

# Meeting 2 of the 2022-2023 Staff Professional Development Meeting

Minutes Written--April 20, 2023

## Attendees

Andrea Burnes  
Janet Jarvis  
Pam Keeler  
Sherryl Nelson  
Candy Oller  
Kathleen Swain

## Notes from Meeting

The Staff Professional Development Committee gathers feedback via virtual meetings.

A Google ballot was sent on April 13th at 4:30 p.m. by Committee Chair DeLisa Ging. The voting ended on April 20th at 12:00 p.m.

In that email, DeLisa Ging explained the number of professional development sessions to be offered during the coming academic year.

## Actions Voted on by the Professional Development Committee

**The following actions received a majority vote by the Professional Development Committee.**

- The following fall 2023 professional development slate was approved by the staff professional committee:

**The Hole in My Heart: Returning to Work After Losing A Loved One**

**Dr. Tami Micsky**

**Assistant Professor**

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### **Department of Social Work**

#### **Slippery Rock University**

Many are faced with the death of a loved one and return to work to face workplace stress and the loss of losing someone dear. This session will focus on strategies that can be used to reengage with coworkers and the demands of work, all while dealing with the new reality of navigating grief.

### **Help! My Inbox Is Suffocating Me: Ways to Declutter Your Emails**

#### **Todd Ging**

#### **Business Instructor**

#### **Northern Oklahoma College**

Are you drowning in a sea of email? With a few Outlook functions, you can organize and prioritize your email correspondence with multiple time-saving features.

### **What To Do When Your All Choked Up: Overcoming Your Nerves for Successful**

#### **Outcomes**

#### **Dr. Jalisha B. Jennifer**

#### **Postdoctoral Research Fellow**

#### **Barnard College**

This session will explain the links between body and mind and will reveal the similarities among the way teachers, students, athletes, and people of all professions choke at times. Tips will be shared to overcome these stressful situations.

## **Next Meeting Agenda Item**

The next meeting will be to vote in late August 2023 on the spring 2024 professional development offerings unless the need arises for a sooner meeting date.