***AP PD Committee MEETING MINUTES 9.18.19***

1. Present: Mary, Martha, Jessica, Jake, Melanie, Breeann and Maureen
   1. Missing: Bill - no longer on the committee.
2. Introduction of New Member
   1. Group 2: Melanie Grover - housing and campus life
3. Updates from HR (Maureen) & AP Liaison (No UPDATE today)
   1. AP Retreat - what will AP committees do in the future. What would we expect from the different committees
      1. More activity overall for AP members
      2. Brainstormed on what we expect from each of the subcommittees
   2. Maureen
      1. HR changes
         1. Director of staff relations and employee development is just going to be listed as “staff relations”. Its too much for one person so they decided to break up the tasks.
         2. Maureen has taken on the PD role / think tank
            1. Trying to weave all the different opportunities that HR and I&E are putting on together so people see the links and importance of the seminars.
            2. Got rid of “series” now it is “course offerings”
            3. Working with I&E since many of their seminars are also good development training
            4. Goal is to create opportunities that more people could attend, many events will have higher max capacity.
            5. **They need US to promote the events!!!! Email your group and tell them what events are happening with HR professional development**
            6. Making sure to have enough offerings for PSS technical credit
            7. They are trying to really step up their email reminders, reminders if you missed the seminar and give post offering survery’s
            8. Winter Term will “mirrors” what is offered this semester, so offerings are offered multiple times on different campuses
4. **Reminders: NEXT Meeting Dates**
   1. 3rd Thursday morning of the Month on the Pew Campus
      1. Oct. 17th from 8:30-10am
      2. Nov. 21st from 8:30-10am
      3. Dec. 19th from 8:30-10am
5. **Review of Last Year Accomplishments** 
   1. Website
      1. Website went LIVE
      2. Discussed how to keep it going, continuation of materials
      3. Breeann has written 3 blogs and those are updated on the site. We need more!!!
         1. 3 areas of focus
            1. Topics within GVSU
            2. Global - what is important in higher education
            3. General professional development topics
   2. Need a communication plan for telling people about the website. Make sure people know about the website and what it offers
   3. HR has less offerings, but more quality that reach a broader audience
      1. Weaving in the topics so people know that they are linked and important. How to make it make sense
      2. Maybe have the blogs focus on the topic for that month
         1. presenter could be the guest blogger for the month
   4. Is there a FTLC professional development committee?
6. **Goals/Expectations for the upcoming year** 
   1. Work assignments outside of “meeting time”
      1. Really focus on if there are outside tasks to do to ACTUALLY DO THEM!!!
      2. Have “Working Meetings”
         1. Come up with Blogs Topics
         2. Brainstorming who would write the Blogs
         3. Ex. Emotional Strength - maybe a short blog and a link to Elisa’s page on that topic
         4. Maybe the Blog is a “summary - after seminar discussion” of the events. Have someone assigned to go to the meeting from our group and then write something up.
   2. Meeting Expectations and time commitments
      1. Come to each meeting, on-time with the “homework” done. Not doing the work really puts a stress on the committee chairs. Remember you signed up to be on the committee, nobody forced you do it (hopefully :-))
      2. Communication with AP professional development committee as well as your GROUP about the events
         1. EMMA - a way to quickly put in information that is nicely e-format newsletter
         2. Once a month use this so there is a constant information
         3. During meeting determine the content of the Newsletter that we all put in our monthly newsletter.
   3. Possible subcommittee work / task forces
      1. Do we want to split out into subcommittees?
      2. Yes we can link to outside content
      3. Drive people to Leadership IQ - self learning tool
7. **Any additional projects we want to take on as a group** 
   1. LinkedIn Page
   2. AP Website (general site): Gather information to get this update
8. **THIS MONTH HOMEWORK:**
   1. Sign up for a Sprout HR offering to attend
   2. Get to know EMMA - How to get connected and how to use it.
   3. Kelley Rogers - she will give you access to EMMA
      1. [rogerkel@gvsu.edu](mailto:rogerkel@gvsu.edu)
      2. 616-331-7042
   4. First week of October send out a note to your group about
      1. Introduce yourself
      2. Highlight the HR Workshops and Training Opportunities
         1. New this year….
      3. Get the word out about the new PD website
      4. Plug of if they want to write a blog, or have ideas or things you would like to see from the PD committee let us know! Questions/Comments/Concerns