

**Professional Development Committee
Minutes
November 22, 2013
3:00-4:30 – L116**

Customer Service – 10 minutes

- No Report

Customer Service Week (Karly) – 10 minutes

- Successes & Challenges
 - Events went really well, have received good responses. There was less confusion because it did not conflict with the mandatory customer service training as it did last year.
 - With Shanna Legleiters change of employment, Karly Little has taken the lead.
- What's happening in 2014?
 - Planning for January and spring items

Barton Chats (Krystall) – 10 minutes

- Success & Challenges
 - Going quite well, have had 14-18 attend each time. Topics have been good, discussion is happening. The goal is to get everyone to talk, get to know each other, gain open dialogue with co-workers throughout the college.
- What's happening in 2014?
 - Some of them will be at noon and people are encouraged to bring lunch.
 - Fall planning will begin in the summer

Professional Conference Days (Brian) – 10 minutes

- Spring PCD – January 8, 9, 10
 - Brian Howe is the new lead for PCD.
 - Tentative schedule for spring. Sent out a call for speakers from within and had a good response. Looking at mental health as a focus area.
 - Wanting to find others to join the team
- Fall –
 - Many are interested in Generational Poverty, aiming for Ruby Payne, cost is of concern.

Growth and Development – Staff (Joe and Renetta) – 10 minutes

- Success & Challenges
 - Limited time to get the November Starlink video advertised
- What's happening in 2014?
 - Offering word, access and excel training, dates will be determined soon.

Growth and Development – Faculty & Associate Faculty (Roni) – 10 minutes

- Success & Challenges
 - Meeting times are a challenge, working via email to determine possibilities for online training.
- What's happening in 2014?
 - Undetermined at this time

Hospitality (Adeline and Nicole) – 10 minutes

- Holiday Social – December 6
 - Working hard for the Holiday event, still seeking gift and food donations. Photo booth and Ugly Sweater contest for those who wish to participate. No specific numbers on attendance yet.

Budget (Anne) – 5 minutes

- Remaining Funds
 - Be sure each team is aware of their funds, located in the T:/HR Professional Development/Budget. If not spending, it can be moved to another sub-committee that needs it.
- 2014-2015 Requested amounts due February Lead Meeting
 - Teams need to discuss funds. Team leads need to bring request to the February Lead meeting.

Open Discussion (All) – 10 minutes

- Team support from full committee
 - Reminder that teams have support from all committee members for assistance.
- How are we doing?
 - If there are concerns, please share with Anne and Julie.
- Starlink DVD's
 - After discussion, it was determined that the Starlink videos should still be loaded to the iTunes pages. More access for Associate Faculty is always a positive support.

Video – 5 minutes - http://www.youtube.com/watch?v=B7r7YY_EO0A

Anne handed out bridge pins to the new team members and thanked everyone for their hard work in keeping the Professional Development going.

Minutes recorded by-
Sheryl Elliott and Anne Higgins