Meeting started on December 2, 2011 at 9:00 a.m. in 2227 Kirkhof Center. AP Professional Development Chair, Sharalle Arnold, welcomed members and opened the meeting. Members in attendance 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

Sharalle asked members who attended the November 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.

11/14 – Conducting Efficient and Effective Meetings by Christine Rener and Dana Munk. This session was very well received. Most participants appreciated the presenters’ knowledge, energy, and interactive methods used. They enjoyed the enthusiasm, reasonable solutions to problems, and group interactions. Other topics they would like to see presented are: more COT leadership topics, tips on being an effective presenter, how to build team enthusiasm, and how to help a team tap into their own leadership potential.

11/17 & 11/21—Crucial Conversations: Tips for Talking When Stakes are High by Sean Huddleston. Participants recognize Sean as an excellent presenter who makes the material interesting and relevant. The majority of the participants wanted more time, possibly an afternoon session. Participants suggested other topics could include: the same subject but focusing on multigenerational issues, same for family dynamics, etc., sessions related to generational differences in the workplace, and persuasive speaking; how to present a concept/idea to a client/co-workers and sell it. The committee agreed that future sessions lead by Sean do not need moderator support from the AP/PD Committee. His office is handling that function.

Sharalle announced she will attend a meeting with the full AP Committee on Monday, December 5th. President Haas is scheduled to speak.

Due to the Holiday break, the pre-scheduled January 6th meeting is cancelled.

Future meetings are scheduled as follows:

Friday, February 3, 2012, 9:00 a.m. – 10:00 a.m. in KC 2264

Friday, March 2, 2012, 9:00 a.m. – 10:00 a.m. in KC 2242

Friday, April 6, 2012, 9:00 a.m. – 10:00 a.m. in KC 2242

Meeting adjourned at 9:35 a.m. Margo Dill reporting, December 20, 2011.