

Professional Development & Enrichment Committee
Minutes
October 31, 2014
3:00-4:00 – L-136

Customer Service (Kathy)

- Had their first meeting after Customer Service Week, want to reinforce the positive received from the events there.
- Developing a monthly theme – uplifting, energizing, on a personal level
 - November – thanksgiving, both personal thanks and Barton thanks. Posted banners around campus-monitored for appropriateness will use at Wednesday's sessions on Gratitude.
 - November 5 – four sessions, short video, brief discussion.
 - December – stress management for the holidays
 - Pay it forward
- Team direction includes monthly attitude emails, online suggestion box, nominations outside of one's department – someone has gone over and above what their position requires.

Customer Service Week (Karly)

- October 6-16 – 260 entries, received good feedback, and have received request for videos shown.
 - Review and discussion happening in November.

Barton Chats (Krystall)

- Attendance, participation for fall semester has been steady – 10/1 had 12, 10/21 had 5. Even with the smaller numbers there was positive interactions amongst varying employees. One more fall date – November 18.
- Spring planning – room reserved for 1/27, 2/17, 3/10 and 4/21 – presenters and topics being finalized.
- Supervisory Chats – 11/17 and 12/15 – Elaine will send out the announcements supervisory positions.

Professional Conference Days (Brian)

- Fall PCD survey results – received good feedback and used it to begin planning for spring PCD.
- Spring PCD – January 7 - 9, 2015
 - Keynote – 5 things you need to know from Barton departments. Using the TED concept, scattered throughout the week.
 - Breakfast in funds for this semester

Growth and Development – Staff (Deb)

- Plans for Outlook training – aiming for spring semester, still discussing someone to teach it.
- Plans for mobile app sessions – Trello - Brandon, January 15, F30.

Growth and Development – Faculty & Associate Faculty (Representative)

- No news

Hospitality (Nicole)

- Holiday Social – December 5, 2014
 - Same evening as Jingle Bell Swing. Will assist in advertising and encourage attendance
 - Planning events and entertainment for this year

Budget (Julie)

- Review/Questions (Handout) – Julie shared the budgeted amounts and encouraged team leads that we are doing well for the spring semester.

Open Discussion

- Nicole shared the possibility of the fall picnic becoming something different. Attendance was lower than it has been in the past.
- Sam Gibbons has joined the Hospitality Team

Minutes recorded by Anne Higgins