

**PROFESSIONAL DEVELOPMENT COMMITTEE  
MINUTES  
APRIL 20, 2012**

**Present:** Shanna, Caicey, Ron, Julie, Rick, Anne, Carol

**Old Business:**

**AQIP Report** – it was determined that the GB and FR Professional Development groups would develop their own AQIP report. This will be the topic at the next GB PDC meeting.

**Customer Service Training:** We have been given to go-ahead to proceed with plans for customer service training on the Great Bend campus through Noel-Levitz 20 minute DVD training sessions, with volunteer facilitators leading discussion afterwards. May I go ahead and talk to them about securing this program? Do I direct billing to you?

It was felt by the committee that facilitators should receive some compensation (esp. since trainers were paid in the past), although Dr. Quinn had indicated that we should seek volunteers.

**Directory** – it was decided that the directory Anne has been updated is for the overall information, names will not be included. Discussion about sending Directory information out twice a year was discussed.

**Budget:** We were allocated \$10,000 in this year's budget, but were asked not to do programming until this was verified in January. We were informed that we now have \$8,000 to spend by June 30. Carol will contact Fort Riley's PD group to let them now there is money available. Next year our Great Bend campus will receive \$2500 which we are to split with Fort Riley. Faculty Council will also receive \$2500. It is not known if they are to split their funds as well, or if they will be operating as one committee for both campuses. It was brought up for discussion whether we might want to join with Faculty Council as one committee for the Great Bend campus. No conclusion was reached.

It was recommended that we purchase twelve \$50 Chamber Gift Certificates from this \$8,000 budget and use them to thank the facilitators who come forward to lead the Noel-Levitz discussions. Is there any reason we could not do this? Would the facilitators have to fill out anything taxwise?

Discussion was held about inviting speakers for the Fall Professional Conference days and paying them in advance. Is there any reason we couldn't do this? Who do we need to talk to about scheduling time?

Recommendations were:

- Ron Willis – customer service (same presentation as he did for the AKCOPP Conference)
- Ruby Payne training for college campuses
- On Course - motivating students training (this might be more appropriate for Faculty Council?)

Members were invited to consider additional speakers and let Anne or Carol know.

## **New Business:**

### **Planning for next year:**

- Dr. Abel will be offering additional computer training sessions (i.e. hybrid classes, shell training) and would like for us to promote them through the Professional Development Committee.
- August 6 will be a full day for new faculty orientation, and then there will be monthly meetings after that. This might be a place to provide training opportunities.
- It was recommended that we re-survey the staff and faculty very early in the semester about what computer training they would like to see offered, esp. since there will be a lot of new folks on board.
- Shanna has an interest in doing the Disney Leadership Excellence training (cancelled last year)
- Starlink – Carol, Anne, and ReGina will develop a list that can be used throughout the next fiscal year for the training/learning times.
- Determining what other training staff employees want
- Other topics that were recommended for consideration: Planning for Retirement and Money Management

Submitted by Carol Dellinger