DATE: 6/23/2017  
MEETING: Professional Development Working Group (PDWG)  
VENUE: SC 3130, Conference Room B  
FACILITATOR(S): Abby Langham  
ATTENDING: Steven Barnard (absent), Brit Bowen (absent), Teresa Carden (absent), Cameron Eaves, Johnny Green (absent), David Holmes (absent), Trey Lightner, Chris Lucas, Julie Matsunaga (Eric Smith – proxy) (absent), Jessica-Lauren Newby, Lindsay Ollis, Brandy Smith (absent),

1. **New Members/Housekeeping**
   a. PDWG welcomed Teresa Carden and Cameron Eaves as new members!
   b. Abby announced that Trey Lightner will serve as the new PDWG chair after this meeting.
   c. Chris Lucas nominated DaNavian Spratling to join our group and to represent the administrative support personnel category on PDWG. Team members agreed that she would be a great fit.
   d. **Action Item:** Chris to email DaNavian about joining PDWG and invite her to the next meeting.

2. **Update focus area “membership”**
   a. Due to membership attrition, PDWG members reviewed their designated focus area assignments.
   b. **Action Item:** Abby to email members on which focus areas they would like to join.
   c. **Action Item:** PDWG members to use link Abby provides to indicate their work area interests.

3. **Website Updates**
   a. Abby mentioned that she requested again to Student Media to update the PDWG webpage. She has had this request in since January.
   b. **Action Item:** Abby to send another reminder to Media about this request

4. **Focus Area Work Progress Updates**
   a. **Awards** *(Trey, PDWG committee as needed)*
      i. **Spirit of Excellence**
         1. Reminder to encourage submission of nominees
         2. Submit nominees to Trey each month
         3. This month’s DoSA nominee – Holley Williams
      ii. **DoSA Awards** – update provided by Trey/Lindsay on timeline and awards progress.
1. PDWG will present awards at the Holiday Summit (to be held around the 1st week of December) for work during the 2016-2017 school year. Another round of awards for work during the 2017-2018 year-to-date will be awarded at the Spring Summit to be held in May 2018. Awards will be given on an annual basis following the May 2018 Summit.

2. Action Item: Trey to request a link get added to PDWG webpage about the awards and nomination process

3. Action Item: Trey to take proposed timeline to VP/AVPs for final review

b. New Employee Orientation (Abby, Trey, Cameron, Chris, Brit, and Lindsay)
   i. Reviewed spring 2017 orientation evaluation
      1. Received very positive feedback
      2. Attendees want an org chart provided and more info about how to get involved on DoSA committees at the next orientation
   ii. Reviewed orientation interest survey for all DoSA staff
      1. Interest in a mentoring program was expressed
      2. Participants requested that an org chart be provided
   iii. Decided on when to host next orientation in December
      1. Next DoSA Orientation will be on December 18, 2017
      2. Any interested current employees will be invited to attend this one as well to cover any previous gaps in orientation offerings.
   iv. FAQ’s page posted on website
      1. Chris Lucas suggested adding advertising space within the FAQ document (since it will be on our website) to local vendors with suggestions for our new employees about where to dine, shop, seek personal services, etc. PDWG members agreed that this was a good suggestion as a possible revenue source.
      2. It was discussed that adding civic/social organization involvement opportunities might also be a good idea (e.g., Auburn Young Professionals group, Rotary Club, etc.)
      3. Action Item: Trey to update the FAQ page prior to sharing at next DoSA Orientation and get it posted on the DoSA Webpage.

c. PCAT (Lindsay, Chris, Brit, Brandy, David, Trey, Scott, Abby, Jessica-Lauren, Cameron)
   i. Spring Summit pictures on R:\Photos\Professional Development Work Group\2017 Spring Summit Pics – thanks, Brandy!!!
   ii. Holiday Summit Early Planning Discussion – Summit to be held on Dec. 6, 2017/Student Center Ballroom
d. **Mentor Program (Julie, Johnny, Abby, Trey, Lindsay)**
   
i. Benchmarking of other mentor programs for staff
   1. Abby: ECU/Texas Tech
   2. Trey: UA/UGA
   3. Johnny: FSU/USF
   4. PDWG Members: Other institutions

