**AP Professional Development meeting 4/16/24**

Began at 3pm and included; Hannah Schoenfeld, Paul Cullen, Johanna Swanson, Mayra Amaro-Alvarez, Jeremy Paul, Liz Chase, and Diane Miller

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| **Topic/Issue** | **Discussion/Notes** | **Follow-Up/Action Required** |
| Welcome Letter (pending)  | * Good overall letter, but needs some personal touch and some fun additions
 | * Welcome Letter: Waiting on lists from HR – this is slightly delayed due to Workday
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| In-Person Future Planning Meeting | * Looking at late June/July at the Meadows or another close location for an in-person committee meeting focused on future planning (Meadows requires GV catering)
 | * Meadows is pretty open most mornings in the summer
* The Borough looks like it could be a nice place to meet for a coffee and plan
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| AP Social | * Jolly Pumpkin, GR – Thursday, May 2 4-6PM
 | * Hannah review menu before next meeting
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| AP Professional Development Opportunities | * AP Benefits – understanding leave & resources for AP staff (September!)
* Held the Excel 101 Training & had good turnout with 35/45 people attending.
* Discussed potential future topics (two main themes- digital literacy and professional skills):
* Powerpoint
* Microsoft Teams vs Google Docs (Digital Literacy focus)
* Excel 102 (Digital Literacy focus)
* Resume Writing/Building a Linked-In Page (Professional Skills focus)
* Supervisory skills/interview skills (Professional Skills focus)
* Greater understanding of university budgets/accounting (Professional Skills focus)
 | * Hannah reach out to Career Center about hosting a resume writing/linked-in session over the summer in July
* Need to discuss future digital literacy topics with Steph Balaskas in IT during upcoming meeting
* Talk to Natalie to see if our committee can be part of the conversation about building performance reviews in Workday during upcoming meeting
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