Windward Community College  
Staff Development Committee Agenda  
Sept. 5, 2008  
Kuhina 106, 1:30 -2:30 pm

Present: Elizabeth Ratliff, Toshi Ikagawa, Malia Lau Kong, Paul Briggs, Carla Rogers, Kathleen Zane, Leslie Opulauoho, Jane Uyetake, Sarah Hadmack

Agenda for Staff Development

1. Approval of Minutes for May meeting
   a. Minutes approved unanimously

2. Reports
   a. Chairs Report
      i. Budget allotment
         1. Total budget allotment is $6000 from G-funds and $671.51 from SD Foundation. Can use our full amount from the SD foundation account. SD was the only item in the WCC budget that saw an increase and it is now a permanent line item in the WCC budget.
         2. Some additional items:
            a. SD funds only additional budget money approved this year.
            b. This budget allocation is an increase of $1000 over last year, plus whatever is in the UH Foundation Account for SD.
            c. There are restrictions in the G-funds, cannot use food, leis, but override the exceptions by working with the fiscal officer. So SD is to use foundation monies for food and leis. Travel is OK, but we are not sure about stipends. The Chancellor volunteered to help with the finances for the Non-Instructional Day if SD needs it.
      ii. Chancellor’s directives
         1. Non-instructional day is March 6, which SD will plan, unless the UH system decides to take it over. This is unlikely in this fiscal climate.
2. Chancellor’s office will handle planning the Spring Convocation but may call upon SD committee for assistance with logistics as in the Fall 08 Convocation.

3. The Chancellor would be most pleased if SD drafted a plan to show how SD actions align with WCC Strategic Outcomes. This will happen with future SD activities.

iii. Announcements

   1. The Developmental Education Group would like to do some jointly sponsored workshops.
   2. Chancellor Meixell will be sending out letters of appreciation to the committee members for service.

3. Programs

   a. White Elephant Sale: Paul Briggs

      i. Main White Elephant sale will be September 27, with a presale on September 26. The WE sale will be in Akoakoa 107 and 109.

      ii. WCC Book Sale will be in the hallway outside of Akoakoa 107 and 109.

      iii. Donation items are being stored in the Alakai basement and will be moved by the janitorial staff to Akoakoa 107-109 on either September 21 or 22.

      iv. There will be a joint cashier to handle both the WE sale and the WCC Book Sale.

      v. Paul Briggs distributed a volunteer sign up sheet for WE setup, sale and cleanup. He will send out a reminder about the WE sale for more donations and the volunteer sign up sheet to the WCC community.

      vi. Paul, Elizabeth and Brian will go to Akoakoa 107-109 on the week of September 21 to set up the layout for the WE and book sale.

      vii. There is a need for extra signs to point people to the sales. Paul Briggs will contact Bonnie Beatson for sign design and duplication will produce the signs.

   b. Tenure and Promotion Workshop

      i. Scheduled for September 23 (Tuesday) in the 130 pm timeslot. Ellen Ishida-Babineau and Jean Shibuya will conduct the workshop.

      ii. SD approves the scheduling of the workshop
c. TechTalk: Jane Uyetake
   i. October 24 (Friday) from 8 am-2 pm. 250 students committed to coming for WCC tour on that day. Various concurrent sessions of tech vendors geared to education. Call for volunteers from SD for tour, facilitators, running sessions, contact Jane Uyetake at #363. 20 presenters and “really good” door prizes. Faculty are eligible for grand prize, want to give others a chance for the prize.

4. Formation of Sub-committees-for next meeting.
   a. Grants
   b. Programs
   c. Fundraising

5. Priorities for Budget-for next meeting

6. Next meeting-Monday, September 22, 2008 at 3 pm.