

# CRC Staff Professional Development Planning Committee Meeting 12/14/2017

**In Attendance:** Shemika Bell (Wake Tech), Sarah Kibler (Meredith), Jenny Spiker (CRC), Fred Sills (Saint Augustine's), Ashley Pearson (Meredith), Katy Merriss (Shaw), Anne White (NCSU)

## **Save the Date: For the Workshop on July 19<sup>th</sup> at Wake Tech's Southern Campus**

- January 16 - disseminate the Save the Dates on all CRC campuses. Ashley will create a save the date that can be used by everyone
- Group discussion for a conference name change - something catchy, something easy to remember
- Main suggestion was CSWS: CRC Staff Workshop Series. We will keep the tagline as "Grow. Learn. Develop."
  - This name could allow us to be more flexible with conference topics, even with early career as the immediate focus. It also means we can hold smaller workshops throughout the year, or invite fellow CRC staff to campus events open to the public.
- The group is welcome to email other ideas and suggestions through January 3

## **Max # of Attendees: 150**

- The ballroom, when set with round tables, has a seat capacity of roughly 120. Shemika will find out how many more tables we can have by opening up the fourth part of the ballroom.
- We will use classroom spaces in an adjacent building for breakout sessions.
- Hallway outside of ballroom can be set for check-in, food, etc.

Wake Tech will let us use the venue for free for this event. This will allow the conference to remain free to attendees, and provide us with a budget for food and keynote speaker.

## **Key dates:**

- Registration:
  - Registration opens: May 30
  - Registration closes: July 6
  - Attendees will register for breakout sessions
- Call for Session Proposals:
  - Call for proposals will open March 1
  - Close date will be mid-April
  - Does not have to be a fully fleshed out presentation -- only commitment and general topic idea.
- Keynote Speaker:
  - Determine by May 1
- Catering:
  - Wake Tech will require an outside caterer; Shemika will send the group a list
- Need to identify panelists before the start of the registration window.