**Staff Development Committee**

**Minutes**

Tuesday, October 16, 2007, 3:00pm

**In attendance:** Paul Briggs, Pam DaGrossa, Sarah Hadmack, Sarah Hodell, Toshi Ikagawa, Hepua Kaopua, Denice Kretz, Ann Lemke, Leslie Opulauoho, Elizabeth Ratliff (Chair), Brian Richardson, Jane Uyetake

1. **Minutes** approved with one small change

2. **Chair’s report** – memo from Angela allocating for our budget $5000 ($2000 advancement, $3000 Staff Development Account); suggests active fundraising through KC Collins

3. **Budget Discussion**
   - WILD Day
   - Workshops
   - Budget discussion
   - Non-Instructional Day – Angela will pay for lunch
   - Women’s History Month – Kathleen French has asked for $600 (will cover 2 speakers)
   - Staff Appreciation – done in year’s past, usually costs $400 (lunch tickets given to College clerical and APT staff); elected not to do last year because we ran out of funds
   - Grants – last year upped max to $1000; this year $100 per grant max for fall
   - Wellness Day – last year didn’t do; year before had poor turnout; will be one of the strands in Wild Day, so may not choose to do separately; costs about $400
   - Other money – last year we kept $300 back, ended up giving to Women’s History Month

4. **New Ideas**
   - Handbook – faculty orientation
   - Mentoring Program
   - Teaching Materials (e.g., books used in WAC)
   - Technology Stipends
   - Social Hour – 2nd Fridays, vary the department
     - Social Science November 9 – 3:30 Toshi on GPS
     - Humanities January 11 – 1:00 Sarah on India

**Additional Thoughts**
- whatever we decide, it should benefit the most people
- some discussion about activities that benefit faculty vs. staff and how to address both

The following budget was moved & seconded and approved unanimously.

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<th>Advancement Acct.</th>
<th>Staff Dev. Acct.</th>
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<td>Grants</td>
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(indicates $ being held until spring)

4. **Adjourned** 4:15pm The next meeting will be Tuesday, 10/30/07, 3:15pm

Submitted by Pam DaGrossa