

# CENTRAL TEXAS COLLEGE

## Specialist Team

### “Creating a culture that focuses on enhancing student learning”

<b>CHAIRPERSON:</b> Dr. Sharon Pate		
<b>MEETING DATE:</b> Oct. 11, 2005	<b>MEETING TIME:</b> 2:00 p.m.	<b>MEETING PLACE:</b> Bldg. 106, room 206
<b>RECORDER:</b> Tasha Gardner		<b>PREVIOUS MEETINGS:</b> Sept. 2, 2005

The October 11 meeting was called to order at 2:00 p.m. by Dr. Sharon Pate. Attendance follows:

MEMBERS PRESENT	ABSENT	OTHERS PRESENT
Barbara Merlo	Juanita Smith	
Joann Matthews	Jerrie Cleaver	
Diane Dudley	Jan Anderson	
Tasha M. Gardner	James Salter	
Denise Lugo	Max Rudolph	
Heather Sperling	Johnelle Welsh	
Billy Hazzard	Gordon Bacon	
Tina Ady	Julia Fanning	
Dr. Julie Thomas	Jane Perschbach	
Carol Wettersten	Geniece Brandes-Daunis	
Kumi Bonner	Sharon Davis	
Mark Pollet	Brenda Cornell	
	Curtis Gibson	
	Cynthia White	
	Sara Kidwell	
	Crystal Yates	
	Beth Pounds	
	Norman Ahlhelm	
	Stacey Bennet	
	Wayne Kephart	
	Lillian Young	
	Richard Carney	
	Yolanda Davis	
	Dawn Green	
	Renee Henry	
	Pamela Swalve	
	Steve Schmidt	
	Dr. Pat Hidy	
	Jerry Herrick	
	Kathy Hampton	
	Suzanne Morales-Vale	

<b>Agenda Item</b>	<b>Action</b>	<b>Discussion</b>	<b>Information</b>
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Director's Report	Dr. Pate reiterated that she has obtained full support from the Academic Chairs or Directors on campus for staff implementing and dispersing QEP information.	
Minutes	Tina Ady-reminded committee members that Ft. Hood hours of operation are from 7:30 a.m. to 4:30 p.m.. Therefore meetings held later in the day from 4:00 p.m. to 5:00 p.m. are impossible for them to attend.	
Minutes	Dr. Julie Thomas spoke about some of the survey results she has read. The comments focused primarily on survey results from the instructional faculty.	
Minutes	<p>The meeting next focuses on proposed topics and session topics for training especially designed for all CTC staff. The topics are as follows:</p> <p>CTC 101</p> <ul style="list-style-type: none"> <li>• 21<sup>st</sup> Century Etiquette (presenter Tina Ady)</li> <li>• Navigating the CTC website (Bala Kappagntula/Sue Payne)</li> <li>• Who, what, when, where? Proper contacts on campus.</li> </ul> <p>Communication Modules</p> <ul style="list-style-type: none"> <li>• Dealing with angry or difficult students. (Tasha Gardner)</li> <li>• Internal customer service between departments.</li> <li>• Email and telephone etiquette.</li> </ul> <p>Leadership</p> <ul style="list-style-type: none"> <li>• Leadership training for supervisors.</li> <li>• Teamwork</li> <li>• Teambuilding</li> <li>• True Colors (Dr. Sharon Pate)</li> <li>• Internal Communications, between co-workers in the same department.</li> </ul>	
Next Meeting	We agreed to adjourn and then save for discussion budgetary issues to fund the proposed training and proper training days, that would not interfere with college operations.	
Adjournment: (time)	October 11, 2005, 3:15 p.m.	