

Shepherd University Board of Governors  
January 12, 2006  
Agenda Item No. 7

## ANNUAL STAFF DEVELOPMENT REPORT

Dr. Dan Starliper, Director of Human Resources, and Ms. Nancy Cowherd, member of the Classified Employees Council and Chair of the Staff Development Committee, will present the annual Staff Development Report, reflecting staff continuing education activity during the past year. Data are presented below.

### Staff Development Committee Annual Report FY 2005

Committee members: Nancy Cowherd, Chair, Gail Bedwell, Dan Starliper, Karl Wolf

Beginning Balance, July 2004:	\$19,612
Ending Balance, June 2005:	\$ 6,910

Total dollars requested by employees	\$25,691
--------------------------------------	----------

Total Appropriated by committee:	\$12,702*
----------------------------------	-----------

\* Guidelines determine that expenses are reimbursed at 50%, up to \$750.00 per employee per year

Total number of requests:	51
---------------------------	----

Number of individual employees who applied:	41
---	----

Additional staff benefiting: The Student Affairs Staff who participated in a Staff Development sponsored retreat.

#### General Breakdown of Expenditures:

Education	36%
Travel	52%
Textbooks	12%

#### Training topics/Meetings included:

- Administrative Professionals Day: "Innovation Advances of Administrative Professionals"
- NCAA Rules Compliance Meeting/National Collegiate Athletic Directors Association
- NCAA Rules Seminar for training in compliance software
- MAILCOM 2005 Conference attended by Postal Services Staff
- Wellness Operations and Procedures Convention (attended by Wellness Director)
- Counseling Conference; Director of Counseling earned licensure credits
- Conferences for bookstore personnel: Sequoia Users Group and CAMEX
- American College Personnel Convention attended by Director of Commuter Affairs
- One day seminar: "How to get more organized"