Windward CC  
Staff Development Minutes  
October 17, 2005  
Kuhina 106 3:00 pm

Present: Toshi Ikagawa, Paul Briggs, Brian Richardson, Emi Troeger, Elizabeth Ratliff, Kathleen French, Pam DaGrossa, Gerri Kabei

Not present: Margaret Coberly, Kalani Meinecke, Weiling Landers, Jean Okumura, Letty Colmenares

1. Approval of Minutes from September-12-05 Meeting.
Motion to accept minutes with corrections: moved Gerri, seconded Toshi. passed

2. Report of White Elephant Sale and Book Sale
Went fairly well. It was long.
White Elephant made $1083, which went to the Advancement funds
The book sale made the same.

3. Grants Report
Faith Keene and Trudy Miyaji received roughly $60 for a clerical conference at UH
Alan Ragains received roughly $800 to attend a communications conference on the mainland

4. Programs Report-Elizabeth Ratliff
Elizabeth Ratliff and Erin Loo are the Wo Learning Champions

There will be no Wo Staff Development activities in March, so they will be moved to convocation week in January (January 3rd, specifically).

The First Friday in March will now be devoted to Assessment.

The Fall convocation survey indicated that faculty interested in technology issues and classroom innovation. Elizabeth proposed a mini-conference on technology (handout). Focus on hands-on workshops, with relative importance of topics based on KCC’s survey of specific workshops.

The money from the Wo Learning Champions will pay for food. Staff Development money could pay for speakers, leis, etc.
moved that Wellness day be held on Wednesday, January 4th (in the afternoon) and that January 3rd have Convocation, a break-out session of an hour and half, lunch and keynote speaker, and a second break-out session of an hour and half. moved by Emi, seconded by Letty. Passed.

Elizabeth will do a survey of specific needs of the faculty. Kathleen is in charge of the Wellness Day.

A sub-committee was created (Elizabeth as chair, Paul, Emi and Letty as members) to oversee the breakout sessions. A clerical and a custodial worker will also be asked to serve.

6. Other Business
Christmas Party?
   Being organized by Margaret Coberly and Peggy Regentine
   not part of Staff Development

7. Next meeting: 3:30 p.m., Monday, November 7th
   Gerri will set up Kuhina 106 for the meeting

Meeting adjourned: 4:15 p.m.