Meeting started at 9:00 a.m. in 2242 Kirkhof Center. AP Professional Development Subcommittee Chair, Sharalle Arnold, welcomed members and opened the meeting. Present members included:

***AP***

***Professional***

***Development***

***Subcommittee***

**Members**

**Group # 1**

Laura Kennett

*Campus Recreation*

**Group # 2**

Sharalle Arnold

*Children’s Enrichment Center*

**Group # 3**

Margo Dill

*Regional Math and Science Center*

**Group # 4**

Brenda Lindberg

*Accounting, Business Office*

**Group # 5**

Bradley Gordon

*WGVU-AM/FM/TV*

**Group # 6**

Kate VanDerKolk

*Continuing Education*

*Holland (Meijer) Campus*

**Ex-Officio**

Maggie McCrystal

*Human Resources*

**AP Comm. Liaison**

Dave Feenstra

*Facilities Management*

Sharalle Arnold, Group 2

Margo Dill, Group 3

Brenda Lindberg, Group 4

Bradley Gordon, Group 5

Kate VanDerKolk, Group 6

Dave Feenstra, AP Committee Liaison

Sharalle asked members who attended Excellence Series sessions to report out on the events they hosted. Reports were made based upon the seminar evaluations and personal observations of subcommittee members.

9/13 & 9/22 --Respect in the Global Workshop—by Sean Huddleston, Director of Intercultural Training, hosted by Sharalle Arnold (9/13) and Brenda Lindberg

(9/22). The presenter received very positive comments and reviews. He left his audience excited about using this information in positive ways. Improvements participants listed were: more time was needed, and several people asked for deeper discussions leading to more follow-up workshops.

9/14—Time Management—by Jerry Conrad,S.G. Maverick, Inc. and Lowell Johannsen, Rubicon Management, hosted by Kate VanDerKolk. Overall participants really enjoyed the session. They liked having two presenters sharing their great ideas and techniques for time management. People enjoyed the energy in the room.

Some of their suggestions for time management software were Microsoft’s Outlook email program. Participants suggested new workshops for using Outlook from a time management perspective be developed for GVSU employees.

9/20—Assertive Communication—by Shirley Jallad, Professional Development Coach and Trainer, hosted by Bradley Gordon. Participants enjoyed the session. All found the presenter interesting, and enjoyed how she presented beneficial information in an interactive way. Suggestion was made that the title of the workshop should have been, “Direct Communication” as it was not perceived as being necessarily “assertive”.

The committee developed three questions (recommendations) for workshops.

1. Presenters send three learning objectives to HR-clearly defined.
2. Are presenters able to get their list of participants ahead of time?
3. Blackmarktop.tifDoes HR send presenters the results of their evaluations?

Also, people from Group 1 suggested several new topics for PD consideration.

1. Webinar for Social Justice (for supervision)
2. Creating a healthy work/life balance ( from HR Wellness)

Sharalle asked for information about how GVSU departments or colleges do supervisor evaluations. She will be gathering several examples to share with the AP Committee as requested.

The next meeting will be held Friday, November 4th 9:00 am – 10:00 am in KC 2242. Meeting adjourned at 9:45 a.m.

Margo Dill reporting, October 7, 2011