

**Professional Development Committee
Wednesday, January 3, 2007**

**Technical Building, T-103/B35/Russell High School
1:30-3:00p.m.**

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

Absent: Virginia Fullbright and Alan Mettling.

Anti-Harassment “Live” Faculty Training Report – Subcommittee

- The training is mandatory for both campuses – faculty members.
 - The training on the Barton campus will be January 10, 2007, 8:30-11:30, S-118. Rahdallee Hindman is the presenter. There will be a sign-in process.
 - The training at the Fort Riley campus is in development. Estimated Delivering Timeframe – February.

Employee & Management Survey Report – Carol, Julie & Alan

- Surveys will be sent January 12.
- Dr. Heilman will make preliminary announcement of upcoming survey.
- Completion Deadline - February 2.
- Results will be compiled for the February PD meeting.

Confidentiality – Confidentiality Statement

- The committee discussed the development of a confidentiality statement. Members presented determined that it was more appropriate for individuals to simply be mindful of the importance (and sensitivity at times) of the information shared and discussed at committee meetings.

Faculty Council Training Report – Renelle Mooney

- The previous anonymous survey will be researched so that potential trainers can be identified.

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

- The group discussed the current “mandatory” status of Quality Service Training.
- Trainers discussed upcoming training.

President’s Staff Directive

- Short Term Training
 - Live sexual-harassment training for both campuses
- Long Term Training
 - Online Training System

- Multi-media approach – limited reading.
- System for assessment, online monitoring, record-keeping and employee support.
- Payment to trainers
- Use for Mandatory Training (regular employee and supervisory tracks as needed)
- Fort Riley employees, Janet Balk and Alissa Duncan will begin creating an online training course, using anti-harassment as the pilot topic.

ACTION ITEMS

- Anti-Harassment Training (January 10th – Barton Campus)/(February - Fort Riley Campus)
- Training Survey (January 12-February 2)
- Check Back with Attorney for Mandatory Training Definitions
- Review Wynn’s Definitions & Training Framework

Next Meeting – February 15 (3:00-4:30p.m.)