

**Professional Development Team  
Minutes 5-5-11**

Present: Julie Knoblich, Virginia Fullbright, Caicey Crutcher, Regina Reynolds, Anne, Higgins, Shanna Legleiter, Rick Abel, Carol Dellinger.

**OLD BUSINESS:**

**Financial:** Anne passed out copies of the current budget. We are still waiting on receipts from several who have requested funds. It was decided that we would include a statement in our application form that indicated that receipts must be submitted to us within two weeks after the professional development event to be eligible for reimbursement. Shanna will update our form.

**Shells:** Anne asked who had checked their shell links. Disabilities 101 and Drug Free Environment have been checked. No others were reported on at this meeting.

**NEW BUSINESS:**

**Instructor Cancellation Stipend:** The question arose whether or not we pay the \$25 stipend if an instructor chooses to cancel a class. It was decided that if it is a new prep and we decide to cancel, we will pay. All other scenarios will be decided on a case by case basis.

**Faculty and Professional Development Funds:** Discussion was held whether or not to fund employee requests when they are getting funds from several sources. If we are given the responsibility to fund individual professional development next year, the committee will need to be more diligent about checking this, as well as checking to make sure that faculty approach Faculty Council first before requesting our funds.

**Future Training:** If we are funded next year, we want to get some ideas in place for training for the next school year.

**Request for Intermediate Excel Class:** We can request that Deanna Stevens develop a more basic (developmental) Excel class, and then teach the current Basic Class as an Intermediate. If she does not want to do this, we might search out a staff person to teach the basics, and have Deanna continue with the more advanced classes. Shanna reminded us that to request Deanna's services, we need to go through Janet Kirmer.

**Request for Access class:** This would need to be very basic. Julie questioned whether or not this would be Banner oriented or non-Banner, but it appears from the request to be database oriented (non-Banner.) We could request Deanna Stevens or Christy Gale to teach it.

**Ruby Payne Panel:** This group would like to present during Professional Days so that the information would be out there at the start of the semester. Carol will contact Dr. Quinn and/or the new Faculty Council chair to see about getting this on the agenda for one of those days. There would be no cost for this presentation, so it could be scheduled without regard to budget considerations

**Building on the Strengths of Your Department (Appreciative Inquiry):** Gil Cloud and Julie Kramp would like to do two sessions. They want to repeat the beginning session, this time inviting

supervisors, and encouraging them to invite their employees. Then they want to do a follow-up session, inviting both beginning groups (Fall 2010 and Fall 2011) to participate.

**Deans and Director's Program:** Julie Kramp and Jane Howard attended a conference and would like to bring back what they learned to present to anyone interested.

**Website:** Dana is working on training folks to work with the Barton website and would like to coordinate a training program of some sort through out PD group.

**Andy Masters:** Mark Dean attended a conference where Andy Masters was the speaker. Mark was very impressed with this motivational speaker and would like to see him on our campus. The cost is not posted on Andy's website, so this would need to be researched further, if we are funded.

**Lucas BD:** This was brought forward from last month's agenda and no one could remember at the time what it was for. {Editor's note: Carol has since found out that it stands for Mary Lucas, Butcher's Daughter. Mary Lucas spoke to the Office Professional's group and was very well received. Her topic is "Wisdom in the Workplace" – things she learned from her father, a butcher. She is out of Kansas City, so might be cost-effective. }

**Employee Wellness:** How to Create a Program that Achieves High ROI (Return on Investment.) Julie noted that this is geared towards employee wellness within the system of the workplace, not individual wellness.

**Indian Track Star:** Carol was approached by Dr. Learned at the SSS banquet on Sunday night and given the name of a world-famous Indian track star who is a good inspirational speaker. She will get the name again from Dr. Learned for consideration if we are refunded.

Submitted by Carol Dellinger