

**Professional Development Committee Minutes**  
**Thursday, October 12<sup>th</sup>, 2006**

**Science & Math Building, S-137/ITV (Fort Riley)**  
**2:30-4:00p.m.**

**Members Present:** Kala Steffan, Renelle Mooney, Alan Mettling, Wynn Butler, Kandi LeClear, Virginia Fullbright, Caicey Crutcher, Elaine Simmons, Julie Kramp, Shanna Legleiter, Lisa Peterson, Rick Abel and Carol Dellinger

**Members Absent:** Julie Knoblich

**Committee (handout)**

- President's Staff approved the committee membership. Originally, the committee was titled the Human Resources Committee – Julie and Elaine recommended a change to the Professional Development Committee. The purpose and goals of the committee were distributed. These have also been approved by President's Staff.

**Housekeeping Items**

- **Facilitators** – Elaine and Julie were assigned co-facilitators of the committee by Dr. Heilman.
- **Notetaker** – Anne Higgins will serve as the committee's notetaker.
- **Sub-Committees** - Will be established as necessary.
- **Consultants** - Cathy Oshiro has asked to serve as a consultant to the committee in case there are grant opportunities. Penny Zimmerman, Coordinator of Continuing Education for Community Education may be involved in the development of programs, if needed by the committee.
- **Reporting (President's Staff)** – Monthly committee reports will be provided at Management Council – Elaine will share the report. The committee will take direction from President's Staff and will submit recommendations to this body for consideration.
- **Record-Keeping** – There will be a need to maintain employee training records. Is this a HR function or a function of the committee?
- **Evaluation & Assessment** – we need to determine how we will evaluate the effectiveness of the professional development projects and if we are achieving the institution's goals.
- **Meeting Frequency** – The committee requested a meeting in both November and December, so that plans for training in 2007 can begin. The committee will likely meet monthly throughout 2007.
- **Budget** – The committee has been assigned \$15,000 for the current fiscal year (July 1, 2006-June 30, 2007). These funds are primarily to be used for staff training; however, Faculty Council has representation on the committee so that joint faculty and staff projects can also be implemented. Faculty Council also has

a \$15,000 budget (per Karyl White on October 16<sup>th</sup>). Currently, various departments also have professional development funds.

### **Faculty Council Membership & Relationship**

- Faculty Council is hosting a faculty meeting on October 27<sup>th</sup>. A survey will be administered to determine training interests as well as potential trainers. Renelle will report on the survey outcome at the November meeting.

### **Quality Service Training**

- **Short History** – this committee originated from a Noel-Levitz consultant visit. The consultants recommended that the institution adopt quality service training.
- **Barton County Campus Training** – Quality service training has occurred on the Barton campus since 2000. The mandatory training generally occurs two times a year. Student employee training was implemented in 2003 – again offered two times a year. The most recent Quality Service training on the Barton campus occurred this fall. The training was offered in a hybrid format – part online and part live. The trainers were not pleased with the outcome. Everyone attended the first meeting; few did the online work and less than half attended the last meeting. There will be a follow-up session for the missed second class time. The trainers are considering the outcome to determine the approach for the next scheduled training.
- **Fort Riley Campus Training** – Fort Riley implemented a hybrid system of training this fall. The system seems to be working well. Wynn reported that he believes the difference is the supervisory buy-in to the system. Wynn is interested in determining the difference between “Activity” vs. “Training” – how do we determine if the training is helping individual employees in their positions and if the training is assisting the overall college with their quality service initiatives. Fort Riley will conduct training for the faculty on October 19 and November 2. The online training will be complete on October 26<sup>th</sup>. There is need for additional staff training.
- **Student Employees** – Quality service training for students will continue. The Fort Riley campus does not utilize student employees in the same manner – it would be more challenging to implement. Student training is offered for three contact hours and will remain a live training experience at the Barton County campus.

### **Getting Started...**

- Assessing Current Activities/Future Needs/2007 Plan
  - Committee members shared ideas on possible training topics. The list included: budget (FOAP), Banner, Culture Diversity, Phone Skills and FERPA.
  - Committee members suggested that an online survey be developed to gather input from employees on training needs and interests. The group also discussed surveying supervisors for training needs by position and overall department goals. Some members suggested that focus groups

be used to discuss training with individual departments. Others noted that the surveys should also be available in hard-copy.

- Elaine shared that a former Professional Development Committee had spent time survey employees and supervisors. Elaine has the feedback from that process.
- The group discussed types of training. Wynn suggested that training should be divided into three categories: 1. Mandatory Training (college-wide), 2. Mission Supported Training for Specific Reasons (departmental), and 3. Enrichment (training that enhances individual employee skills).

### **Action Items & Assignments**

- **ACTION:** QS Trainers need to identify the next training cycles at both campuses, including student training. The Barton County Campus training team needs to determine if they will return to the live training format OR if they will continue to work with the hybrid format (with modifications).
- **ACTION:** Rick and Wynn will work to identify a definition for mandatory training and determine what is legally mandated and/or self-inflicted.
- **ACTION:** Carol, Alan and Julie will work to develop draft surveys for employees and departments/supervisors.
- **ACTION:** Renelle will report back on identified faculty training resources.

**Next meeting: Thursday, November 9<sup>th</sup> 1:30-2:30p.m. S137**

Minutes recorded by....

Anne Higgins, Administrative Assistant – Community Education