Professional Development Team Agenda
02.02.2022
1 p.m.

Meeting Facilitator: Emily Forthman, Executive Director of Human Resources

Roll Call:

	Dir Bus & Wrkfc		Evelyn Davis
X	Emily Forthman		
X	Dwayne Fehrenbacher	X	Beth Crowe
X	Felicia Rouse		Tony Gerard
	Dr. Cara Doerr	X	Rob Lucas

The meeting was called to order at 1:05 p.m. The meeting starting with Emily reviewing with the committee the charge. As we looked through some of the goals of the committee, it was decided that we needed to work on a timeline of Professional Development items for the next meeting.

Emily also reviewed with the members their duties along with the duties of the chair. Emily asked for nominations of a committee chair and Beth Crowe was nominated and selected to be the committee chair for 2022. She will need someone to volunteer to be her notetaker to assist with the minutes each meeting.

The committee also discussed next steps and training that we feel is important to focus on. Microsoft & Excel Training were brought forward. Beth agreed to look over the strategic plan goal deadlines so we could make sure we hit all of our targets based on the college's plan for us.

The committee also discussed what our communication strategy should be for the events that we come up with. Should it be a newsletter or webpage format. It's important that whatever avenue we choose that we track participation as well as offerings.

Rob Lucas mentioned that we should look at some possibilities of mini grants that would help pay for training and cover cost of professional development.

The meeting was adjourned at 1:43 p.m.