

Staff Professional Development Committee Meeting

March 28, 2017

In attendance: **Anne White**, NC State; **Pam Galloway**, Meredith; **Shemika Bell**, Wake Tech; **Bobbie Cole**, William Peace; **Jenny Spiker**, CRC (Plus notes sent by **Ashley Whaley**, Meredith)

Decisions and plans:

- **Start planning a workshop to take place in July, 2017**
 - **Date**—The committee is going to look into space availabilities on their campus for the **second and third weeks of July**
 - **Place**—The attendees are going to check on available spaces on three campuses—Meredith, Wake Tech and NC State.
 - **Estimated attendance**—Since this is such a new group for CRC, it's difficult to know. They are expecting it to top off at between 80 and 100. We may need to put a limit on the number, depending on the space.
 - **Target audience**—early career employees from all staff positions. Use the HR departments to help find the appropriate attendees.
 - **Format of the workshop**—Start with a breakfast (8 a.m.) and a way to organize attendees so they can meet people from other campuses, then go through the morning with at least one session for everyone and then breakouts. It may end in early afternoon or go into mid afternoon.
 - **Name tags and handouts**—Be sure the name tags include their department as well as their campus. Also encourage the schools to bring items to hand out such as pens.
 - **Possible themes**—Career progression, how to move up, paths to success, advice to my younger self
 - **Consider sending out a needs assessment**
 - **Plenary (open to all workshop participants) session to kick off the day**
 - **Panel of people who have successfully moved up**—representatives from the different institutions who can share stories and insights about how they have been successful in their careers and also what they wish they'd known earlier
 - **Concurrent Workshop sessions outlined by designated tracks (3-5 sessions per topic)**
 - **Technology Track**
 - Document Management
 - **Policies and procedure**
 - Ergonomics
 - Campus Safety and Security
 - FERPA
 - **Diversity and inclusion**
 - Generational Differences
 - Campus Culture
 - Creating an Inclusive Campus for Students
 - **Customer service**
 - Internal (colleagues)
 - External (prospective students or employees, members of the community, etc.)
 - Front line staff (receptionists, admin assistance, etc.)
- **Next Committee Meeting**—Jenny will create a doodle poll for a meeting in the 2nd or 3rd week of April.

CRC invites you to a workshop on

Staff Professional Development

“Growing, Learning and Developing To Prepare for a Brighter Future”

July 20, 2017, 8 a.m. - 3:30 p.m.

Friday Institute, NCSU Centennial Campus

Admission is free to participants from Cooperating Raleigh Colleges institutions.

This training is geared towards staff at CRC institutions who consider themselves early in their higher education career, and would like to grow their skills and knowledge relative to their work at their college.

Topic Areas to be covered include:

- * Policies and Procedures**
- * Technology**
- * Diversity and Inclusion**
- * Customer Service**

Please RSVP with contact information (name, title, email and phone) by clicking the link in this email:

Respond by July 10, 2017.

google form link

<https://goo.gl/forms/7qPdDGmVQ2BPDqdz2>