Windward CC
Minutes to Staff Development Meeting - January 17, 2006
Kuhina 106 4:00 pm

Present: Toshi Ikagawa, Paul Briggs, Brian Richardson, Emi Troeger, Gerri Kabei, Weiling Landers, Pam DaGrossa, Letty Colmenares, Elizabeth Ratliff

Not present: Kalani Meinecke, Alex Nikolaychuk, Kathleen French, Jean Okumura

Call to order: 4:10

1. Approval of Minutes from 12-5-05 Meeting
   remove “cups etc. will be stolen from the Christmas party”
   motion to accept the minutes: Letty, seconded, Weiling. passed

2. Grants Request - Jean Okamura reporting through Paul Briggs
   $5500 total allocated
   $3700 remaining to give out
   please announce to everyone

3. Wo/WILD Day Report - Elizabeth Ratliff
   Enrollment and evaluations were generally good
   Some felt that the half-hour sessions were too short
   Informal reports were that faculty enjoyed the sessions and that it was a great way to start the semester

4. Wellness Day Report - Kathleen French
   tabled to the next meeting

5. Staff Appreciation Day
   $600 was allocated (see August 16, 2005 minutes)
   coupons will be given to staff, they will be valid from February 14th to 28th
   Paul will contact Gail for a list of staff
   and will print the labels (so he can learn how to do labels in Excel)
   Emi will draft a letter with words of appreciation
   Gerri will create the coupons
   Elizabeth will bring envelops with old logo
   Distributed to janitors via Avelina Corpuz, to ETC via Valerie Petro and to groundskeepers via Frank Chang
6. Women’s History Month Report - Kathleen French  
tabled to the next meeting

7. Create procedure to clarify program expenditures  
motion: To establish a procedure whereby the chair of the Staff Development committee will write a memo, based on the committee minutes, that will be included with the receipts for authorized expenditures. 
   moved: Weiling, seconded Pam. passed

7. Next Meeting: Tuesday, February 7th, 3:30 pm  
the meeting will begin with stuffing envelopes  
   Paul will collect: envelopes, letters, labels, coupons

Meeting adjourned: 4:55 p.m.