



YCSA PROFESSIONAL DEVELOPMENT AND TRAINING MEETING

September 25, 2019

Committee Members present:

Dunnigan, Charlotte
Helm-Correa, Alexandra
Hersh, Jane
Schlegel, Lisa
Wrublik, Sureka
Robb Ferguson – absent

Documents provided at the meeting:

- Convocation informal survey results
- Travel data (provided by C. Ewell)

Update on budget proposal for professional development funds - Jane

Clint has rescheduled for 9/27 at 10 AM and invited Duane Ransom to attend.

Jane shared the reports Clint provided on 6/19, which is considered the best data possible for all travel for all employees. This data is very difficult to breakdown to determine who is staff and what travel was for professional development.

Jane will ask if Clint wants the committee to analyze all the data, or can the committee look at anything \$500 or more? Jane will also point out the priorities of the membership based on the survey taken at convocation; and that these areas will be part of the performance management.

A question was raised as to how much is in the faculty pro-gro budget and whether there are additional monies for faculty in the 7000B pool account.

Another option would be to ask Clint if the association could request a smaller amount to start than originally suggested; i.e., \$30,000. If he agrees, the committee will develop a set of parameters (outside sources, funds in department) to determine whether a staff member could access these funds, and method to track expenditure.

Informal survey at Convocation: present findings, discuss, and gain consensus to present the findings at the next YCSA Board meeting in October - Alex

Alex shared the results of the staff survey conducted at convocation on 8/12/19 on Zoom. The top training subjects requested are:

- 1 – Relationship excellence
- 2 – Leadership Development
- 3 – Service Excellence

The survey needs to be an agenda item for the next YCSA Board.



ACTION: Alex will ask Katherine to put the informal survey results on the next YCSA board agenda. If the board agrees, the PD&T committee will schedule a meeting with HR to ask what internal trainings are being offered or might be offered that address the top requested subjects from the informal survey.

LMS Collaboration - Lisa

Lisa may be working on a budget request for the next fiscal year. She has been asked to look at Canvas as opposed to NeoGov as a training repository, and this will affect whether a budget request will be made.

ACTION: Lisa will report back to the committee after asking John Willoughby if Canvas is an option. If it is, Lisa will invite John to present to the committee.

Future Agenda Items

Presentation on procedures for requesting staff funds (first draft) - Alex

Next meeting - 10/16 2 PM with Zoom

ACTION: Alex will send an invitation and schedule Zoom.