

Barton County Community College Professional Development Plan FY 2008

Employees are the principal strengths of Barton County Community College. They merit professional development support that promotes individual growth, retention, and the desire and ability to join with the institution to meet the challenging and changing needs of partners, students, constituents and communities. The success of a professional development program is defined by individual initiative, acceptance of opportunity and commitment of appropriate financial and staff resources. Management responsibilities associated with a professional development plan include a commitment to the program, allocation of resources to support the plan, arrangements for coverage during absences for professional training, demonstration of sincere interest and support for individuals undergoing training and encouragement for those who are hesitant to expand their individual growth and development. Barton's strategic plan and its 2007-2008 yearly goals reference the development of "a highly functional human resource system." In line with this goal, the Professional Development Committee (PDC) submits the following plan for consideration.

Plan Goals

The plan calls for the development of training activities available to all employees but specifically for college staff. The institution has tasked two different committees with professional development responsibilities, i.e. the Professional Development Committee and the Faculty Council. As implied, Faculty Council was charged with the development of professional development activities and the management of a budget for faculty, full-time and associate. The Professional Development Committee is assigned the responsibility of creating a plan and managing a budget for staff employees. A faculty council representative sits on the PDC; thus, encouraging the collaboration of training projects and the combined use of budgets for specific projects. Overall, the implementation of the committees, the assigned budgets and the planning goals are designed to aid the availability of consistent professional development programs that will improve and enhance the skills of college employees. In addition, the plan initiates the future development of a centralized approach to administering professional development activities that will assist in meeting current and projected institutional needs, identify levels of funding and ultimately provide maximum opportunities for college personnel.

Activities and programs outlined for the FY '08 year are not intended to replace or eliminate professional development traditionally approved at the management level for staff employees. The recommended activities are intended to serve as supplemental professional development opportunities.

Training Categories

The professional development committee established a framework to assist in the preparation of a college-wide training plan. The framework establishes a three-tier structure to prioritize training efforts. The three categories in order of importance are listed:

1. Directed, Required or Mandated Training
 - College-wide
 - Select Groups
2. Training to Support Mission or Operations
3. Personal Enrichment Training

Directed, Required or Mandated Training Category

Mandated training topics are derived from federal, state, and/or local regulations and laws, college governance policies and procedures and safety criterion. Mandated training can be subdivide into training that is required for all employees of the College and/or training that is required for select employee groups, i.e. forklift training for Physical Plant employees, management training for supervisors, etc. Some training in this category will be annual and some will be implemented into a new employee orientation. The committee's recommendation is to maximize the use of the online learning environment for mandated training.

Current Status of Directed, Required or Mandated Training:

- Mandatory Anti-Harassment training has been completed (spring 2007).
- A draft online version of Anti-Sexual Harassment training has been constructed. Alissa Duncan has agreed to enhance the course as the first of several online training courses.
- Course shells need to be established and instructors selected for the remaining seven college-wide topics.
- The new employee orientation course will be the most challenging of the seven college-wide topics to complete. This training course will need several levels and components to accommodate various employee classifications, college locations and venues. The eight college-wide topics are:
 1. Anti-Harassment
 2. Employment Discrimination – ADA and EEOC
 3. Students w/Disabilities both Physical and Emotional
 4. Family Education Rights and Privacy Act-FERPA
 5. Student Discipline (Legal issues – policy)
 6. Blood Borne Pathogens
 7. Drug-Free Environment
 8. Emergency Management
 9. New Employee Orientation (including Quality Service Training)
- The committee discussed select group training and identified several departments/groups including Physical Plant, Security, IT, Financial Aid, Human Resources and Supervisors. This list is not exhaustive and additional research needs to be completed to accurately identify all specific work groups that have directed, required or mandated training. For the purpose of this proposal, the committee identified training needs for the following select groups:

Physical Plant

1. Confined spaces
2. Lock-out/Tag-out operator
3. Potable Water certification
4. Wastewater certification

5. Hazardous Materials
6. Forklift Training
7. Asbestos Training
8. Custodial Development
9. Locksmith Training
10. Landscaping & Grounds
11. Boiler & Refrigeration
12. Refrigerant Certification

Security

1. Report writing
2. Interrogation procedures

Supervisors

1. College Policies & Practices
2. Employment Law
3. Quality Service (curriculum identified)
4. Management Skills
5. Communication Skills
6. Team Building
7. Employee Performance Reviews
8. Fiscal Reporting & Analysis

Training to Support Mission or Operations

Mission support training focuses on providing required knowledge and skills for attainment of the College's mission or vision. Mission support training is generally not college-wide, but is targeted to meet specific requirements for a particular area, division and/or department of the College.

