

Los Angeles Harbor College

Staff Development Committee

Minutes

Wednesday, December 9, 2009

2:00 PM

Room NEA 295

2:05 Call to order

Attendees: **Administration:** Mercy Yanez (for Dr. Richards), **Faculty:** Ms. McMurray, Ms. Nagano-Krier, Mr. Wood (Presiding)

2:05 Approval of Agenda

2:10 Approval of Minutes 11/12/09 (MSP) Nagano-Krier, Yanez

The committee discussed the Essential skills workshop, to be presented by Ms. McMurray, over intersession. It was suggested that there be an informational section where college services would be described, a brainstorming session where faculty could share best practices, and a session on student motivational techniques.

2:15 Budget Review and Assessment

Mr. Wood distributed the latest update to the budget, Remaining Balance was \$5,360.00

2:30 Winter Staff Development Schedule and Activities

Mr. Wood suggested that for intersession flex days we supply continental breakfast and snacks. If the college allows a catering truck on campus during the intersession we will let the attendees buy their own lunch. This will save funds for accreditation activities.

2:45 Conference attendance forms

No conference attendance form submitted

2:46 Adjournment