

**Staff Development and Excellence Recognition Committee**  
**Minutes**  
**Monday, September 16, 2013**  
**1:30 p.m.**  
**LRC Conference Room**

The meeting started at 1:40 p.m. Committee Members Present: Trinda Best (Chair), Maureen Stokes and Jayne Sanchez. Absent: Rich Johnston, Ken Eaves and Sophia Manzanares (ASG).

**1. Welcome & Purpose Statement**

The committee reviewed the current statement of the committee's charge/purpose as it is written in the 2010 Participatory Governance Handbook. The committee decided that the current charge of the committee has two distinct parts: development of staff and recognition of staff. After a brief discussion, it was decided to change the word excellence in the title to employee, therefore revising to read "Staff Development and Employee Recognition Committee." Final decision of the purpose needs to be made before the end of academic year, preferable by March, 2014.

**2. Recorder**

The recorder will rotate each meeting. Maureen agreed take minutes for the first meeting.

**3. Professional Development Plan**

This is part of Standard III A for Accreditation. A brief discussion ensued regarding what has been done and needs to be accomplished. Jayne will check with Penny regarding survey to faculty. Maureen inquired about deadline. Nov. 21 was the suggested completion date. A statement was made that other departments are doing staff development or training. A central repository is needed/should be established. Components of PDP include: surveys, feedback, offerings and evidence. Jayne agreed to make a form for the repository.

**4. Schedule future meetings**

Next meeting will be Sept. 25 at 1:30 p.m. Future meetings will be discussed at next meeting. Meetings held twice a month will be the norm until the PDP which is associated with Standard III A for Accreditation is completed.

**5. Adjournment**

Meeting adjourned at 2:30 p.m.

*Staff Development and Excellence Recognition Committee*  
**Meeting Minutes**

**September 25, 2013**  
**1:30 p.m.**  
**IE Conference Room (L-40)**

<b>X</b>	<b>Trinda Best</b>	<i>Chair</i>		<b>Sophia Manzanares</b>	<i>ASG</i>
	<b>Rich Johnston</b>	<i>Academic Senate</i>	<b>X</b>	<b>Jayne Sanchez</b>	<i>CSEA</i>
	Vacant	<i>Management</i>		<b>Maureen Stokes</b>	<i>Director of Public Information</i>

**I. Welcome**

Meeting called to order: 1:45.

**II. Recorder**

J. Sanchez will act as recorder this week.

**III. Professional Development Plan**

After determining what information is needed, and how to get that information, the committee will develop a form to collect data regarding ongoing professional development activities.

Members brainstormed possibilities, capturing dialogue on whiteboard. Using this material, recorder will create a draft form for committee consideration.

Chair indicated data collection will include activities from the beginning of the 2013–14 academic year. Analysis and summary will be included in the Professional Development Plan.

Next meeting the committee will look at various components of a Professional Development Plan.

**IV. Schedule future meetings**

Next meeting will be scheduled for October 2. At that time the committee will determine best day and time for future meetings.

**V. Adjourn**

Meeting adjourned: 2:30

**Minutes of the**  
October 2<sup>nd</sup> meeting of the  
**Staff Development and Excellence Recognition**  
**Committee**

submitted by Rich Johnston

**Agenda**

Wednesday, October 2, 2013  
1:30 p.m. – 2:30 p.m.  
IEC Conference Room

Committee Members:

Trinda Best  
Rich Johnston

Sophia Manzanares (ASG)  
Jayne Sanchez  
Maureen Stokes

I. Welcome

Trinda called the meeting to order at 1:35. Present were: Trinda Best, Jayne Sanchez, Rich Johnston. Absent: Maureen Stokes (attending a Workshop) Sophia Manzanares

II. Recorder

Rich Johnston was in the rotation for recording the minutes.

III. Review Minutes/Notes

The minutes of the 25 September meeting were reviewed. Jayne motioned to accept, Rich seconded, minutes approved.

IV. Discussion of Classified In-Services

Jayne has developed a form for tracking Professional Development, there was agreement that the form gathered the needed information and was simple to complete. There was discussion about how best to get participants to complete and submit the form. Jayne will research different methods of form submission, html, pdf, email; and bring her findings to the next meeting. The time frames for testing the form and gathering information for the current term were discussed.

V. Next meeting

The next meeting was set for October 9<sup>th</sup> 2013 at 1330 in the IEC Conference Room.

VI. Adjournment

The meeting was adjourned at 1430.