Examples:

- Bartonline is an educational delivery platform used by some faculty. Instructors that teach using Bartonline might be required to complete training in online instruction (ecourse Certification).
- Instructors teaching an ITV class might be required to achieve ITV Certification. Faculty may be required to complete additional coursework to meet credential requirements.
- Annual financial aid updates for financial aid personnel.

For the purposes of this professional development plan, mission or operations training was identified through a Pareto analysis of recent employee and manager survey results. The Pareto analysis established a priority list of seven topics for FY 2008. The committee's intent is to revise the topic list for this training category on an annual basis. This will be accomplished by referencing previous survey data, administering new surveys as appropriate and collaborating with managers.

Current Status of Mission or Operations Training:

- o Seven topics were selected from the Pareto analysis as the priorities for FY 2008. The topics include:
 1. Instructional Technology
 2. Supervisory skills
 3. Communications
 4. Excel
 5. Power Point
 6. Conflict Management
 7. Dream Weaver

Personal Enrichment Training

Personal enrichment training is focused and determined primarily by individual employee interests and requests. Enrichment training should have some indirect or long-term application to the employee’s position and function at the College. Employees should seek approval from their supervisor for enrichment training, if it is scheduled to occur during the employee’s work period.

Current Status of Personal Enrichment Training:

Specific topics for personal enrichment training have not been established. Personal enrichment training is by individual employee request. Approval is based on resource availability.

Training Plan and Resource Allocation

The following chart illustrates the Professional Development Committee’s recommendations for training and resource allocation for FY 2008. Available resources were allocated to the three categories in priority order.

Codes:

DR&M = Directed, Required or Mandatory M&O = Mission and Operations
PE = Personal Enrichment

Category	Sub-Category	Topic	Frequency	Format	Estimated Costs
DR&M	College-wide	Anti-Harassment	Ongoing	Online	\$500
DR&M	College-wide	Employment Discrim.	Ongoing	Online	\$500
DR&M	College-wide	Students with Disabilities	Ongoing	Online	\$500
DR&M	College-wide	FERPA	Ongoing	Online	\$500
DR&M	College-wide	Student Discipline	Ongoing	Online	\$500
DR&M	College-wide	Blood Borne Pathogens	Ongoing	Online	\$500
DR&M	College-wide	Drug-free Environment	Ongoing	Online	\$500
DR&M	Select Groups	Emergency Management	Ongoing	Live and/or Online	\$500

DR&M	College-wide	Employee Orientation	Ongoing	Online	\$1,500
DR&M	Select Groups	TBA	Ongoing	TBA	N/A
M&O	Instructional Technology	E-Course Smart Classroom	See Notes Below	Live	\$1,200
M&O	Instructional Technology	E-Course Certification	See Notes Below	Online	\$4,380
M&O	Supervisory Skills	Time Management Meeting Facilitation	Two Each – Two Hours Wkshps One/Campus	Live	\$400
M&O	Supervisory Skills	CMD –Dr. Graham	Expenses	Live	\$930
M&O	Communications Skills	Presentation Techniques	Four – Two Hours Wkshps Two/Campus	Live	\$400
M&O	Communications Skills		Save as Above	Live	\$400
M&O	Excel	Basic & Adv. Operations	Basic & Adv. Per Campus	Live	\$400
M&O	PowerPoint	Basic & Adv. Operations	Same as Excel	Live	\$400
M&O	Conflict Management		Three Wkshps/Campus	Live	\$400
M&O	Dream Weaver		Two Wkshps One/Campus	Live	\$200
PE	Personal Enrichment				N/A
Total					\$14,610

Instructional Technology Notes:

