

Professional Development Committee, 8/27/09

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Notes by Faith Olson

The meeting concluded with three proposals. One was to help Violet Serrato, chair of CSC, meet one of her goals. The second was to provide professional opportunities for all classified staff employees to encourage participation on Classified Staff Council, especially to encourage individuals to participate in the leadership of CSC. The third is to determine what “best practices” are used on campus to be more efficient and effective.

1. To improve the professionalism of the CSC meetings by providing instruction on the following topics:
 - a. Robert’s Rules – handbook for conducting meetings – Dr. Patrick Pauken has agreed to do a presentation on this. His qualification includes being the Parliamentarian for Faculty Senate for the past seven years.
 - b. CSC handbook – by section
 - c. Ohio Revised Code

2. To provide professional development opportunities that will focus on the development of leadership skills that can be utilized in the work place as well as on Classified Staff Council. Ideas not in order of preferences
 - a. Communication – why, how, when
 - b. Expectation of self and leaders – What makes good leadership?
 - c. Methods for gathering and building good teams – know yourself to better build a team -- PACE training
 - d. Knowing your customers
 - e. Wellness and mental health – dealing with stress, conflict, etc.
 - f. Managing relationships – passive, assertive, and aggressive
 - g. Solving problems creatively (looking at problems as a way to improve the situation)
 - h. Building consensus and sensitivity to diversity
 - i. Work with Women’s Center for a culminating activity

3. Best Practices
 - a. Conduct a survey about what types of best practices would individuals like to experience
 - b. Have a program on how to work more efficiently and effectively

Questions from the PD Committee for CSC representatives:

1. What is the best time of day and week to have these presentations?
2. Where would the best location for such meetings?
3. Recommendations for speakers for any of the topics.

We believe this is a great undertaking, but one that we will work hard to bring to fruition. We can only succeed if we have the help of CSC and classified staff employees.