Windward CC  
Staff Development Agenda  
December 5, 2005  
Kuhina 106 3:00 pm

Present: Toshi Ikagawa, Paul Briggs, Brian Richardson, Emi Troeger, Kathleen French, Gerri Kabei, Weiling Landers, Elizabeth Ratliff, Jean Okumura

Not present: Margaret Coberly, Kalani Meinecke, Pam DaGrossa, Letty Colmenares, Alex Nikolaychuk

Call to order: 3:10

1. Approval of Minutes from 11-7-05 Meeting
   motion to accept the minutes: Gerri, seconded, Kathleen. passed

   will include a potluck, healthy cooking contest
   we need tablecloths, cups, plates, napkins, utensils, powder juice mix, anything else?
   Ed Bernauer has volunteered (with his students) to do heart checks, etc.

   water with lemon slices (no powdered “juice”)
   Emi will bring tableclothes
   cups, plates, etc. will be stolen from the Christmas party

   people are needed to help setup at about 10:30, and people are needed to clean-up

   potluck, plus a healthy food contest if people want to participate
     judging will be done by some kind of ballot (designed to avoid ballot stuffing)

3. Women’s History Month-Kathleen French
   Nothing to add at this point.

   schedule generally finished
   missing instructors for PDF and advanced Powerpoint

   Elizabeth is working on the feedback form, which will be provided for each session.

   We need a list of people to preside over the sessions (introduce speakers, hand out evaluations, help with technical problems, etc.)
Paul will introduce Franny Oliver. Kathleen will introduce Emi and Peggy. Toshi will introduce Bonnie. Jean will introduce Spyware. Toshi will introduce Paul.

Elizabeth will attempt to have the schedule done by this Friday (December 9th)

Angela will introduce the keynote speaker, David Lassner

Leis will come out of Staff Development funds.

Leilani will be contacted about the events for January 3rd (Elizabeth) and January 4th (Kathleen)

5. Grants Report - Jean Okumura
Grant for $100 for Zenaida Niro (ETC) to attend a CompUSA training on Dreamweaver

6. Other items

7. Next Meeting will be held some time near the end January
   Paul will email committee to ask for available times

Meeting adjourned: 4:28 p.m.