***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 #4**

Maggie McCrystal

*Human Resources*

**Group # 5**

Bradley Gordon

*WGVU-AM/FM/TV*

**Group # 6**

Kate VanDerKolk

*Continuing Education*

*Holland (Meijer) Campus*

Meeting started at 8:30 a.m. in 2201 Kirkhof Center. Introductions were made and the main task assigned was to choose a chair, chair- elect, and secretary for the AP Professional Development Subcommittee.

New Committee members are:

Chair: Sharalle Arnold, Group 2, Children’s Enrichment Center

Chair-elect: Laura Kennett, Group 1, Campus Recreation

Secretary: Margo Dill, Group 3, Regional Math and Science Center

These positions will run for two year terms.

Maggie McCrystal from HR explained the purpose of this committee and member’s roles are to:

* communicate with each representative’s group
* gather input from the group
* communicate back to AP Subcommittee for discussion and/or implementation
* moderate assigned sessions for the “Excellence Series”
* review session evaluations and report to HR

Maggie passed out a draft of the Fall 2011 “Excellence Series” and asked members to volunteer for moderating scheduled sessions. She also explained members will be receiving information from HR about the “Excellence Series” sessions to help with the following; welcoming the presenter(s), ensuing the room is open on time, making sure ARA food services are in place before the scheduled session begins, introducing the speaker, and circulating an attendance sheet among participants. Information will come from Human Resource’s Beth Ortez as it relates to moderator information and supplies, and from the Inclusion and Equity Office, Jessie Holland for those sessions targeted as Intercultural Trainings.

AP Subcommittee Chair, Sharalle Arnold asked members to compose a welcoming email to their respective groups and send it out sometime during the first week of classes, August 29-Sept. 2. This email should welcome people back, invite them to check out this Fall’s “Excellence Series” on-line (include link) and invite people to review the AP Committee webpage. Also, begin to gather input from their groups by offering an opportunity for people to suggest possible future topics in professional development, ideas of interest, or topics which will help people build their leadership competencies.

It was decided the AP Professional Development Subcommittee meetings will be held this fall on the first Fridays of the month from 8:30 am – 9:30 am in KC 2242 as follows:

* September 2nd
* October 7th
*  November 4th
* December 2nd

Meeting adjourned at 9:30 a.m.

Margo Dill reporting, July 27, 2011