

**Professional Development Committee  
Minutes  
March 28, 2014  
8:00-9:00 – S-137**

**Team Updates**

- Customer Service (Rich) – searching for a new team lead, suggestions welcome.
- Customer Service Week (Karly) – Notepads and gum will be delivered before Spring Break. Waiting for the new theme and then will begin planning for the 2014 October events.
- Barton Chats (Krystall) – Planning a team meeting in another week or two, wanting to discuss one person as the promoter for BC information. Letting the Planetarium take a spot in April, Oleg’s “change” topic will move to the fall schedule. This year has been more consistent with attendance. Supervisory Chat was very well attended, wanting it to become a regular discussion time that Elaine will continue holding.
- Professional Conference Days (Brian) – Ruby Payne will be presented during the fall conferences, sending a sign-up for slots so that we can get a count of attendance. Still receiving submissions for fall, planning team meeting in April to review and build the schedule.
- Growth and Development – Staff (Deb) – Computer Training Sessions have been very well attended, in hopes that this can continue as regular training for all employees.
- Growth and Development – Faculty & Associate Faculty (Roni) – Sending a second survey to fine tune needs that were brought up vaguely in the first survey. Sent a response to the first survey with answers and directions regarding some requests received. Plugging the PD website and shared the training that could be found there for easy access. Working with Ange Sullivan and Todd Mobray on shell training. Todd is developing some short training videos for Bartonline. In the process of developing more information for the yearly calendar the print shop makes – possibly have teacher responsibilities and yearly duties noted somewhere, also discussed in sticker form so that they can be easily attached to a different calendar.
- Hospitality (Deedra) – May 1 will hold the first Spring Luncheon, 11:30-1 in the Cavanaugh Room, may possibly need outside tables, but that will be determined later emailing out an invite soon. Planning for 150. Making own meat and cheese trays. May send out sign-up sheet for sides.

**Budget (Julie)**

- Remaining Funds – we have done well with our funds; still have a comfortable amount if something comes up.
- 2014-2015 Requested amount – In 2013 we asked for \$10,000 and received \$7500. This year we are asking for \$9,000, but requesting that if we do not get it that we remain at our \$7,500. Hospitality and PCD will be separated into separate areas in 2014.

**Committee Name Change**

- We thought that a change or addition to the current name was necessary due to some of our items not specifically for development. After discussion, it was suggested that the name would be changed to Professional Development and Enrichment Committee – will take this name to the full PD Committee in April.

Minutes recorded by Anne Higgins & Julie Knoblich