Windward CC  
Staff Development Minutes  
April 18, 2006  
Kuhina 106 3:10 pm

Present: Elizabeth Ratliff, Paul Briggs, Kathleen French, Letty Colmenares, Jean Okumura, Weiling Landers, Brian Richardson, Pam DaGrossa, Emi Troeger

Excused: none

Not Present: Toshi Ikagawa, Gerri Kabei

1. Approval of Minutes from 2-7-06 and 3-14-06 Meetings.
Motion to approve the minutes to both meetings. Moved: Weiling; seconded: Letty. Motion passed

“notes” for March 14th should be changed to “minutes”

Weiling Landers, Kathleen French, Brian Richardson, Letty Colmenares, Gerri Kabei and Toshi Ikagawa are to be marked as “excused” rather than “not present”

2. Grants Report-Jean Okumura
Tara Severns for a conference $682.00
Susan Lee for a marketing conference $800.00
Sarah Hodell for a conference $800.00
Kathleen French and Sara Hadmack to attend a WAC conference $200.00 each

$789.00 is left in the fund.  
There is one application waiting in the wings from someone who was funded last year.

Paul will email a reminder to faculty for more applications.

3. Alan Ragains Presentation on 4/21/06
Presenting on Learning strategies  
room has been changed to Kuhina 106  
Motion to spend up to $50 for food and refreshments. Moved: Wieling; seconded: Elizabeth. Motion passed  
Paul writes a letter, gives to Pam who gives it and receipts to Elizabeth  
We will also need a flyer  

Toni Martin is having an art opening that same day, so she can get leftover food.

4. Dave Maxson Presentation on 4/20/06
Presenting on two websites  
No food and drink are allowed in the computer lab.
5. **New Staff Development Chair for next year.**  
Motion that Elizabeth Ratliff will be the new Staff Development chair. Pam; seconded Weilliling. Motion carried.

Paul agreed to be on next year’s committee, and will chair the White Elephant sale.

6. **Who Will Be on Staff Development Next Year?**  
Elizabeth will ask people if they would want to be on next year’s committee, probably after first duty date in August.

The committee will not meet in the summer. We will try to get more representation from non-faculty.

7. **Amount of Staff Development funds to be allocated for next year.**  
Last year, the allocation decision was made before the summer.

Motion: that Paul and Elizabeth will together ask Angela for $9000, which is $1000 more than last year. The additional money is in part due to the fact that we will not be getting any Wo money for next year. Moved: Wei-ling; seconded: Letty. Motion carried.

8. **White Elephant Sale for next year.**  
Paul will be chair.  
It will take place at the Hoolaulea on September 16.  
Storage is the main issue.  
Paul will ask Erin Mattos if she has any ideas on storage. Also ask Kawai Shapiro.

We will announce that we are going to hold this event prior to summer beginning.

9. **Other items**  
Motion that we have designated “present”, “excused”, and “not present” on the attendance list. Moved Jean Okumura, seconded: Wei-Ling. Motion passed.

Motion that we create a separate duplicating account for Staff Development. It would not cost the committee anything, but it would help Elizabeth in her annual report. Moved: Elizabeth; seconded: Jean Okamura. Motion passed.

10. **Next Meeting**  
no more meetings.