

Consultant and Trainer Advisory Group
03/19/2014
Minutes

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