

**Professional Development Committee
Agenda
June 11, 2014
2:00-3:00 – S-137**

Deedra Gibbons, Deb Reed, Krystall Barns, Karly Little, Anne Higgins, Julie Knoblich

Team Updates

- Customer Service (Julie/Anne)
 - This sub-committee currently doesn't have a lead so Anne and I met with an individual who is currently considering taking on this assignment.
 - We surveyed current sub-committee members to assess their continued interest in remaining on the committee. Three of the members will be continuing.
 - We then brainstormed additional sub-committee members and will present our ideas at the next sub-committee meeting.

- Customer Service Week (Karly)
 - New Theme - start meeting in June, monthly through September, then every other week. "Say YES to Excellence"
 - Anne shared Todd possibly has the of 212 degrees dvd. Possibly with Shanna Legliters office area, unsure since she is no longer with us.
 - Deedra will email the list of PD options in the library

- Barton Chats (Krystall) –
 - Meeting in late July - dream of managing change as the topic currently have three of the four to cover that. Want to start in earlier September.
 - Supervisory Chat - People loved it. Elaine would like to do more of them. Will be meeting next week, more about the schedule, plans, she was approached by attendees to continue. This will be in addition to the regular chats.

- Professional Conference Days (Brian)
 - Fall Schedule is planned and sent out
 - Julie shared what has been paid, training sessions, paid for general and strategy books. Paid this year due to unknown funds next year.
 - Krystall – suggested a key note speaker for CCF possibility. Sent for possible spring speaker.

- Growth and Development – Staff (Deb)
 - Computer Training Sessions
 - Talked about the workshops, did pretty good, nice size attendance for the training.
 - Something different – Joe - have Brandon do a presentation on iPhone, iPad Apps available. Easy, free, low cost interests. Workshop/presentations.
 - Instructor concerned about Office 2013-summer sessions, only one. Possibly hold it again later on in the fall, see if the campus needs other.
 - In depth Outlook – use of Outlook template, delayed sending, scheduler, etc.

- Growth and Development – Faculty & Associate Faculty (Roni)

- The Calendar Project was in its final stage yesterday when it was ultimately denied. Many departments were in support of the project and many folks worked together on this creative idea to provide “asked for” information at our fingertips. This sub-committee will have to stop and regroup to figure out where to go from here.
 - We still have survey results that need to be addressed and we will need to find another appropriate forum to get that accomplished. The communication and time management concerns shared by our employees will not be dealt with in a timely fashion.
 - We welcome suggestions as we examine future options.
 - This subcommittee does not have a meeting scheduled.
- Hospitality (Deedra)
 - Spring Luncheon - went well. 107 attended. Discussing if we'll do it next year. People liked it and feel we should do more. Not enough space, possibly plan F30 next time.
 - Planning Fall Picnic. August 15, last day of PCD. We will be using the Kirkman courts appropriately. BBQ pulled pork. Frisbee Golf, aiming for a pool, discussing with Brooke, and determining possible lifeguards.
 - Kandi Teichman - aqua aerobics
 - Possible Boy Scout lifeguard.

Budget (Julie)

- Remaining Funds
 - Our budget this year was \$7,500
 - We received approval to prepay for some of this fall's Ruby Payne training out of current budget. In addition to paying for the 2-day training costs, we also purchased 110 of the general framework books and 45 of the strategies books.
 - Our remaining balance is \$1,233.25
 - Suggested that purchases be made for next year – cups, plates, etc. We don't know the funds we will receive, so if we still have some, please proceed.
- 2014-2015 Requested amount
 - Based on your recommendations, we asked for our budget to be increased to \$9,000 next fiscal year. If it is determined this additional funding isn't possible, we asked if our current funding could be maintained.

Committee Name Change Status

- The recommendation of changing our committee name to the Professional Development and Enrichment Committee was presented to Dr. Heilman.
- Dr. Heilman wants this recommendation to be discussed by President's Staff
- The May meeting was cancelled so it's on the agenda for discussion at the June meeting

Unified Committee Focus

- Discussed how to bring the teams together - consider the idea of having a cohesive theme throughout the year. Perhaps it could be based on the yearly Customer Service Week theme.
- Using the logo removing 2014 so it can be used through the year.
- Another idea is having the Customer Service and Customer Service Week sub-committees working hand-in-hand so that emails, topics, etc. are more united.

- The Customer Service Week Team pulls the October/fall events, and the Customer Service Team carries that on for the remainder of the fiscal year

Minutes recorded by
Anne Higgins