

**Professional Development Committee
Minutes
October 18, 2:00-3:00
S-137**

Sub-Committee Reports –

- Customer Service – Rich
 - Status – planning to hold an upcoming meeting to discuss the following items:
 - Surveys
 - Suggestion Boxes
 - Monthly Encouragement to GB Campus
 - CS Employee Recognition
- Professional Conference Days
 - Committee status –
 - Brian Howe accepted the lead for this team, searching for another one or two staff members to join.
 - Spring PCD will be 1/8-1/10
 - Suggested topics for spring – Rubrics (Dr. Quinn sent links for the PD website)
- Barton Chats – Krystall
 - Status – September had 14 attendees, round-table discussion. Diane Engle will be leading discussion on Gossip & Professionalism.
- Customer Service Week – Tana
 - Review of 10/7-10/11
 - Gave out 235 tickets over the event, all events were very well attended.
 - Hoping to send out a survey.
 - They will stay as a team with four members unless a change is deemed necessary.
 - New Lead –With Shanna’s change to KSU, Karly Little graciously stepped forward.
- Growth and Development - Faculty/Associate Faculty – Rick
 - Status
 - Met with the team, will be looking at some webinars (live and/or recorded) from various websites (Including Starlink) and plan to pick a few for campus, holding them somewhat like the.
 - Want to select a particular webinar and have the faculty view them individually then bring everyone together to discuss (like a Book Club meeting).
- Growth and Development – Staff – Deb
 - Status
 - Starlink session in November (4-18) date to be determined – Greatness in You.
 - Starlink session in April (7-21) date to be determined – From Secretary to CEO.
 - Renetta is looking into the Microsoft workshops for the Spring – word, access, excel. Starting them in February.
- Hospitality – Deedra
 - New team
 - Deedra sent out the invitation to save-the-date, reserved the Best Western, and set meetings for the team to start the planning. Expect emails soon.
 - Suggested to visit with ReGina regarding the food and Jamie Oss about the prizes.

Gift Cards – employees that receive gift cards as a ‘thank-you’ are taxed on their next paycheck.

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.

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

- Discussion of funds – PCD & Hospitality
 - Will split the funds as necessary so that both areas are covered.

Future Meetings – (bullet means not scheduled)

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

- 12 – skip due to short month and finals
- 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

Minutes recorded by
Julie Knoblich & Anne Higgins