

**Professional Development Committee  
Minutes  
January 9, 2013  
3:30-4:30 – S-137**

**Present:** Dana Allison, Carol Dellinger, Anne Higgins, Ron Kirmer and Shanna Legleiter.

**Customer Service – not discussed, will set up meeting to discuss with co-chairs.**

- Student Training
- Ongoing Customer Service reminders

**Customer Service Week – Shanna**

- Spring activity?
  - There are two spring activities planned to keep the Customer Service appreciation alive.
  - 'Be The One' posters will be recycled – circles will be cut from the original posters, laminated, and posted around campus.

**Barton Chats – Dana**

<b>Title</b>	<b>Date/Time</b>	<b>Location</b>	<b>PDC Facilitator</b>
Motivation	T- 1/22/13 - 12-1:00	L116	Julie
	F-2/1/13 - 2-3:00	L116	
Time Management	T-2/5/13 - 12-1:00	L116	Dana
	F-2/22/13 - 2-3:00	L116	Krystall
Integrity	T-3/5/13 - 12-1:00	L116	Dana
	F-3/15/13 - 2-3:00	L116	Krystall
Communication	T-4/9/13 - 12-1:00	L116	Oleg
	F-4/26/13 - 2-3:00	L116	

- Integrity is from the course DVD which Academics is purchasing.
- We have had a good review of the healthy food choices served at the Chats from attendees.
- Dana will be sending out a general email reminder for each of the sessions.

**Professional Conference Days - Ron**

- Status – the first day?
  - Going well. A lot of people have been involved in everything.
  - Rosa Wilson was found through ACE, a nursing and community service agency.
  - Another presenter recommended - Jenny Riley.
  - There was discussion regarding if PCD group had enough people to get everything done. Discussion about how the fall includes the picnic, and is usually more detailed regarding events during PCD. Thoughts will be given to the possible need of more internal help, or reaching out for more external help.

**Growth and Development –**

- Computer Training – Word, Excel, Access
  - Last week, Rick sent emails to Renetta, Cristi, and Deana re: computer training requesting dates and times of events starting in Feb. He will expect to hear back from all later this week when all faculty return.
- Disney Leadership

- Last week, Rick sent emails to Shanna requesting dates and times of events starting in Feb. He will expect to hear back from all later this week when all faculty return.
- Webinar – Status?
  - Rick has ordered the CD on ACADEMIC INTEGRITY. We discussed putting it on the PD website and planning a Chat group meeting regarding the topic.

### **Budget**

- A current budget was passed out. Discussion was held about future possibilities, funds, etc. Each group will review the budget and at the next meeting propose an amount that they feel they will need since in the next fiscal year the committee will be taking on full responsibility for many projects that the VP's office funded due to last minute changes in direction.

### **Other**

- April PD Group Meeting will be the 26<sup>th</sup>, Anne will send out the invite.
- Feedback Survey – 2 questions from each group – due March 25
  - Dr. Quinn would like a final survey at the end of the year regarding the opinions of the GB campus employees and changes with the Professional Development Committee.
  - Please send Anne 2 questions about items your group managed by March 25.
  - Anne will send out survey April 1 with completion date being April 12 so that we can have the information for the April meeting.
- Pictorial Directory - with new layout for the website, the directory is a work in progress, and we will aim for new directory in the fall semester.