

**Professional Development Committee  
Minutes  
August 14, 10:00-11:30  
Cavanaugh Room**

Present - Larissa Graham, Laura Folkerts, Roni Wertz, KaroleErikson, Shanna Legleiter, Sheryl Elliott, Ron Kirmer, Edmond Johnson, Danielle Ricklefs, Guy Causey, Dr. Tim Folkerts, Deb Reed, SueAnn Peter, Renetta Furrow, and Joe Vinduska.

Not Present - Krystall Barnes, Oleg Ravitskiy, Rich Unrein, Coleen Cape, Caicey Crutcher, Sherri Henry, Virginia Fullbright, Dr. Rick Abel, Tana Cooper, Rick Bealer, Diane Engle and Stephanie Joiner.

**Welcome – Anne – 3 minutes**

- Gifts and pins
  - Anne shared thanks to those who were with the committee in the first year of change, encouraging them for the upcoming year with the “What if We...” frame. They will be delivered, appropriately, to those not present.
  - She also welcomed the new team members with the Bridge Builder pin, sharing the importance this committee holds in supporting, developing and encouraging professional development throughout the campus. They will be delivered, appropriately, to those not present.

**Introductions – Julie – 10 minutes**

- Committee layout, including new layout for Growth and Development
  - Julie reviewed the committee layout for new members. She also shared the new layout for the Growth and Development Team.
  - Growth and Development has been separated into two sub-committees
    - Faculty/Associate Faculty - which will focus on the needs specific to these areas.
    - Staff – which will focus on the needs specific to this area.
  - At times there may be subjects that would work for both, in which all can participate.
- New additions to sub-committees and introductions of all
  - Julie went through brief descriptions of the sub-committees (will send as an attachment, but also available in Tdrive/HRProfessional Development/2013-14 Professional Development Committee)
  - Introductions were made so that all were aware of who we are and what we do at Barton.

**Website and T Drive – Anne – 5 minutes**

- What the website has for everyone
  - Anne showed the website and discussed some of the available items:
    - Calendars – when events are occurring that are PD related, they will be posted here for quick access.
    - Professional Conference Days – agenda and calendars for training times available.
    - PD Training – shared the videos and links for possible training needs
- Importance of TDrive files
  - Anne shared the importance of saving documents in the Tdrive files. Each sub-committee has a file to use. It is important that information is kept here so that

when changes occur in the committee, documentation and history is accessible by the next members.

### **Budget – Julie – 2 minutes**

- Discussion of funds – Julie shared the status of the funds. We are still waiting on the budget to be finalized. Our budget last year was \$2,500 but after working with the sub-committee leads it was decided to request \$10,000 for this year's budget.

### **Sub-Committee Reports – Julie – 30 minutes**

- Professional Conference Days – Ron Kirmer
  - Ron shared that presentations are moving along, attendance has been good and presentations have been meaningful and useful.
  - Picnic – at this time we have 60 who have rsvp'd, but expecting a few more. The sub-committee decided to go with a covered dish making the options available more exciting and at the same time, less expensive.
- Customer Service – Rich Unrein
  - Laura shared that they have worked on an electronic suggestion form. Discussion continued regarding the Student Service suggestion form that is online now, possible collaboration, more discussion is needed.
- Barton Chats – Krystal Barnes
  - Julie shared information received from Krystal.
  - The sub-committee has met to introduce themselves and discuss new ideas for Barton Chats.
  - They discussed the new chat format, which will be a short video followed by a round table discussion including the host. Depending upon the topic, they may find a guest speaker to facilitate the chat.
  - After reviewing their campus survey results, along with the TED, Mind Tools, and Star Link websites, the sub-committee will meet again on August 30 to work out a schedule of topics and speakers for this semester's chats.
- Customer Service Week – Shanna Legleiter
  - Shanna shared that they have met over the summer, the CSW site has the new logo out, and they have already posted signs and table tents around campus for people to get excited.
  - October 7-11
  - New ideas for this year developing and getting promoted.
  - Will be giving CSW attendees a ticket for each event attended and they will then be eligible to bid on four themed baskets which are: Movie Night, Barton Gear, Gif Cards Galore, and Lucky You.
  - Waiting on budget to plan other activities.
  - Please remember to send suggestions if you hear anything.
- Growth and Development (Staff) – Deb Reed
  - Deb shared that this is a completely new group, but already have ideas and direction. Plan on meeting soon to get it started.
- Growth and Development (Faculty/Associate Faculty) – Rick Abel
  - Roni shared that they looked at a video series last year, but are waiting to see what happens budget wise for this year.

### **NISOD Report – Anne – 3 minutes**

- NISOD Webinars

- Anne and Carol Dellinger (previous co-chair) attended NISOD – National Institute for Staff and Organizational Development this year and presented how they developed and changed the committee. It went well and was received positively by those that attended.
- All participants – Anne, Carol, Julie Knoblich, and Cristi Gale now receive monthly NISOD webinars. Topics vary so they may be better for staff and/or faculty. This will be determined by the sub-committees. As emails regarding the seminars are received, they will be forwarded to the leads and action will be taken from there. No cost, easy planning.

### **2012 End of Year Survey – Julie – 5 minutes**

- Importance of using the results
  - Julie encouraged use of the survey results. According to the CEO of Zappos.com “In addition to trying to WOW our customers, we also try to WOW our employees. We believe that it creates a virtuous circle, and in our own way, we’re making the world a better place to live.” Employee opinions matters. They can’t be WOWed or even begin to be fulfilled if we don’t know what they want, need or think.
  - Each sub-committee has their results in the appropriate Tdrive subfolders. We want to encourage use of the survey responses to show employees that the Professional Development Committee is listening and so they see that what we are doing is for them.

### **Open Discussion - Julie – 20 minutes**

- Encourage sub-committees to support and work together when needed.
- It was shared that more information on housing is needed for Enrollment Services and the Business Office; they receive many questions when working with the students and their paperwork.
- Julie shared Dr. Quinn’s interest for those that participate in Professional Development conferences, etc. throughout the year to find time and solicit round-table discussions to share information received. Julie will be sharing a presentation from what she learned at NISOD.
- Barton culture idea
  - Edmond shared information on NISOD for those that are new to the College and what it represents.
  - Possible future discussion and how PD can assist people in learning the Barton culture.

### **Future Meetings – Julie – 2 minutes**

- Monthly meetings for sub-committee leads
  - This is a monthly meeting in which sub-committee leads will share what’s going on, discuss needs, upcoming events, planning, and budget.
  - We will be holding meetings over the summer months due to the fact that there are events that need planning assistance, as well as summer is a good time for some to receive Professional Development.
- Sub-committee meetings as necessary to satisfy committee responsibilities
- Full Professional Development Committee Meetings
  - 11/22 – 3:00-4:30
  - 4/25 – 3:00-4:30
    - Anne will get these meeting scheduled.

### **New Year Kick-off – Anne – 5 minutes**

- Julie and Anne shared the video - <http://www.youtube.com/watch?v=s46M7AGG39I>
- The members of this committee are an integral part in what makes Professional Development happen. No matter what team you are on, what you do is what makes this

work. We commend those that are here with us throughout the change last year, your work was outstanding. And to those that are joining us, we thank you for bringing your energy and excitement. We encourage each one to share your ideas, share your direction and share your initiative. Just think – What if we.....