I. OVERVIEW
The De Anza College Staff and Organizational Development Office serves a leadership role in promoting the professional development of all members of the De Anza College academic community through the exchange of innovative ideas, individual expertise, and common interests.

To provide appropriate opportunities for meaningful personal and professional development, the Staff Development Office supervises the processes for allocating staff development resources and coordinates a comprehensive program of individual and institutional professional growth, with responsibility for planning, promotion, dissemination of information, and program evaluation.

Staff Development Programs include New Employee Orientation, Instructional Skills Workshops, Mentors and Partners, Peer Evaluation Training, Classified Leadership Training, Staff Revitalization and Professional Conference Funds allocation, and TTIP allocation. Individual staff development classes, seminars and common interest groups are available, including, Professional Growth and Development Awards/Leaves, personal health and safety issues in the workplace, diversity and student equity training, and teaching and learning topics.

The Staff and Organizational Development Office provides resources for faculty and staff, such as books, magazines, educational publications, and a video library. Conference announcements, evaluation forms, PAA/PGA forms, PDL forms and conference and travel applications are also available.

II. PLANS FOR THE FUTURE
The Staff Development Office is in the first year of a 2-year growth plan to increase the size of class/seminar offerings by 200%. Special topics/tracks of planned development include health, wellness, and safety, teaching strategies and techniques for full-time and part-time faculty, and classified career development. At this time, with preliminary Fall and Winter data collected for the last two academic years, we have already achieved a growth of 533% by increasing workshop sessions offered from 12 in Fall/Winter 00-01 to 76 in Fall/Winter 01-02.

We are currently evaluating patterns of new employee orientation and mentoring to make changes in the second year of our growth plan to accommodate changing needs and environment. We are exploring:
• adding mid-year orientations for new classified and part-time faculty
• revising the Mentor and Partners program, so that the new employee functions can be handled separately from the mentoring program
• extending the new employee functions across all three regular academic terms to help new hires (from November to June) integrate more quickly into the college culture.

III. CONCERNS AND CHALLENGES
The first draft of the state budget for 2002-2003 showed the elimination of two sources of funding for the Staff Development program: the Faculty Staff Development grant (faculty conference and travel) and the AB1725 grant (classified staff and manager’s conference and travel, Staff Development operation expenses, and the half-time Secretary position).

The following programs and services are currently funded by the AB1725 state grant monies (and slated to be reduced 100%):
• the half-time secretary position ($30,000 salary and benefits)
• the New Employee Orientation and Mentoring year-long program (meals, materials and resources) ($10,500.00) [not including printing]
• outside guest speakers for Staff Development workshops ($500)
• the office copier annual lease fee ($3000.00)
• office software licenses ($300.00)
• membership fees in state and national staff development organizations ($1300.00)
• materials duplicating (tenure review packets, part-time faculty workshop materials, Employee Resource Guide, semi-monthly News Down Under program newsletters, the Conference Funds Guidelines) ($2000.00)
• Classified Employee of the Month receptions ($300.00)
• office supplies and expenses ($5000.00)
• classified staff and management conference and travel funds ($10,000.00)

The 2001-2002 college Staff Development operating budget is $5300.00. Assuming we would get the same budget next year, with the office copier lease being $3000, we would only have approximately $2300.00 to offset the loss of funding for the above expenses.

With another District fund for conference and travel negotiated between the District and the Faculty Association it is likely some monies will be available for faculty next year even if the state grant monies are not renewed.

If the Staff Development Office loses the two state grants and the college does not compensate for this loss of funding, then the growth plan would have to be revised to a “bare bones” plan and would require the reduction or elimination of many of the programs and services listed above.

IV. REQUEST FOR RESOURCES
With the possible loss of 100% of the state grants for Staff Development and AB1725 funding we are requesting additional college funds to maintain the Staff and Organizational Development Office for 2002-2003. Please see the attached chart.
<table>
<thead>
<tr>
<th>Program(s)</th>
<th>F’00</th>
<th>Wtr’01</th>
<th>Spr’01</th>
<th>Fall’01</th>
<th>Wtr’02</th>
<th>Spr’02</th>
<th>Fall/Wtr/01 Sessions</th>
<th>Fall/Wtr/02 Sessions</th>
<th>Increase Fall/Wtr from 00-01 to 01-02</th>
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</thead>
<tbody>
<tr>
<td>Total Number of Workshop Sessions</td>
<td>5</td>
<td>7</td>
<td>17</td>
<td>41</td>
<td>35</td>
<td></td>
<td>12</td>
<td>76</td>
<td>533.33%</td>
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<tr>
<td><strong>Session Topics</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D – Diversity Issues in Teaching</td>
<td>0</td>
<td>1</td>
<td>7</td>
<td>1</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>5</td>
<td>400.00%</td>
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<tr>
<td>E – Ergonomics and Safety</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>300.00%</td>
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<tr>
<td>PD – Personal Development</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>24</td>
<td>16</td>
<td>4</td>
<td>4</td>
<td>40</td>
<td>900.00%</td>
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<tr>
<td>PF - Professional Development</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>5</td>
<td>10</td>
<td>4</td>
<td>15</td>
<td>15</td>
<td>275.00%</td>
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<tr>
<td>T – Teaching, All</td>
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<td>0</td>
<td>3</td>
<td>6</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>8</td>
<td>300.00%</td>
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<tr>
<td>TPT – Teaching, Part-time</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>300.00%</td>
</tr>
</tbody>
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