

**Professional Development Committee Minutes**  
**Friday, May 18, 2007**  
**Science and Math Building, S-137/B35**  
**3:00-4:00 p.m.**

**Present:** Wynn Butler, Caicey Crutcher, Carol Dellinger, Julie Kramp, Shanna Legleiter, Joel Lundstrom, Kala Steffen, Elaine Simmons and Lana Besthorn.

**Absent:** Dr. Rick Abel, Virginia Fulbright, Anne Higgins, Julie Knoblich, Kandi LeClear, and Alan Mettling.

**Faculty Council Report – Joel**

- Faculty Council is moving ahead with plans to bring Mark Johnson to speak on “Dealing with Challenging People” for Professional Conference Days. Faculty Council would like to partner with the Professional Development Committee for this event. The program will be open to all Barton employees.

**Quality Service Training – Carol**

- Carol indicated that there are two employees who need to complete Quality Service training. Carol was interested in knowing if two employees were too few to offer the training. She shared that Kala and she would do the training for free; however, she was interested in the committee’s viewpoint on the situation.
- After discussion among committee members about the pros and cons of offering quality service training for a small group, Elaine asked if the employees could wait until the Professional Development Plan was in place, if approved by President’s Staff. Kala felt the employees would wait.
- The committee also discussed payments to trainers with small groups. The question, how few is too few to train in a small group and still receive compensate was the central theme to the discussion. Wynn stated that trainers should be paid for x amount times the number of people to be trained. If someone misses training, the trainer is still paid x amount because payment is part of a contract. Wynn also stated that there is a problem with paying people to do in-house training – most people will not do training unless their paid.
- **ACTION:** The committee needs to revisit trainer compensation for small groups of employees. The conversation needs to consider both live and online training.

**Professional Development Plan – All**

The committee reviewed a draft Professional Development Plan. Comments were provided to assist with editing the document.

- Comments – last paragraph and page four. We want to have personal enrichment training for employees – can plan specified that money will be available?
- Plan Goals – first paragraph, last sentence suggests that in the future, employees will need to apply for training funds.

- Financial Aid and Human Resources on page three – we need to go back to these areas and list information.
- Under supervisors (four and five) the same information is listed twice – remove since information is on page two already.
- E-training on page six – why is e-training course development a part of Professional Development Plan? Shouldn't it be a part of the Faculty Council's Professional Development Plan with funds coming from their budget?
- Budget money – page seven should include statement about budget money for all three training areas.
- Under Future Plans & Recommendations change word charged to something else – i.e. empower
- Shanna had a suggestion to use faculty budgets to attend yearly seminars for accredited programs.
- Kala stated that the plan is easy to follow.
- President's Staff report – Elaine stated that the Professional Development Plan be presented at the June 4<sup>th</sup> President's Staff meeting. Everyone from PDC is welcome – Carol Dellinger, Julie Kramp, Kala Steffan and Caicey Crutcher will attend the meeting.

#### **Action Items & Assignments**

- Elaine will make edits to the plan for the June 4<sup>th</sup> President's Staff meeting.
- Elaine will contact Marilyn Beary about what part of the agenda the Professional Development Plan will be presented and in turn notify those committee members who plan to attend the meeting.

#### **Future Meetings**

- Future meetings are on hold until further information is known about the proposed plan.

Recorded by Lana Besthorn