# ***Staff Development and Excellence Recognition Committee***

## ***Agenda***

Wednesday, October 23, 2013

1:30 p.m. – 2:30 p.m.

IEC Conference Room

### Committee Members:

Trinda Best  
Rich Johnston

Sophia Manzanares (ASG)  
Jayne Sanchez  
Maureen Stokes

#### I. Welcome

The meeting was called to order at 1335 by Trinda.

#### II. Recorder

Rich Johnston to act as recorder.

#### III. Review Minutes/Notes

The minutes of the 2 Oct 13 meeting were reviewed and accepted.

#### IV. Review/finalize PD Activity Form – Survey Monkey?

The current version of the form that was developed and tested by Jayne Sanchez was reviewed, discussed and found to be an excellent tool. It was decided to use the form for the current semester and into the Spring 2014 semester. Research into and the development of a Survey Monkey form will be carried out with a target implementation of March 2014. Trinda will work with Jayne and Maureen.

#### V. Discussion of Classified In-Services

This item was tabled.

#### VI. Leadership Training 10/25

Mr. Daniels is scheduled to conduct the first leadership training October 25, 2013. There will be a one hour session in the AM repeating the same topics in the PM.

VII. Other

Penny Shreve had conducted a survey of the faculty asking for their interest in staff development training topics, and also their strengths and willingness to teach a session in their area. Trinda will compile the results and bring them to the next meeting for discussion and development of a follow up plan to contact and schedule training sessions.

VIII. Next meeting

The next meeting was set for October 30, 2013 at 1330 in L-40.

IX. Adjournment

The meeting adjourned at 1405.



***Barstow Community College***

***MEETING AGENDA***

***Staff Development & Recognition Committee***

*January 23, 2014*

*9:00 am*

*IE Conference Room*

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1. Welcome
  2. Approve Agenda
  3. Review Committee Charge and Membership
  4. Review DRAFT Staffing Plan
  5. Review DRAFT Professional Development Plan

# ***Staff Development and Excellence Recognition Committee***

## ***Agenda***

Thursday, January 23, 2014

9:00 a.m. – 10:00 a.m.

IEC Conference Room

### Committee Members in Attendance:

Stephen Eaton

Maureen Stokes

Rich Johnston

Tonia Watkins (Recorder)

Jayne Sanchez

#### I. Welcome

The meeting was called to order at 9:02 by Stephen Eaton.

#### II. Review Minutes/Notes

The minutes of the September 16, 2013 meeting were reviewed and approved.

#### III. Review Committee Charge and Membership

A draft of the charge statement was reviewed. There was discussion regarding purpose and scope of committee to assist in revising statement. Members worked collectively to draft purpose statement. A final draft will be emailed to committee members for review and approval prior to publishing to All-College

#### IV. Review DRAFT Staffing Plan.

Members reviewed draft of Staffing Plan and made revisions to language for clarity and consistency. Discussion of inclusion of budget information as a part of the Staffing Plan. Stephen to revise Staffing Plan with suggested changes and will be publish to all-college.

#### V. Review DRAFT Professional Development Plan.

The committee reviewed and discussed the Professional Development Plan and revised the language for consistency. The committee agreed to address the Excellence Recognition program at a future date to discuss establishing criteria and selection process

#### VI. Adjournment

The meeting adjourned at 10:05.

## STAFF DEVELOPMENT & EXCELLENCE RECOGNITION

The committee is responsible for staff development and recommending, establishing, and implementing a recognition and reward program for those employees who provide outstanding service to students, staff, and the public. The committee will establish a selection process that is consistent and fair to all employees and that recognizes and rewards exceptional achievements. Board approval will be required for any outlay of funds.

- Reports to:** District President
- Chairperson:** Vice President of Human Resources
- Meetings:** Bi-monthly or as needed
- Members:** Consists of one representative each from CSEA, ASB, Academic Senate, Administration, and the Director of Public Information



# Staff Development & Excellence Recognition Committee

## Attendance

**2013–2014**

		9.16 2013	9.25 2013	10.02 2013	10.23 2013	01.24 2014				
Trinda Best	<i>Chair</i>	X	X	X	X					
Stephen Eaton	<i>Interim Chair</i>					X				
Rich Johnston	<i>Academic Senate</i>			X	X	X				
Tonia Watkins	<i>Management/Conf.</i>					X				
Sophia Manzanares	<i>Associated Students</i>									
Jayne Sanchez	<i>Classified</i>	X	X	X		X				
Maureen Stokes	<i>Dir. Public Information</i>	X				X				