Windward Community College  
Staff Development Committee Agenda  
Tuesday, February 6, 2007  
Hale Kuhina 106, 8:45 -10:45 am

Present: Paul B., Pam D., Gerri K., Leimomi K., Denice K., Jane U.


2. Reports
   a. Grants
      • Recent applications: Pam DaGrossa ($200); Ellen Nagawe ($1005); Sara Hadmack ($1000)
      • Total spent by Grants: $4762.96 (of $6000 originally budgeted).
   b. Chair’s Report
      • Women’s History Month funding: Kathleen French requested an additional $400 (bringing the total to $800) [vote: approved]
      • Total left in budget: $2572.99 (not including Non-Instructional Day (NID), Common Book, and Staff Appreciation day costs)
      • Committee By-Laws and Constitution: Copies of the SD Committee Charge and Purpose Memo from March 29, 2005 and Decision Making Roles and Processes Criteria were distributed. It was agreed that the decision-making process and authority for this committee are not clearly defined; it was further agreed that the processes in place have not been transparent. To clean up and clear up these leadership issues, the committee will invite Elizabeth Ashley to come to a meeting for a “leadership chat” in March, after NID.

UNFINISHED Business

3. March 2 Non Instructional Day: Bus Tour of Areas of Geological & Cultural Interest
   a. Bus (Gerri) -- will probably reserve a 56 seat bus; reservation must be made 2 wk ahead
   b. Tour Leaders: Floyd McCoy, Chuck Burrows (Momi talk to), Liko Hoe (Denice talk to)
   c. Tentative Schedule
      • Arrive 7:50am at WCC; bus departs 8am
      • Pali Lookout (Floyd & Liko)
      • Ameron Quarry (Pit) (Floyd)
      • Na Pohaku o Huahine if it is not raining (Floyd)
      • Ulupo Heiau (Floyd)
      • Hoomaluhia (Liko)
      • Kealohi Point (Liko)
      • 1:30 lunch at WCC (Momi will handle logistics; Paul will stay with tour)
   d. Expenses
      • Email Angela, cc Kevin Ishida about payment (use Angel’s p-card?)
      • Paul talk to Angela re: payment to Koolau Kafe and Costco

written by Pam D. and Paul B. – submitted by Pam D.
<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Description</th>
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<tbody>
<tr>
<td>busses</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>snacks on bus</td>
<td>$100</td>
<td></td>
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<tr>
<td>lunch</td>
<td>$900</td>
<td>Barbecue? (Momi email Steve N. w/ details) if not ➤ Bento Menu: chicken, steak, sausage, rice, noodles, mac salad, tossed salad Jane will ask Loretta to prepare rice cooker and fresh veggies or fruit the day before for 150 ppl Denice will look into cost of noodles and eggplant dish Drinks: water, juice (Pam – Costco)</td>
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**e. Invitation and Signup**
- **Flyer** (Paul ask Jerry Levinson, put in mailboxes), **E-mail** (Paul send) & **Signup Sheet**: limited to first 53 on signup sheet (retirees also invited)
- **RSVP deadline** Feb. 16, 2007

**f. Evaluation forms (Paul will do)**

4. **Tabled until next meeting**: Purchasing pedometers and Staff Appreciation Day
5. **Next Meeting**: Thursday, February 22, 2007 at 8:45 am, Kuhina 106