Staff Development Task Force (SDTF) recommendations for the Staff Development Committee (SDC)

The SDTF proposes Staff Senate Executive Committee (SSEC) adoption of the drafts of the SDC Charter and Bylaws as a basis from which the SDC may begin to operate. The SSEC may elect to make changes immediately or defer it to the new SDC members to adapt the various components (structure, voting, officers, etc.) as necessary. However, it is important for the persons serving on SDC to document their changes as the committee functioning is refined over time. Note: SSEC needs to amend the SSEC Bylaws Article 7, Section 4 to accommodate technical language changes due to the altered structure of the staff development body.

Structure, composition, and organization

- SDC remains an attached body to the SSEC per the SSEC Bylaws with an annual report including finances due to the SSEC; SDC is largely autonomous from the SSEC in its decision making.
- SDC consists of six (6) members, two (2) from SSEC and four (4) from staff-at-large. Two are from SSEC to facilitate regular SDC updates to SSEC, though the SDC Chair not need be from the SSEC.
- The SSEC will appoint all SDC members after soliciting volunteers from SSEC membership and the staff-at-large.
- Discussion and decision-making are consensus-based and not using Robert’s Rules of Order. It is thought to be beneficial for SDC to operate less formally than the SSEC. However, consensus requires unanimity in consent, if not agreement, and there could be problems with an uncooperative member. For flexibility, the decision rule for normal actions is unanimous consent minus one vote. Replacing officers or amending SDC Charter or Bylaws requires unanimous consent.
- The SDC leadership consists of a Chair, Vice Chair, Treasurer, and Recording Secretary. The Vice Chair is responsible for managing the solicitation of staff development training proposals and the awarding of funds. The Treasurer maintains records of all the financial aspects of the SDC. The Recording Secretary of the SDC is a hybrid of the Recording Secretary and Archivist of the SSEC in order to combine responsibilities in one position.
- SDC meetings are not required to be open to all staff, but the SDC may choose to invite staff or change the Bylaws. It is thought that guests may be a distraction to a working committee.
- Involving non-SDC members in SDC activities is encouraged provided that the SDC can maintain order and organization.

Proposed activities/timelines

- Staff Development Day is the marquee event for staff on campus, previously timed for the first week in March to coincide with the Excellence in Education Day (aka Hawaii Strategy Institute and/or Wo Innovations in Learning Day), which traditionally has been host to sessions of limited interest to staff. If the March date is maintained, planning should begin no later than December. If a keynote speaker is desired, planning should begin as soon as possible due to the difficulty with identifying and securing one within a relatively short time frame. An alternative date for Staff Development Day is a possibility, particularly if it’s used to facilitate higher staff attendance with students/Executives monitoring the phones and offices.
- Two fundraisers, one in the fall semester and one in the spring semester. Summer is a possibility but the absence of most students and instructional faculty reduces revenue potential.
- Soup Day, Salad Day, and Ice Cream Day may be tentatively planned for fall, spring, and summer, respectively, either alone or in conjunction with other campus groups and/or individuals.
- The SDTF didn't undertake a service project but the SDC may consider one as a stand-alone event or in conjunction with Soup Day.
- Staff training funds were disbursed in the spring and divided up equally, but they can be broken up by semester, awarded on a first-come, first-served basis or using more elaborate criteria. Consult with the Chancellor and VCAS for more details on the amount and availability of funds. Time should be allowed, at least a month, for staff to identify suitable training. In the spring, the SDC needs to be cognizant of fiscal year deadlines. Training fund awardees should be required to submit a short paragraph to the SDC on the skills or knowledge learned; SDC should take care to monitor the expenditure for appropriateness and completion.
- This list should not be interpreted as definitive or limiting in any way; the items are based upon prior activities and offered as examples only. The SDC should undertake staff development with the fullest of effort and imagination, and advance it as far as it can.