

Professional Development Committee Minutes
Thursday, November 9th, 2006

Science & Math Building, S-137/ITV (Fort Riley)
1:30-2:30p.m.

Present: Dr. Rick Abel, Wynn Butler, Caicey Crutcher, Carol Dellinger, Virginia Fullbright, Julie Knoblich, Julie Kramp, Kandi LeClear, Shanna Legleiter, Alan Mettling, Renelle Mooney, Elaine Simmons, Kala Steffen, Anne Higgins.

Absent: Lisa Peterson

Mandatory Training Report – Rick & Wynn

- Wynn and Rick suggested operating the committee under the philosophy that there are three types of training: 1. mandatory (required by law and/or other outside agencies and self-inflicted), 2. department-mission critical and 3. personal performance enrichment.
- Wynn is currently communicating with Dr. Heilman regarding what is considered “mandatory” as required by law or recommended by the lawyer.
- Rick has been surveying various managers regarding their thoughts on types of training.
- An administrative request has been made for sexual harassment training. The training will be mandatory for all employees. It has been recommended that the training occur on the Barton campus during Professional Conference Days and that the training for the Fort Riley campus should occur by the end of January. The Professional Development Committee will need to work with Faculty Council to plan for the Barton campus training. Faculty Council plans and coordinates Professional Conference Days.
- Members discussed the training being available in an online format for Fort Riley, for employees unable to attend the live training and for new hires.
- It was suggested that there be two separate training programs – one for employees and one for managers. Members expressed interest in a trainer that would have experience in facilitating this type of training in an educational facility.
- A sub-committee was named including: Elaine, Julie Kramp, Julie Knoblich, Renelle, Carol and Wynn.
- A proposal/recommendation will need to be forwarded to President’s Staff.
- **ACTION: Wynn and Rick will provide a list of proposed mandatory training topics at the December meeting.**
- **ACTION: The Sexual Harassment sub-committee will provide a report at the December meeting.**

Faculty Council Report – Renelle Mooney

- Renelle reported on a survey that was administered at the fall all-faculty meeting. The survey revealed interest in having training in Word, Excel, Access and

PowerPoint. The survey results also indicated that there are faculty members who would be interested in serving as trainers.

- **ACTION: Renelle will bring a more detailed report to the December meeting.**

Quality Service Training Report – Carol, Shanna, Kayla & Wynn

- Carol, Shanna and Kayla reported that the QS training on the Barton campus is complete for the fall semester. The plan is to shift back to “live” quality service training on the Barton campus with the hybrid approached reserved for back-up situations.

- The Barton campus trainers will be working towards student quality service training in the spring. There are approximately 180 students that need training. Trainers will also offer another segment of employee QS training.

- Ft. Riley will complete the initiation of quality service training by year end. This training cycle does not include training for Troop School.

- Wynn suggested that the College reconsider the “mandatory” requirement for quality service training. He recommended that the training be considered in the “department-mission critical” training category. Wynn’s suggestion prompted a conversation about the monitoring of mandatory training. Committee members voiced their opinion that this was the role of President’s Staff.

- **ACTION: Carol, Shanna and Kayla will provide a report on spring QS training.**

- **ACTION: Wynn will provide a Fort Riley QS follow-up report.**

Employee & Management Survey Drafts – Carol, Julie & Alan

- Carol, Julie and Alan distributed draft surveys – one for employees and one for departments/managers.

- Committee members provided comment and suggested edits.

- **ACTION: The subcommittee will bring revised surveys to the December meeting. The committee will also contact Charles Perkins to begin work towards the completion of the online survey system.**

Confidentiality – Confidentiality Statement

- Elaine asked members to think about signing a confidentiality statement to serve on the committee.

- **ACTION: The committee will discuss this further at the December meeting.**

Next Meeting – December 5, 2006 – 3:00-4:00, S-137/ITV Ft. Riley

Minutes taken by

Anne Higgins

Administrative Assistant