In Attendance: Amy Warnagiris, Debbie McHugh, Rob Winesickle, Crystal Bittinger

On Phone: Joan Mosier, Launa Kowalczyk, Tom Trafalski, Jo Sterner

1. Supplier Verification Forms – Required for Invoice Processing and Payment
   a. Reminder of the University request for updated paperwork for their new fiscal system
   b. If not yet returned, please do so asap

2. Update on Trainer Utilization and the New Trainer Scheduling process
   a. Presented work that has been completed by the group at Resource Center Steering Committee
   b. Received approval to move forward
   c. Meeting 3/11, developing implementation plan
   d. Will be reporting out at CWRC Leadership meeting on 4/7
   e. Rolling out plan during calendar planning for January-June 2015
   f. Gathering availability information for that calendar
      i. Where can you train
      ii. How many times during this 6 months
      iii. Which approved courses are you still interested in training
   g. will be reporting out about entire process during April call

3. Spring Event Update
   a. Initial discussion about combining with Diversity Task Force and Supervisor Advisory Group for CPSL topic
   b. Decided to move this training to the fall
   c. May hold an event for CTAG May/June, no date set yet

4. Scheduling Future CTAG Monthly Conference Calls
   a. Enjoy joining when they can
   b. Not a priority
   c. Attendance has seemed to drop off
   d. Dates are added to the calendar and will join when nothing else comes up
   e. How can we get more trainers/consultants involved
   f. Have moved from quarterly, regional meetings
   g. Do trainers understand that the group includes everyone and not a select committee
   h. Will work on making the meetings more relevant
   i. An email 2 weeks out to trainers along with the last meeting minutes and tentative agenda
   j. Do people not feel that it applies to them
   k. It is a good communication tool
      i. Gives CWRC a perspective from the trainers
ii. It does help CWRC to get things completed
iii. Helps the working relationship

5. Trainer and Consultant Palette – Call for Articles
   a. Looking for meaningful articles for the Palette
   b. An article is produced every other month
   c. Next one April; send any articles to Amy W by mid-April
   d. Melissa will send a reminder to trainers/consultants when she sends to CWRC staff

6. Questions/Open Forum
   a. Trainer Handbook
      i. Will be compiling now that trainer scheduling policy will be finished
      ii. Highlighting differences before sending out for review
   b. Calls for trainers to be released soon
      i. Basic Writing Skills
      ii. Basic Writing Skills for Case Documentation
   c. Employee Performance Review
      i. Two instances cancelled due to low registration
      ii. Audience is very specific
      iii. Do training via Webex?
      iv. May have more participants if combining different regions
      v. Amy will take suggestion back to Curriculum Department Manager
      vi. There is currently no new curriculum being written in this delivery format
      vii. Keeping track of credit would be a discussion

Dates for upcoming CTAG Monthly Conference Calls (all calls 12 pm – 1 pm)
• April 16, 2014
• May - No Call – Spring Event
• June 18, 2014