### Staff Development Committee

**12/7/2012, 12-1:00pm, La’akea 110**

**MINUTES**

**Present**
- Sam Craddock, Pam DaGrossa (Chair), Gerri Kabei, Jane Uyetake, Kate Zane

**Absent**
- Kay Beach, Jamie Boyd, Sandie Carmichael, Sarah Hodell, Jan Lubin, Kalawaia Moore, Ryan Perreira, Elizabeth Ratliff, Kahea Tani, Diane Sakai, Mary Segura

**Guests**
- Christine Lu (requests to join committee)

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<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Person(s) responsible</th>
<th>Report/Action to be taken</th>
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</thead>
<tbody>
<tr>
<td>Approval of 11/9/12 Minutes</td>
<td>Chair</td>
<td><em>It was moved (Jane) and seconded to approve the minutes of 11/9/12 (unanimous).</em></td>
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<tr>
<td>Budget</td>
<td>Accounts = $14,125, Other = $270</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>$120 Deacon Hanson</td>
<td>SD Account[ SD Account[ Indiv Grants[ $8000 $120 $7880 $0 $0 $0 ][ Event Grants[ $2000 $0 $2000 $500 $0 $500 ][ SD Workshops[ $2000 $0 $2000 $500 $0 $500 ][ F/S Mentoring[ $0 $0 $0 $500 $0 $500 ][ Total[ $12000 $11880 $1500 $0 $1500</td>
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**Subcommittees**

- **• Awards (Individual Grants)**
  - Kate, Mary, Kahea
  1. We will request to publicize SD grants at Convocation -- a 5-minute blurb with info on additional information sessions (Kate). Promote applying for grants to take Non-Credit courses, too.

- **• Awards (Program Grants)**
  - Pam, Jane, Diane
  2. New Forms and procedures (web page) were approved by consensus. Pam will send to Brian on Monday.
  3. Pam proposed that the two subcommittees be merged into one Grants Subcommittee. It was agreed by consensus. Pam will confirm Mary’s continuing participation and if she does not, will ask Diane as backup.
  4. Pam and Diane’s work on the grant forms resulted in proposed changes to the website – *please read and provide additional feedback.*

**Task Forces**

- **• Development**
  - Elizabeth
  1. There was no report by Elizabeth on the results of survey as she was not in attendance.
  2. Convocation & Non-Instructional Day. It is rumored that convocation will run Jan 3-4 and full. Non-instructional Day (Mar. 1) will be used by the IEC.
3. Sam said that the PRU (Plan Review Use) proposed for one session to involve with the CYA Group about the Master Plan; this could also be done as a table during lunch.

4. Jane recommended a few possibilities for non-credit opps:
   - Ikebana: Staff could attend non-credit classes; Teacher could charge per person and we could just schedule it with her; Staff development could pay her and supplies; Thursday after 1pm is best for her; or she could schedule other dates in advance
   - Feng Shui for the office
   - Social Media
   - Cybersafety (Tara has taught it previously)

<table>
<thead>
<tr>
<th>o Workshops / C4 groups</th>
<th>Kate, Sarah</th>
<th>Kate proposed using the lunch line at convocation for collecting ideas for C4 groups. Kate will contact Leigh Dooley to arrange for her to come teach us to help set up.</th>
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<tbody>
<tr>
<td>o Faculty Mentoring</td>
<td>Kay</td>
<td>No report as Kay was not present.</td>
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<tr>
<td>o Scenarios</td>
<td>Sam</td>
<td>No report.</td>
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**New Business**

- Christine shared that many of her students want to learn about budgeting and completing taxes. Although SD does not provide development for students, Jane knows a person who teaches a program in this (loans, savings, checking account) for free and will send Christine the information.

**Adjourned** 1:15pm

**Next meeting** Friday, January 11, 12-1pm, La’akea (Library) 110