- Establish three workshops for both E-Course (basic and advanced) and SMART classroom training. The E-Course basic workshop would be offered to faculty as an introduction to online instruction. The E-Course advanced workshop would be offered to faculty who went through the basic workshop and want a more advanced introduction to online instruction prior to the faculty member pursuing E-Course certification. The SMART classroom training would be offered in two sections; one to introduce faculty to enhanced instructional techniques and the other to cover the technical aspects of how the equipment works. Each workshop would be offered in a two-hour block. The workshops would need to be conducted once each semester at both major geographic areas. Times TBD. Cost of the workshops - \$100 each. Workshops taught at both major locations twice a year for a total of 12 workshops. **Subtotal \$1200**
- E-course certification – online classes scheduled by eCollege. <http://eteaching.ecollege.com/> eTeaching institute. Individuals who complete this training will be requested to provide training for additional faculty and staff upon the

successful completion of their training, thus decreasing ongoing costs for outsourcing this training. The following courses are available:

- EDU 101A - eCertification: Developing Online Courses \$450.
 - EDU 101B - eCertification: Teaching Online Courses \$450.
 - EDU 105 - Using eCompanion \$195
 - EDU 106 - Reviewing and Enriching Your Online Course \$450.
- Recommend selecting four employees to enroll in the Using eCompanion course – EDU 105. These individuals would complete the course and would then be available for the workshops on E-Courses, as needed. **Subtotal \$780.**
 - Recommend selecting three employees to complete EDU 101A and EDU 101B. These individuals would then be available for the workshops on E-Courses. **Subtotal \$2700.**
 - Recommend two employees who have either extensive knowledge of eCollege or have completed EDU 101A and B enroll in EDU 106. These individuals would facilitate the advanced workshop for E-Courses. **Subtotal \$900.**

Budget Constraint and Final Budget Projection

The PDC has a \$15,000 budget for FY 2007. The committee has spent approximately \$4,000 on quality service and anti-harassment training. A portion of the remaining balance was used to pay for Management & Leadership Training set up by Dr. Heilman using Dr. Gerald Graham from the WSU Center for Management Development.

Additional expenses for this training (mileage and lodging for the speaker, breaks and meals for the participants) will be deducted from FY 2008 professional development budget.

Trainers & Compensation

The committee encourages the use of in-house trainers as much as possible to fulfill the Professional Development Plan and recommends the following payment structure for in-house trainers:

Credit Training Payments

- Live Training - Full-time Faculty & Staff – Current Overload Payment Structure
- Live Training - Associate Faculty - Associate Faculty Payment Structure
- Online Training - Faculty & Staff - Current Bartonline Payment Structure

Non-Credit Training Payments

- Live Training (Faculty & Staff) - \$50 per contact hour (includes R&D/Preparation)

Online Non-Credit Training Payments

- Development & Maintenance Fee (Faculty & Staff) - \$400-\$1200 (depending on specific training subject)
 - Payment for development and maintenance is valid for one year. Annual upgrade fees are available dependent on course needs.
- Training Fee (Faculty & Staff) - \$400

Additional Compensation & Payment Criteria

- If two employees team-teach or develop training programs, payments will be split.
- If employees elect to take designated credit-bearing training courses either by their own choice (as approved by their supervisor) or as directed by their supervisor, they will not be expected to pay the tuition and fees associated with the course.
- Exempt full-time trainers will receive compensation at the rates previously noted.
- Hourly full-time trainers will receive compensation at the rates previously noted (calculated at an hourly rate as applicable) minus their current rate of pay if the training is during regular working hours. Example: \$50.00 per hour established rate minus \$10.00 per hour current rate of pay equals \$40.00 per hour for each hour of training session.
- All in-house trainers should communicate with their supervisors regarding vacation leave. These communications should be documented. The Human Resource Department contacted Wage and Hour; the institution is not at risk if an employee is asked to conduct in-house training during the regular work week and is or is not asked to report vacation leave.

Future Plans & Recommendations

1. Implement the professional development plan under the direction of the Human Resources Department. Appoint a position to manage the activities, while empowering representative committees and task forces with the mission of identifying needs, suggesting programs, establishing priorities and assisting in completing approved activities.
2. Identify individuals to create and teach college-wide online mandatory courses.
3. Establish sub-team to create, conduct and/or identify selected group mandatory training.
4. Identify a sub-team to create and manage new employee mandatory orientation.
5. Identify college employees to conduct mission workshop training.
6. Establish a sub-team to allocate and monitor funds expended for enrichment training and ecourse certification.
7. Increase the institution's fiscal support of professional development activities.

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