Liberal Arts Staff Development Committee  
October 8, 2014 – 10am – 206A Coke  

**Agenda**

I. Welcome
II. Review of September Minutes
III. College of Liberal Arts Updates with Connie Davenport
IV. Discuss Google Apps for Education with guest Dr. Stephen Balfour, Director of Information Technology for the College of Liberal Arts
V. Discuss Winter Luncheon  
   a. Food – Allison update  
   b. Décor – Carol  
   c. Registration – Tammy  
   d. Kudos – Will go to Marci  
   e. Baskets – Due to Connie by 11/20  
   f. Speaker Ideas?  
VI. Spring Development Day Date  
   a. Friday, June 17, 2016 – 9:30am-5:00pm  
     –or–  
   b. Tuesday, August 2, 2016 – 7am-5:00pm  
VII. Any other business
VIII. Adjourn
Meeting Minutes
Liberal Arts Staff Development Committee
September 9, 2015

Present: Andrew Vernon, Rebecca Buckalew, Christel Cooper, Connie Davenport, Bethany Edwards, Joshua Harms, Marcy Heathman, Carol Newsom, Allison Seibert, Aimee Upton, and Tammy Whisenant

I. Joshua welcomed everyone to the meeting.

II. Joshua introduced himself as the new Chair, Allison introduced herself as the new Vice-Chair, and Tammy introduced herself as the new Historian.

III. Everyone in attendance introduced themselves and their department.

IV. Josh asked members in attendance if they had reviewed the August 2015 meeting minutes. Allison motioned to approve with a second from Marcy.

V. Discussion of details for the Winter Staff Appreciation - December 04, 2015, 11:30am - 1:00pm, rooms 101 ABC in the GSC.

A. **Luncheon** - will start at 11:30am and will include a speaker, presentation of the CLASS awards, catered lunch, raffle for the baskets, and a kudos slideshow.

B. **Budget** - the new budget is pending. Joshua will get with Cheryl Hanks on this. Last year’s budget was $2000.

C. **Food** - Allison is in charge of the food this year.
   1. The previous 2 years we’ve gone through Rosa’s and it was suggested and agreed to do it again. 150 people.
   2. We decided to get variety cookie trays from Sam’s for dessert this year.

D. **Decorations** - Carol is in charge of the decorations this year.
   1. This year’s colors are Blue and Silver.
   2. Joshua is getting with Brynn to see about getting table cloths, otherwise we will have to rent them.
   3. Carol is in charge of centerpiece, but suggestions are welcome.

E. **Registration** - Tammy is in charge of registration this year.
   1. Tammy will do registration and raffle.
   2. Connie will order nametags for those who need them.
   3. Cheryl to send out **Save the Date** email.

F. **Kudos** - Marcy will be in charge of the slideshow again this year.

G. **Baskets** - Connie will be in charge of collecting the baskets this year.
   All baskets should be received by November 20th.
   1. There is a $50 limit per basket.
   2. Red and green cannot be used together.

H. **Speaker** - Joshua is in charge of finding a speaker.
VI. Discussion of the Summer Retreat
   A. Discussion on when and where to have retreat. We decided to continue to have it at the GSC. Joshua will look at their calendar and pencil us in for a date in June, but bring back to us more available dates to discuss.
   B. Discussion and decision to try and keep the same session template as last year, meaning having concurrent half day sessions with 4 different topics.
   C. There was discussion whether to keep the workshops to just what the EOD can offer, or to incorporate other training as well. The decision to try and have a mix of training was agreed upon.
   D. Joshua suggested we send out a survey that listed the ideas we already have and ask for other ideas from the staff.
      1) Google apps for education (Stephen Balfour)
      2) Green dot bystander intervention training
      3) Energy conservation training
      4) Financial planning/retirement
      5) QPR suicide prevention training
      6) New employee to our college orientation
      7) A&M traditions (Marcy Heathman)
      8) Diversity training from the Diversity Institute (Joshua will look into this).
   E. It was discussed and decided to send out this survey early October.

VII. Discussion of Development Opportunities - this discussion was tabled until further information could be obtained.

VIII. Shirt and photo - Connie will order shirts for members who still need one and Andrew will contact a photographer. Once shirts have been received we will schedule our 2015-2016 LASDC picture.

IX. Other Business – Stephen Balfour will be presenting “Google apps for education” at our October 2015 meeting.

X. Meeting adjourned. Next meeting will be October 14, 2015 at 10:00am, Coke 206A.