

**Barton's Professional Development Team  
Meeting Agenda**

<b>Team Name:</b>	Professional Development	<b>Date:</b>	April 2, 2008
<b>Process/Project:</b>	Monthly Meeting	<b>Time:</b>	3:00PM
<b>Recorder:</b>	Anne Higgins	<b>Place:</b>	S-137

<b>Meeting Facilitator: LaVonne Gerritzen, Julie Knoblich and Mike Flynn</b>					
<b>Team Members:</b>	<b>Present</b>		<b>Present</b>	<b>Title</b>	<b>Present</b>
Rick Abel	X	Mike Flynn		Julie Knoblich	X
Wynn Butler	X	Virginia Fullbright	X	Shanna Legleiter	X
Caicey Crutcher	X	LaVonne Gerritzen	X	Joel Lundstrom	X
Carol Dellinger	X	Anne Higgins	X	Kala Steffen	

<b>Agenda: Key Discussion Points</b>	<b>Discussion Items</b>	<b>Actions Taken</b>
<b>Topic 1: Professional Development Plan Expenses</b>	Hand-out	<p><b>Anti-Harassment:</b> Alissa Duncan</p> <p><b>Employment Discrimination:</b> Joel Lunstrom</p> <p><b>Students w/ Disabilities:</b> LaVonne is attending "Disability Resources Training" by the Dept of Commerce to work on Policy &amp; Procedures. Gerald Butler took the "disabilities" course through eCollege—so he might be a resource. Carol Dellinger also volunteered</p> <p><b>FERPA:</b> LaVonne</p> <p><b>Student Discipline:</b> See if Angie Maddy &amp; Latitia Snow could work together on this</p> <p><b>Blood-Borne Pathogens:</b> LaVonne will meet with Kathy H.</p> <p><b>Drug-free Environment:</b> Diana Cahoon will work with LaVonne, LaVonne will put info into a shell</p> <p><b>Emergency Mgmt:</b> No funds needed</p>

		<p><b>Employee Orientation:</b> Funds carried over to 08-09 fiscal year</p> <p><b>E-Course Cert:</b> LaVonne will take this course to finalize certification</p> <p><b>CITE Conf:</b> Pd. by Julie Knobich</p> <p><b>Time Mgmt &amp; Mtg Facilitation:</b> Covered under Supervisory Skills in January 08 (\$6121.02 pd)</p> <p><b>CMD:</b> August 07 workshop</p> <p><b>Presentation Techniques:</b> Carry funds over to 08-09, LaVonne &amp; Rick will team teach</p> <p><b>Basic &amp; Adv. Operations:</b> Will pay trainers for Office 07 training, estimated amount will carry over to 08-09 remaining amount</p> <p><b>Conflict Mgmt:</b> Covered under Supervisory Skills</p> <p><b>Dream Weaver:</b> Dana will teach to update/maintain webpage, open to all on campus who work with Dream Weaver</p> <p><b>Advance Leadership Simulcast:</b> Dr. Heilman's request, 3-5 people, \$69/person</p> <p><b>Balance of Funds:</b> Julie will see if it can be rolled to 08-09</p>
<p><b>Topic 2: President's Staff</b></p>	<ol style="list-style-type: none"> <li>1. Professional Development Plan Expenses</li> <li>2. Clarify "who" is mandated (of current employees and new employees) to complete online sessions (do adjunct faculty fall under this mandate)</li> <li>3. July 1<sup>st</sup>—online shells complete (anti-harassment, employment discrimination, students with disabilities, FERPA, Barton's student discipline, blood borne pathogens and drug-free environment)</li> <li>4. Need volunteers for two sessions (disabilities &amp; discipline)</li> </ol>	<ol style="list-style-type: none"> <li>1. Discussed and approved</li> <li>2. In discussion, will ask the Presidents Staff for clarification on "who" is mandated to take</li> <li>3. Pre/Post Test Discussion. It was concluded that one must make 80% or they will have to retake second post test.</li> <li>4. Student Discipline – Laticia and Angie were suggested, Student Disability – Carol, Amanda and Sherry Henry were suggested—Gerald Butler might</li> </ol>

	<ol style="list-style-type: none"> <li>5. Each session will contain approximately one hour of materials, plus 15-20 question quiz</li> <li>6. Need to know how much time from hire employees will have to complete</li> <li>7. Need to know how much time after July 1<sup>st</sup> that current employees have to complete</li> <li>8. Working on 08-09 Plan</li> </ol>	<p>be a resource, since he took the “disability” course through eCollege</p> <ol style="list-style-type: none"> <li>5. Discussed and approved – all courses would take approximately 7 hours of employees time</li> <li>6. It was agreed that there is a 90 day time frame for completion of all seven courses</li> <li>7. Email will be sent out for thoughts of what is needed by employees.</li> </ol>
<b>Topic 3: Shells Needed</b>	<p>FERPA Blood Borne Pathogens Drug-Free Environment</p>	<p>FERPA – LaVonne Blood Borne Pathogens – Kath H. &amp; LaVonne as a TA on the shell Drug-Free Environment – LaVonne Shells will be kept under “Professional Development” in BartOnline.</p>
<b>Topic 4: SMART Classroom</b>	<p>Need 2 teams – to check directions in S-152 (newer), S-151 (older) and T-124 (ITV)</p>	<p>Carol &amp; Kala Rick &amp; Mike Joel will find two reps at Ft. Riley to do theirs</p>
<b>Topic 5: 08-09 Plan</b>	<ol style="list-style-type: none"> <li>1. May meeting devoted to this topic –</li> <li>2. Need suggestions by meeting (LaVonne will compile &amp; send out before meeting) -- a WISH LIST (ask colleagues)</li> <li>3. Send ideas (topics), speaker name, approximate cost</li> </ol>	<ol style="list-style-type: none"> <li>1. 2008-2009 Plan – ideas, which list, needed training.</li> <li>2. Email was sent out by LaVonne and Shanna to the Barton Employees regarding suggested needs, they will compile a list of responses.</li> </ol>
<p><b>Other suggestions/comments from team:</b></p> <ul style="list-style-type: none"> <li>• It was discussed that it seems that 07-08 Professional Development has mostly benefited Faculty or Administration. Focus needs to be placed on staff positions in 08-09 also. Possibility of a “Lunch &amp; Learn” was brought up.</li> <li>• Discussion regarding who paid for the Faculty – Professional Development or Faculty Council. It was concluded that Professional Development is meant to benefit non-faculty positions and Faculty Council covered faculty.</li> </ul>		