling - zanek@hawaii.edu
7. Pam DaGrossa – Social Science - dagrossa@hawaii.edu
8. Heipua kaopua – Counseling - heipua@hawaii.edu
9. Geri Kabei - jerrl@hawaii.edu
10. Jane Uyetake - juyetake@hawaii.edu
11. Kay Beach - kbeach@hawaii.edu
12. Letty Colmenares - leticia@hawaii.edu
13. Kalawaia Moore - peterm@hawaii.edu
14. Sarah Hodell, Chairman - shodell@hawaii.edu
15. Ryan Perreira - rperreir@hawaii.edu
16. Mary Segura - maryb@hawaii.edu