

**Professional Development Committee
Minutes
August 7, 8:00-9:00
Cavanaugh Room**

Present – Dr. Rick Abel, Dana Allison , Krystall Barnes, Coleen Cape, Tana Cooper, Caicey Crutcher, Carol Dellinger , Karole Erickson, Virginia Fullbright, Anne Higgins, Ed Johnson, Ron Kirmer, Shanna Legleiter, Dr. Oleg Ravitskiy, Sarah Shirer, Roni Wertz

Welcome and Introductions – 8 minutes

- Handed out “Hope, Optimism, and Determination” pins to the new members thanking them for joining the new layout of the committee and sharing the desire of their new ideas and possibilities that will come.
- Gave office plants and “The Bridge Builder” pins to the longstanding members, thanking them for their positive support of the committee; their desire to keep Professional Development alive on the GB campus; and willingness to assist with the study of the customer service training initiated by Administration.

Calendars – 2 minutes

- Website locations – Anne showed the new PD website and items located on it.

Budget – handout – 5 minutes

- Discussion of funds – the budget was handed out and reviewed showing possible charges from events that PD has provided in the past
- It was shared that discussion of spending would come to the Lead PD group depending upon needs of sub-committees

New Committee Format – 10 minutes

The new layout of the committee was explained – each new participant had a choice of what they would be interested in helping with. After the explanation, members moved to the table representing the subcommittee of their choice.

- Customer Service NOW – focus on the Customer Service Training initiated by the Focus Group in the summer. This group would continue with new hires.
- Professional Conference Days – focus on the PCD for the GB Campus, but work with the FR campus regarding speakers.
- Barton Chats – a new product of PD – campus employees can come together twice a month, watch a video and discuss. Covering Stress Management in fall 2012, some sessions have facilitators, this group would complete the fall 2012 sessions and plan out the spring 2012 chats.
- Computer Training – focus on continual computer training courses to be held for all employees. Word, Excel, Access (this sub-group merged with Growth and Development)
- Customer Service Week – the first week of October. Plan, develop, and hold appreciation events, inspiring activities, and thank all employees for their customer service they give.
- Growth and Development – Plan and develop future speakers, presentations, topics. Also plan Computer Training courses for all employees.

Sub Committees – 20 minutes

- Chairs – after tables were full, the sub-committee decided upon a chair. The Chair is the representative that will attend the monthly PDC meetings
- Meeting times – planning for sub-committee meetings and communication styles was decided upon.
- Discussion – all groups met and discussed possibilities for their areas.
- Committees were asked to track any spending for their area so that we can give an accounting for next year's budget request.

Sub Committee Results – 10 minutes

- Chair gives a brief overview
 - Meeting times
 - Ideas
 - Customer Service NOW –(Coleen Cape) discussion about how it is laid out, the kickoff, and possibilities for continued customer service one the Noel-Levitz training is completed for current employees.
 - Professional Conference Days – (Ron Kirmer) plans to send out a short survey to employees about the fall 2012 PCD – what was liked, disliked, needed
 - Barton Chats – (Dana Allison) the group divided up the remaining chat times amongst themselves as facilitators and other possible venues
 - Computer Training – this merged with Growth and Development
 - Customer Service Week – (Shanna Legleiter) first meeting was planned, discussion of ideas and already purchased items; where to go, what to do, what was missing.
 - Growth and Development – (Dr. Rick Abel) – reviewed the list of request from a previous survey sent to employees, looked through previous suggestions received by emails. Decided that meetings would be planned.

Thank you and Future Meetings – 5 minutes

- Monthly for committee chairs – it was decided that Wednesday's 3:30-4:30 would work best.
- December Wrap-up (everyone) – brief discussion about the next meeting in which all sub-committee members will attend.