ii. **Action Item:** Abby to set up benchmarking table to share with PDWG members

iii. **Action Item:** All PDWG members to select one school to benchmark staff mentoring programs


e. PDWG members reviewed prioritized projects and projects that have been completed (see strikethroughs for completion):

i. Benchmarking exemplar PDWG programs elsewhere (e.g. USC, UGA, TA&M, and FSU)

ii. **Action Item:** Each PDWG member to benchmark 3 schools using the linked Google Doc below before next meeting: [https://docs.google.com/spreadsheets/d/1WpFMGk2KwSGREqPm_cnr4XC6x3h6Oek19KZEpEu1Rk/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1WpFMGk2KwSGREqPm_cnr4XC6x3h6Oek19KZEpEu1Rk/edit?usp=sharing)

iii. New PDWG membership/Structure

iv. Subcommittees (GAs, Professional, Operations, Admin Support)

v. Annual Conference Calendar

vi. Maintaining sajobs listserv

vii. Updating/Expanding overall PDWG website

viii. Maintaining GA travel fund

ix. PD thought in Monthly Newsletter *(Action Item: Abby to send Student Media {PD thoughts that PDWG members have already compiled})*

x. DoSA new Employee Orientation

xi. Staff Awards

xii. Review/Implement PDWG working group final report

xiii. Structured series curriculum with incentives and calendar

xiv. Call for programs for speaker series

xv. Encouraging HRD courses for staff

xvi. PD in PMPs

xvii. Mentor Program

xviii. Additional ideas (not prioritized):

   1. Book Club/Summer Reading List
   2. Post trainings on web
   3. Lunch bunch (with 10 min speaker and trivia – potentially have Directors and up come and introduce themselves and chat about their areas)
   4. Post PD FAQs on website

f. **Workshop Series (Johnny, Abby, Chris, Trey)** –
i. PDWG members used the existing list below to review and prioritize next projects/workshop topics
   1. Group agreed the next 6 projects from the original extended list were most important to address next:
      a. PDWG agreed to have professional writing tips posted in a DoSA Newsletter
         (Action Item: Need a PDWG member to volunteer to reach out to the Writing Center for some tips to include in the staff newsletter/s)
      b. Diversity
      c. Professional Etiquette
      d. Mental Health – recognizing students in distress
      e. HR/Supervising staff
      f. Common Book to support this university program and to create a common dialogue across the DoSA.

ii. Workshop Series Structure?

iii. Plan topics for fall/spring

iv. Select meeting times/dates

v. Ideas for trainings: see long list below and prioritized top 6 items above

vi. (Action Item: PDWG members to establish/plan workshop series structure and topics for next academic year at next/future meetings.)

Workshop Series Topic Ideas (continued from 6/27/2016 agenda)

*Note: Avoid resume review and interview topics for everyone but GAs. Consider mock interview practice for GAs as well.*

- Diversity - CDO/Allen Sutton/Brandy Smith
- Conference Presentation Proposal Writing
- Grant Proposal Writing –Julie/Lindsay
- Conference Presentation Practice
- Professional Etiquette
- Sustainability
- Managing Conflict
- Personal Brand
- Threat Assessment
- Higher Ed Legal Studies
- Assessment
- Departmental/Program Budgeting
- Community Activism – how to get involved
- Mental Health
- GA – Meaningful experience from the SA professional point of view
  - Hiring a GA – Robert/Lady
- HR/Supervising Staff – Trey Lightner
- Technical Expertise
- Problem Solving
- Cultural Education
- StrengthsQuest- get rsvp’s and request funding
- Technology
  - Campus Labs - Perhaps Emily Wilkins/John-Michael
  - Mobile Guides – Perhaps Tess Gibson/John-Michael
  - Free Software – Perhaps Emily Wilkins
  - Etc. – Perhaps Liz Stone/Jackie Young – OIT ADA Compliance and information sharing

- FYE – UNIV courses
- Common Book
- Panels with student leaders about…
- Gatekeepers – Referring those in need
- Parliamentary procedure/Robert’s rules of order
- Athletic Compliance
- QPR
- Green Dot
- Other???