

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

Team Name:	Professional Development	Date:	May 7, 2008
Process/Project:	Monthly Meeting	Time:	3:00PM
Recorder:	Anne Higgins	Place:	S-137

Meeting Facilitator: LaVonne Gerritzen, Julie Knoblich and Mike Flynn					
Team Members:	Present		Present	Title	Present
Rick Abel	X	Mike Flynn	X	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	X

Agenda: Key Discussion Points	Discussion Items	Actions Taken
Topic 1: Online Shell Update		<p>Anti-Harassment: Alyssa and Joel are in progress on their shells.</p> <p>Disabilities: LaVonne attended a Disability Resource Training, will be purchasing the book. Information from Carol, Amanda and Sherry</p> <p>FERPA: LaVonne is working on it.</p> <p>Discipline: LaVonne is working on it.</p> <p>Blood Borne Pathogens: LaVonne has met with Kathy, in progress.</p> <p>Drug Free: LaVonne met with Diana, should be complete in one week.</p>
Topic 2: Budget		<p>Budget: \$2596.01 remaining in account.</p> <p>Office Training: LaVonne will purchase 50 copies each of Microsoft Office Word, Excel, PowerPoint and Outreach. One per campus office use when Office07 transition begins.</p> <p>Shell Creation/Management Discussion: The amount one should be paid for managing a shell was discussed. With the number to manage, Joel suggested \$1500 which comes from the Bartonline pay-scale. LaVonne will present to the Presidents Staff.</p> <p>Strategic Plan Relation: Believed to match in #4 – Valuing people Carol moved that we take the plan submitted by LaVonne.</p>

Topic 3: SMART Classroom		Changes or corrections moved to June. Concern about the changes in the labs with the building renovations.
Topic 4: 2008-0229 Plan		<p>Professional Conference Days:</p> <p>Ft. Riley – a speaker will be found to speak about Wounded Soldiers. Joel will speak to Gene regarding possibilities for the October All Faculty Break. The 3rd week is Enrollment/Advisement Day, all employees are there and could possibly work for Donna Martin, Ruby Payne to give presentation.</p> <p>Barton – Generation X and Y discussion. Suggested speakers – Ron Willis, Mark Taylor (\$2000+ expenses, but will be in Pratt and Butler so could be less), Donna Martin (Brain Health, motivation...\$300 for 90 minutes).</p> <p>Command Spanish: Barton will be having a Command Spanish course for all employees to enroll in. Determined it was not needed at Ft. Riley.</p> <p>Spring: Ruby Payne for both Great Bend and Ft. Riley campuses.</p>
<p>Other suggestions/comments from team: Wynn brought up discussion about eCertificatioin and CITE funding for those at Ft. Riley. Because it is not for all Barton employees he will submit to Faculty Council for assistance.</p>		