

**Professional Development & Enrichment Committee**  
**Minutes**  
**August 18, 2014**  
**1:30-2:30, F30**

**Present** – Krystall Barnes, Dr. Oleg Ravitskiy, Stephanie Joiner, Whitney Asher, Caicey Crutcher, Judy Haynes, Kathy Desemo, Marcia Dietz, Samantha Stueder, Heather Dombroski, Karly Little, Kelsey Hall, Brian Howe, Edmond Johnson, Rick Bealer, Rita Thurber, Adeline Huskey, Karol Erikson, Jamie Oss, Dr. Tim Folkerts, Deb Reed, Joe Vinduska, Julie Knoblich and Anne Higgins

**Subcommittee Reports:**

**Customer Service – Whitney Asher - 5 minutes**

- New Direction and Possibilities
  - Whitney Asher is the new team Lead, planning their first meeting in September to determine their first move.

**Customer Service Week – Karly Little - 5 minutes**

- Say YES to Excellence!
  - October 6-10, 2014
  - Looking for a video to show, please send ideas if you have one
  - Giving away gift baskets again, handout given at the meeting
  - Shared the schedule currently in plan of sessions and events

**Barton Chats – Krystall Barnes - 5 minutes**

- New Schedule – has been submitted, but waiting for last update of information and topic before posting. Fall will be at 2:00, spring will be at 12:00.
- Supervisory Chats – setting up meeting with Elaine Simmons to determine the direction and planning.

**Professional Conference Days – Brian Howe - 5 minutes**

- 8/13-8/15 - Went well, currently receiving survey results, as of this moment have 60-70 and average a 4, which is very good.
- In September they will meet and discuss how things went and go over survey results and then beginning planning for spring.
- Expect the submission form to be distributed in late September/October

**Growth and Development Staff – Deb Reed - 5 minutes**

- Upcoming training/workshop ideas
  - Requests for how to utilize Outlook, searching for an instructor
  - Discussing possibility of mobile apps sessions

**Growth and Development Faculty/Associate Faculty – Karly Little - 5 minutes**

- Looking for Associate Faculty newsletter content, always in need of good information
- Shared the Associate Faculty/Faculty website in Professional Development
- New Guide was developed for the Associate Faculty, on the web or in the office for use
- Planning to regroup and start planning to meet needs

**Hospitality – Rita Thurber & Adeline Huskey - 5 minutes**

- Barton Employee Picnic – 8/15 – 60 attended, held in the Kirkman, had the pool open, games for kids, special thanks to Tracey Wagner and Ken Henderson for their extra help as well as all of the other areas that assisted us in making it happen.
- Upcoming plans – will be starting the Holiday Social planning soon

## NEW BUSINESS

### Budget – 5 minutes

- 2015 - \$8000.00 – \$500 more than what we were given in 2014. Julie and Anne will review requested amounts and appropriate it to the teams appropriately.

### Other – 10 minutes

- New Team Members since April meeting –
  - Whitney Asher, Judy Haynes – Customer Service
  - Kelsey Hall – Customer Service Week
  - Jamie Oss, Jill Lawson – Growth & Development-Faculty/Associate Faculty
- Approved name change – Professional Development and Enrichment Committee
  - We felt that we needed to adjust our name due to the addition of the Hospitality Team, with that in mind, the leads came up with the request to add Enrichment. Submitted the request to the President's Staff and was approved in July 2014.
- Cohesive Year Theme
  - using the Customer Service Week as the lead
  - how to promote Say YES to Excellence through each team
    - We would like for each team to enhance their involvement with Professional Development & Enrichment by using the same theme – Say YES to Excellence, in hopes that it will assist people knowing that we are a cohesive committee and that we each support one another in what we do.
    - Please use the Say YES to Excellence when sending out emails, etc. Can be found on the [Customer Service Week webpage](#) -
- Reminder of team help
  - Introduced new team members –
    - Customer Service – Whitney Asher (Lead), Judy Haynes, Kathy Desemo, Marcia Dietz, Samantha Stueder, and Heather Dombroski
    - Customer Service Week – Kelsey Hall
    - Growth & Development (Faculty/Associate Faculty) – Jamie Oss, Jill Lawson
    - Professional Conference Days – Denise Schreiber, Jo Sherman
  - We are a large group that makes several smaller teams, please remember that if there is a team that needs help, that is what we are all here for. If you need help, please be sure to send out requests.
- Other –
  - TDrive – due to the new website, some of the HR documents had to be relocated, Professional Development being one of them. All PD&E documents are located in the T:\Humres\HR Professional Development
    - The documents that are outside of a folder are on the web. PLEASE do not move these documents as it will cause problems for the website.
    - Everyone has access to all documents in these files, as we would like one location so that future use is available as changes occur within the committee.



### New Year Kick-Off Video –

- As always – we could not have the Professional Development & Enrichment for the Great Bend Campus employees if it wasn't for all of you. Each one of you makes us who we are and provides support, kindness, and improvement to everyone that chooses to participate in what we develop. You all are awesome. Thank you for all you do!!

[Breakthrough to Excellence](#)