

Professional Development & Enrichment Committee
Team Lead Meeting Minutes
June 30, 2015 – 10:00-11:00
L-136

Team Overviews –

- Barton Chats – Krystall Barnes
 - Fall Plans
 - Customer Service – Colleen Cape (October)
 - Organizational Cultures – 4 types
 - Emotional Intelligence
 - What's New at Barton
 - Supervisor Chats
 - Planning session times and topics for 2015-2016 academic year
 - Strengthsfinder.com
 - What's right with people? 39 common talents, possible for development of a list for employees and their talents to get them involved and enhance what's right with us not what's wrong and needs to be fixed. Krystall will look into costs and options.
 - Committee Growth
 - Looking for additional team members to assist with the Chats and to enhance brainstorming

- Customer Service – Marcia Dietz
 - 2-3 Great Bend business speakers regarding their Customer Service strategies (brought up in the Full Meeting by Rick Bealer – Building Bridges?)
 - Dawson, Almost Home, Wolf Motel, Playa Azul, Beautiful Beginnings, Maurice's, Dollar Tree owners/managers to share how they use Customer Service and their strategies in their environment.
 - Possible development of Cougar Coffee – held at different buildings, have a representative from the building to “show-off” what they have, some of the unknown. Possibly an Ambassador. Further discussion and development in process.
 - Team name change to end the confusion of CSW and CS teams.
 - An idea thrown out was Customer Care
 - Continue sending e-mails this year
 - Possibility of having team members going to various building on campus

- Customer Service Week – Karly Little
 - October 5-9, 2015 – Everyday Heroes
 - Team going to start meeting and planning the week, look to see what items to keep and what to change after referring to last year's schedule
 - Need to locate a new CS video
 - Look into the possibility of using some of the WTCE superhero costumes that they used last year

- Growth & Development (Faculty & Associate Faculty) – Roni Wertz
 - Ideas from other Community Colleges (Early Childhood partners)
 - Reach out to other college's to find out their faculty training topics and ways they reach out to their associate (adjunct) faculty for professional development opportunities

- Suggested topics – Canvas, technology and what others are using, New Faculty Reminders 101 (text alerts)
 - Manage Canvas training with Ange Sullivan, keep in line with the process.
 - Will look into the Reminders 101
- Tips on how to grade documents in word, using highlighting, mark up, etc.
 - Will look into possibilities
- Other ideas – google drive – Jared Grillot

- Growth & Development (Staff) – Deb Reed
 - Outlook training?
 - Mobile App Sessions –
 - Steinert sessions postponed
 - Healthy Living and Good Work Performance-Steinert - postponed
 - Plan Do Check Act training – requested via email - on hold
 - Sent from Dr. Heilman, Elaine Simmons requested scenario training – Concealed-Carry Law Poses Security Challenges for Kansas Colleges
 - Possible presenters - Will Rains, Marcia Dietz, Campus Safety
 - Looking for additional team members (down to 3)

- Hospitality – Nicole Berger
 - Barton Picnic/Meet the Cougars suggested email – this developed into something directed towards students, PD&EC will not assist.
 - Skipping Barton Picnic due to status of Camp Aldrich and low attendance in 2014.
 - Holiday gathering will be held again at the Best Western
 - Had looked into the possibility of hosting it at Camp Aldrich but couldn't attain a firm completion date
 - Discussion about spring luncheon and what it entails
 - Looking for additional team members (down to 4)
 - Have some on radar

- Professional Conference Days – Brian Howe
 - August 10-14
 - Ron Willis - 2 presentations so all employees can participate
 - Currently Friday is on hold for LMS workshops, but 8/17 and 8/18 are totally free for faculty to work on their prep items.
 - Other requests came after the close date, so the current schedule may change –
 - Scenario, Title IX, Canvas-general, New Vice President
 - Discussion of recording sessions – will look into it.

Budget – Julie

- Lost 10%, this year we have \$7,200.
- Please submit your estimated requests by July 10

Changes – Anne's replacement & someone from outside HR

- New Assistant Director of HR will begin 8/3
- Committee Leads feels that it's only appropriate that HR hold the co-chair positions. With the Leads being from various areas of the college and the committee members being diverse as well, it seems to function fine.