Windward Community College  
Staff Development Committee Minutes  
Sept. 22, 2008  
Kuhina 106, 1:30 -2:30 pm  

Present: Elizabeth Ratliff, Toshi Ikagawa, Paul Briggs, Carla Rogers, Kathleen Zane, Jane Uyetake,

Agenda for Staff Development  
1. Approval of Minutes for Sept. 5 meeting  
   a. Minutes are approved with one correction.

2. Programs  
   a. White Elephant Sale: Paul Briggs- update  
      1. The WE sale and the Book Sale are on the Hoolaulea map that all of the participants will get.
      2. Bonnie has developed signage for the WE and the Book sales that she will put on a-frames (real estate style) to point people towards Akoakoa 107-109.
      3. Paul talked to Cindy Flynn and we will get 50 chairs for the book sale and will keep whatever trapezoid tables in 107-109 (aprx. 14 tables). She has this info as an attachment that she sent to the Hoolaulea people that I am including in this email.
      4. Paul emailed Tom Holowach about clothing racks and he is doubtful that any will be available due to Miss Saigon. If any become available, he will get back to me. We don't have as many clothes this year, so the lack of racks may not be a problem.
      5. The book sale can only be on one side of the aisle between 107 and 109, but we can use the outside lanai by 107-109.
      6. The janitors are slated to move the stuff from the Alakai basement to 107-109 on Monday and Tuesday.
      7. We can start arranging things on Wednesday and Thursday with a presale on Friday from 1-4 pm. Paul will send out an email Monday night about the White Elephant Sale to the WCC Campus.
      8. After our SD meeting on Monday, Paul will send a facstaff email to everyone at WCC announcing the sale hours and more volunteer help.
      9. United Cerebral Palsy will pick up any items not sold on Tuesday morning (29th) between 8-10 am
   
   b. TechTalk: Jane Uyetake- update  
      i. Jane has passed out an updated flyer for the event, she is still looking for volunteers.
      ii. TechTalk is planned for October 24(Friday) from 8 am-2 pm.
c. Tenure and Promotion Workshop- update  
i. This event is slated for tomorrow at 1230 pm with Ellen Ishida-Babineau and Jean Shibuya facilitating the event.  
ii. Elizabeth Ratliff has sent out a reminder email to the WCC campus.  

3. Formation of Sub-committees  
a. Grants  
i. Kathleen Zane, Paul Briggs, Jane Uyetake and Toshi Ikagawa (Chair)  
b. Programs  
i. Elizabeth Ratliff  
c. Fundraising  
i. Paul Briggs  

4. Strategic Directions  
a. Staff Development and/or Professional Development is mentioned in the WCC Strategic Plan (Items 5.2). The issue is how SD fits into the Strategic Plan.  
b. We need to figure out how Staff Development fits into the Strategic Plan before officially assigning budget priorities for the 2008-2009 Academic year. For example, which items should be recurring items and which items should be grants only?  
i. This discussion will continue via email.  
c. It was mentioned in the WCC Strategic Plan that Staff Development should be 1-5% of each Division’s personnel costs. This means a significant amount of money more than the current budget and should be seen as a long-term goal.  
d. A possible idea is to have Staff Development to be gatekeepers for Professional Development events from the individual WCC departments.  

5. Priorities for Budget  
a. Staff Development is and will remain a line item in the WCC budget.  
b. SD budget is $6000 from Tuition and Fees and $671 from the UH Foundation.  
i. Tuition and Fee monies can be used best for travel and faculty reimbursement.  
ii. UH Foundation monies is best used for food, leis and social events  
iii. Monies from the WE sale will be added to the UH Foundation Account.  

6. Next Meeting  
a. Next meeting is October 3 (Friday) at 1:30 pm.