

**Professional Development Committee Minutes  
Tuesday, December 6<sup>th</sup>, 2006**

**Science & Math Building, S-137/ITV (Fort Riley)  
3:00-4:30pm**

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

**Absent:** Lisa Peterson and Alan Mettling

**Mandatory Training Report – Rick & Wynn**

- It was reported that legal council believes the following six items should be included in required professional development training:
  - Employment Discrimination – ADA/EEOC
  - Student with Disabilities – (physical and emotional)
  - FERPA
  - HIPPA
  - Sexual Harassment
  - Student Discipline
- It was agreed that some of these training areas will be dependent on the area of the College; thus a need to determine which should be college wide and which should be departmental.
- **ACTION ITEM:** Rick will forward additional information that he has collected from a variety of departments.
- **ACTION ITEM:** Myrna Perkins forwarded a meeting request to Julie and Elaine to meet about training related to a Drug-Free Workplace. The meeting is January 18<sup>th</sup>.

**Anti-Harassment Sub-Committee Report**

**Julie Knoblich, Wynn, Carol, Renelle, Elaine & Julie**

- Target Date for Barton County Campus Training - January 10<sup>th</sup>, 2007
- Barton Campus Employees – 252, Barton Campus Supervisors – 86
- Ft. Riley Employees – 50, Ft. Riley Supervisors – 12
- The group discussed different approaches to offering Anti-Harassment training. Variables included type of presentation, training size, length, and interactions.
  - Consultant #1 – Live, one session for employees, one session for supervisors at both Barton and Ft. Riley, length ranging from 1.5-2 hours.
    - Pros – consistent in presentation, it will be completed, comfort level, outside source.
    - Cons – cost, time frame to schedule, record keeping, small groups vs. mass groups.

- Consultant #2 – Live, one session for employees, one session for supervisors at both Barton and Ft. Riley, length ranging from 1.5-2 hours.
  - Pros – cost is less than #1, consistent in presentation, it will be completed, comfort level, outside source.
  - Cons – time frame to schedule, record keeping, small groups vs. mass groups, unsure if knowledgeable on supervisory level.
- E-Companion – Done in a hybrid fashion with two possible instructors from Ft. Riley.
  - Pros - cost, online, individual situation, test online, minimal record keeping.
  - Cons – comfort level, prep-time,
- One consultant live at Barton and Hybrid at Ft. Riley
  - Pros – cost/savings, comfort level, accountability at Ft. Riley.
  - Cons – inconsistent, may miss content
- Costs are approximated for each consultant and are dependent on the headcount, length of session and travel expenses.
- **ACTION ITEM:** It was decided that the choices would be shared with President's Staff on December 11<sup>th</sup> for guidance and decision-making.

**Faculty Council Report – Renelle Mooney**

- Postponed to January meeting.

**Employee & Management Survey Drafts – Carol, Julie & Alan**

- Survey has been revised and completed and will be administered in January.

**Confidentiality – Confidentiality Statement**

- Confidentiality will be discussed at the January meeting

**Next Meeting – To be decided after 12/11 S-137/ITV Ft. Riley**

Minutes Recorded By:

Anne Higgins - Administrative Assistant