Meeting started at 8:30 a.m. in 2242 Kirkhof Center. AP Professional Development Subcommittee Chair, Sharalle Arnold, welcomed new 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

Kate VanDerKolk, Group 6

Maggie McCrystal, Human Resources

Dave Feenstra, AP Committee Liaison

Sharalle and Maggie announced the Excellence Series for Fall 2011 is out and open for enrollment to the GVSU community and also posted on the GV website at [www.gvsu.edu/seminar](http://www.gvsu.edu/seminar) .

It was noted that several of the sessions have already filled and Maggie indicated there is a possibility for some of the full sessions to be repeated in the future. She also said that although the postcard is one marketing tool, any new session additions or repeat sessions (as demand dictates) will be kept current on the website and people should be checking the Excellence Series listings and registration page for additional opportunities.

The committee recommended that more attention be brought to new session additions and/or changes by adding an additional webpage or other appropriate methods. Maggie said she would check into this action.

Sharalle asked members to compose a welcoming email to their respective groups and send it out by September 9th. This email should welcome people back, invite them to check out this Fall’s “Excellence Series” online (include link) and invite people to review the AP Committee webpage. Also, members should 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.

Committee members reviewed and discussed their facilitator session assignments. The next meeting will cover the business of reviewing session evaluations for “Respect in the Global Workplace”, “Time Management”, “Assertive Communication”, and “DISC for Supervisors”. Respective facilitators for these sessions will report evaluation results.

Sharalle announced that tentatively the next meeting will be held Friday, October 7th 8:30 am – 9:30 am in KC 2242. She will also search for optional meeting times that work for all committee members. Members will be notified if the meeting times change.

Meeting adjourned at 9:20 a.m.

Margo Dill reporting, September 6, 2011