

Date Started	Please suggest topics for future meetings.	What suggestions do you have for improving our program?
9/18/2013		
9/18/2013	<p>Conflict Management skills Stress Management Leadership Training Team-building training Dale Carnegie Win Friends and Influence People . <b>We are looking into getting access to online trainings/webinars that would allow us to train at our own pace on a multitude of topics. We have to have a minimum amount of employees join, but it would be around the same price we paid to go to ONE Excel training. We are also looking into having a Leadership training session on campus or having a group of us register for an off-campus seminar.</b></p>	<p>Keep it as professional development for all campus personnel-not skills building seminars for admins or low level positions. No Banner, Excel, Moodle etc. Only true professional development opportunities that appeal to all. <b>I'm sure it seems very redundant if you have been on-campus for a while. We do, however, have to follow our mission ---"The mission of the Professional Development Council is to provide a resource for staff in the performance of their daily obligations, responsibilities and functions. It is charged with providing training and mentoring, presenting campus updates and conducting programs to enhance the skills of its members." We still have to serve those that are new to campus.</b></p>
9/18/2013		<p>It was great to have new members! <b>We agree :)</b></p>
9/18/2013	<p>Excel for dummies! I only use it for mail merge, would love to know the actual MATH part of it! <b>Certainly! We will be offering a refresher and some quick tips for those that have some knowledge of the math side of Excel in February. If we can get the webinar access that will help a great deal. In the meantime, you can look into online classes offered through the FLC Continuing Ed program, Microsoft on-line tutorials, or seek me (Chriss) out personally to be assigned to a mentor.</b></p>	<p>I love the idea of moving this to a time OTHER than lunch - I often have lunchtime appointments, so have to miss several meetings each year. <b>Yes, Darren is working on this for sure :)</b></p>
9/18/2013	<p>Marketing strategies for your events.FLC Communications 101 (I think would be great for new employees) - mass emails, flc announce vs. flc official vs. student official, event calendars, brochure designs, etc. or how to create an effective/useful webpage?Bryan Burke's workshop on motivational interviewing could be adapted for the larger group and possible helpful tools for all? <b>We will look into getting a "tool-kit" put together from marketing that can be housed under our Resources tab. I will approach Brian again. He did not have time this semester to be on our schedule. Perhaps, he will next year.</b></p>	<p>Add a professional mentor program. Pair up with a senior staff or faculty to help guide entry level employees to move up or change their roles on campus.I liked Darren's idea about Professional Speaker/Workshop. Maybe something about working with Gen Y? <b>This is a really good idea. We may have to survey folks on campus to see if they would be willing to participate. We will get back to the council about this. Thank you!</b></p>

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9/18/2013		Wow - not sure. What a great kick-off program today. I really like the change in the program, and the new philosophy (including other employees, name change, using work time for the professional development). This has always been a great resource, but I think it will get even better. I enjoy programs like today that allow us to connect. with/get-to-know one another and the challenges we may face together. Sharing issues and thinking about positive solutions is very helpful. <b>Thank you for the awesome feedback!</b>
9/19/2013	I'll think on it.....	None yet.....
9/20/2013	How to work with different personality types and to recognize my type vs other types. <b>Darren has the ability to perform this type of assesment using the DiSC evaluation tool. We did this about two years ago with the Administrative Assistants' Council. We can certainly do this again and this can also be done in small groups like a departmental retreat. The Strengths Quest assesment that we will be participating in this December will also help you find insight into your strengths and then how to match your strenghts with others to get projects accomplished.</b>	Have Staff/Faculty Development Days during summer months: with topics such asebracing change, working together effectively; communication skills; goal-setting for depts - involving staff. Have others in same dept (if possible) attend the same meetings/sessions so all are informed. <b>I am not sure if a large group seminar would be well-received during the summer due to faculty and staff being off-campus. However, it might be a useful time for departments to schedule "departmental retreats." Darren has some great experience designing staff retreats. Perhaps you could mention it to your supervisor. He or she may think it's a great idea! :)</b>
9/23/2013	I think a combination of things more specific and concrete like budget management which is coming up, and things that are more in relation to inter-personal and leadership skills would be very helpful. It's good to emphasize leadership skills even though we are the assistants because we play more of a role in leadership than we realize. <b>I agree. It is important to see yourself as who you want to be, not just where you are.</b>	I am already very pleased with what I see in terms of the attitude of the group, especially in that we command respect and value. I think that mindset makes me want to be more involved for sure. I like the idea of planning the meetings during our work time and to have true professional development training as I mentioned above. I think we're on a great new track and look forward to future meetings. <b>Indeed! Thank you!</b>
9/26/2013	How to make our jobs more eco friendly. <b>I have attached hand-out from the Enviro Center. If that isn't what you are looking for, I will need more specifics.</b>	It's always well thought out and efficient, so nothing at this time. <b>Thanks, we appreciate that!</b>

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9/26/2013	Banner tips and tricks. How to customize Banner.Data location help. Where do I find or who do I contact for: Historic enrollment information, historic graduation numbers for each major, current enrollments, numbers of students with declared majors in my department, etc. <b>We are having an upcoming Banner forum. As for the detailed information you are looking for...could council members who have this knowlege send a blast out through the Profdevlopouncil listserv, please?!</b>	
9/26/2013	Data manipulation - complete enrollment spreadsheet by Bev Chew. <b>I'll contact Bev.</b>	
9/27/2013	Emotional intelligence - maybe ask Mark Mastalski to present. <b>I'll contact Mark or Brian Burke.</b>	Larger meeting room - perhaps EBH 55 or 61? <b>Yes, normally we are in the Senate Chambers SU 163. This was due to a scheduling issue.</b>
9/27/2013	Campus lodging - again. <b>I'll work on a handout with Hillary Brenneman.</b>	This online survey is very cool. :) <b>Glad you like it!</b>
9/30/2013		I think all the improvements that have been made over the summer are great (professional vs secretary meetings )and I look forward to seeing what the rest of year has in store. <b>Thanks for the great feedback and your support :)</b>