

**Professional Development Committee
Agenda
February 21, 2014
8:00-9:00 – S-137**

What's Happening in 2014??

- Customer Service (Rich)
 - No report
- Customer Service Week (Karly)
 - Committee met earlier this week
 - Idea of giving note pads and gum to employees during Spring Break week
 - Meet again in May to make plans for next year
- Barton Chats (Krystall)
 - Meeting first week of April to make plans for next year
 - Usually 14-15 in attendance at the Barton Chats
 - Supervisor chat—send campus-wide e-mail and also one over the Personnel-Supervisors distribution list, specifically targeting supervisors for this session
- Professional Conference Days (Brian)
 - Caicey Crutcher is the only staff member currently on the committee so they asked Jo Sherman to join and are also soliciting one additional staff member
 - The committee sent a survey following professional conference days asking for feedback on the session offerings and also why people don't attend
 - To help with attendance, offering repeated sessions so supervisors can schedule their employees to attend in shifts
 - Committee will be e-mailing supervisors about the upcoming Ruby Payne training
- Growth and Development – Staff (Deb)
 - Group has presented dates in March, April and May to the trainers (Cristi Gale, Deanna Stevens, and Renetta Furrow) to offer training sessions on Word, Excel and Access
 - Will send the training information out to the Barton campus so those who identified needs in these areas on the Growth and Development-Faculty and Associate Faculty committee's survey are aware this training will be offered
- Growth and Development – Faculty & Associate Faculty (Roni)
 - Have a bigger committee now
 - Sent out survey to faculty and associate faculty on the Barton campus and had a 40% return rate
 - Got some good results
 - Will be sending out a Thank You e-mail along with information addressing some of the immediate training needs identified in the survey
 - Will be sending out a follow-up survey to fine-tune some training request areas identified in the first survey such as communication
 - Will be getting together with some of the other sub-committees to share ideas gathered in the survey
- Hospitality (Anne-update from Deedra)
 - The committee has come up with an idea to hold a "Spring into Summer" Sandwich Luncheon

- Committee will be meeting Tuesday, February 25th to plan and to determine costs
- Preliminary planning details are:
 - Held during May, before Finals
 - Location: LRC Community Room and L-136
 - Time: 11 am – 1:30 pm, come and go
 - Committee will provide bulk of food (Walmart meat and cheese tray, bread rolls)
 - Sign-up sheets for salads, desserts, drinks
 - Will use remaining paper goods/cutlery from Holiday Social. May need to purchase more.

Budget (Julie)

- Remaining Funds
 - Went over the 2013-2014 budget spreadsheet by committee area
 - Informed group that PDC was given permission to expend money out of this year's budget to pay for the upcoming Ruby Payne training occurring during the fall Professional Conference Days
- 2014-2015 Requested amounts?
 - Requested \$12,500 for the 2013-2014 fiscal year but only received \$7,500, which was then prorated amongst the subcommittees
 - Leads were asked to submit their anticipated budgetary needs for fiscal year 2014-2015 to either Anne and/or Julie by no later than mid-March so that these budget needs can be submitted for funding consideration

Open Discussion (All)

- How are we doing?
 - There were 94 in attendance at the Holiday Social
 - The Hospitality committee met for post-party reflection, and has a plan in place for next year.

Minutes recorded by
Julie Knoblich