

Professional Development Committee
Minutes
September 13, 3:30-4:30
S-137

Sub-Committee Reports –

- **Customer Service – Rich**
 - Status
 - Survey – Rich will begin conversation with the team regarding the surveys and where they stand. Will determine who is the recipient of the information, what happens with the information and the tracking. Is it necessary to have the PD survey, can the two be combined somehow?
 - Community Info & College Events -
http://www.bartonccc.edu/community/institutional_feedback.html
 - PD not live -
http://www.bartonccc.edu/administration/hr/prof_dev_comm/cs_suggestions.html
 - Suggestion Boxes – boxes on both campuses are still needed. Will these comments become part of the responsibility of who manages the survey?
 - Shells – three have been created and forwarded to Dr. Quinn for review. Discussion regarding the assigning, tracking, etc. Believe it should be in the hands of the supervisor that assigned their employee to take them.
 - Monthly Encouragement to GB Campus – the team will discuss possibilities.
 - CS Employee Recognition – explained the reason for the funds, and possibilities, Rich will discuss with the team.
- **Professional Conference Days – Ron**
 - PCD Review
 - Dr. Quinn gave two presentations so that all employees could receive it. The CSW delivery of pens and notepads went well.
 - Discussion regarding the attendance to the training provided. We feel that it needs to be determined if it should be mandatory for faculty, Dr. Wesch's presentation was amazing but there was a disappointment regarding how few faculty attended.
 - Picnic Review
 - Discussion regarding a later date, possible 1 or 2 weeks? Concern regarding start dates for HS games and events for parents, but the concern regarding a hectic week.
 - Pool was not used probably because it was cooler, discussed that we would not have the pool open for future Picnics.
 - Need to have a start time, pot-luck went really well, while everyone is eating someone needs to address the attendees with a simple welcome.
 - Spring PCD Planning
 - Ron will step down from the Lead of the team, he will still participate on the sub-committee.

- **Barton Chats – Krystall**
 - Status
 - Fall/Spring Schedules – changing format to one/month, see if more attend.
 - Scheduled topics have been set. Will be placed on the website.
- **Customer Service Week – Shanna**
 - Status 10/7-10/11
 - Basket Donations – have a few donations, set for the Cougar basket, but in need of a few other things.
 - Event Schedule – schedule is done, ready to be sent out a little closer to time.
- **Growth and Development - Faculty/Associate Faculty – Rick**
 - Status
 - NISOD/StarLink/College Recipients of Training – Anne shared the no cost of NISOD and Starlink, emails with information will continue to be forwarded and encouraged to use.
 - Fall/Spring Schedules
 - Rick shared ideas with Fred Prior Seminars – Are You Listening, etc. - possibility to watch at convenience, have for all employees rather than sending a couple to training, that is what the department funds are for.
 - Committee – Rick will be contacting his team, has preferred to meet via email, but has not had much success. Will see if they are interested and what needs to happen next to get things planned.
- **Growth and Development – Staff – Deb**
 - Status
 - NISOD/College Recipients of Training – Deb looked at the forwarded offers, but these applied more to Faculty than staff, Anne encouraged that she still keep her eyes open to the possibility of future offerings.
 - Fall/Spring Schedules –
 - Planning the computer training, will work with Jane to get them lined up for Renetta, Deanna and Christi.
 - Visited Starlink and November and April possibilities – Greatness in You and From Secretary to CEO.

Full Committee Support

2012 Survey –

- Use of results – encouraged use so that employees know that PD is hearing their needs.

PD Library – The Library is willing to add additional books or DVD's using the Library's budget that would further assist the Professional Development Committee achieve their mission.

- Leads were very interested in this possibility. If they have an interest, they will contact ReGina directly.

Holiday Gathering –

- Dr. Quinn - What I would prefer would be the elf approach, with oversight by the PD body (soliciting “lead elves”, getting them started, sending a reminder or two, etc)...

- Discussion led to a Hospitality sub-committee. Use of the elves at the Holiday Gathering, and also manage the Picnic. Anne and Julie will do some thinking and see who they come up with.

Budget – located in T:\HRProfessional Development\Budget\2014-2014 Budget

- New Layout
- Discussion of funds – shared that the requested funds were not received, but that there was an increase. Please use the budget sheet in the tdrive.

Future Meetings – (bullet means not scheduled)

10/11, 2:00-3:00, S-137

11/22, 3:00-4:30, L116 – Full PDC meeting

- 12 – skip due to short month and finals
- 1 – This will be a Lead meeting during Professional Conference Days
- 2/21 – Still need to schedule, waiting for semester schedules
- 3/14 – Still need to schedule, waiting for semester schedules

4/25 - already scheduled, full PDC meeting

- 5 – skip due to finals
- 6/12 – we will meet during the summer
- 7/10 – we will meet during the summer