Year-end Report of the Professional Development Committee 2014-2015
Respectfully submitted to the Administrative Senate on June 3, 2015

By the members of the committee:
Membership 2014-2015
Carey Beury, Chair
Beth Thompson, Vice Chair
Joe Binkley
Dana Drury
Amy Fisher
Keith Powers

The committee met on the following dates:
August 1, 2014
September 5, 2014
November 7, 2014
December 5, 2014
March 6, 2015
May 1, 2015
June 5, 2015

The Professional Development Committee responded to the following charges during the 2014-2015
fiscal year.

*Address efforts to provide and encourage professional growth and development of administrators; assist
in developing training for administrative staff specifically during fall and spring meeting activities;
review, study, and recommend Senate action regarding such matters as professional leave and
continuing education.*

1) The Committee planned two workshops open to all University employees.

    General Safety on Campus Seminar
    Wednesday, December 10, 2014 – 9 a.m. – 10 a.m.
    Presented by: Stephen Woodall, Director of Public Safety and Stephen Bequette, Assistant
    Director of Public Safety

    Mr. Woodall and Mr. Bequette discussed many safety concerns of employees such as active
    shooters or a fire on campus as well as weather emergencies such as tornados and earthquakes.
    In addition, helpful information found on the Public Safety website was reviewed. Following the
    presentation, the presenters answered questions from the audience.

    Generations in the Workplace
    June 25, 2015 – 1 p.m. – 2:30 p.m.
    Presented by: Laura Alexander, Associate Director of Compliance Program Administration,
    Springleaf Financial Services

    Ms. Alexander notes in her presentation summary that, "Each generation brings unique values
    and characteristics to the workplace based on shared experiences. Those same differences that

provide a variety of ideas and insight may also cause conflict in the workplace." Thus, she will discuss generational values, challenges, interactions, communication gaps, and maximizing each generation through targeted feedback.

2) The Committee developed three breakout sessions for the Spring 2015 Faculty/Administrative Staff Meeting held on January 7, 2015.

   Travel Forms and Process
   Presented by: Susanne Stanley, Travel Manager

   Ms. Stanley gave an overview of the Travel Authorization Form and approval process. In addition, she explained using Egencia and completing the Travel Reimbursement Request Form.

   E-Procurement Project
   Presented by: Daniel Martens, Director of Procurement Services, and Jeffrey Sponn, Manager of Accounts Payable/Senior Accountant

   Mr. Martens and Mr. Sponn discussed the new e-procurement project that is scheduled to roll out prior to the new 2015-2016 fiscal year.

   Writing with Style
   Presented by: John Farless, Director of University Communications

   Mr. Farless taught the audience about the USI style, brand and writing guidelines, and where to find valuable writing tools and resources on USI's website. This workshop helped the attendees learn to follow University style guidelines to assist the University in presenting a consistent brand and message from drafting a memo to writing a newsletter.

3) The Committee promoted a business and professional development program through Outreach and Engagement by sending a campus-wide email to administrators informing them of this opportunity and encouraging administrators to participate in the Outreach and Engagement offerings.

   Project Management for the USI Administrator
   September 22, October 20, and November 17 – 12:30 p.m. to 4:30 p.m.
   Instructors: Julie Ann Walker, Walker Consulting, and Emil Stock, Project Manager

   This program was a 12-hour course to help administrators learn project management training. Through this program, administrators learned to build a strong, focused team; break major objectives into manageable tasks; create a schedule that keeps all the moving parts under control; monitor progress toward goals; manage stakeholders' expectations; and wrap up project and measure success.