

**Professional Development Committee Minutes**  
**Tuesday, April 11, 2007**  
**Science and Math Building, S-137/B35**  
**2:00-3:30 p.m.**

**Present:** Wynn Butler, Caicey Crutcher, Carol Dellinger, Virginia Fullbright, Julie Knoblich, Julie Kramp, Kandi LeClear, Shanna Legleiter, Alan Mettling, Renelle Mooney, Elaine Simmons, Kala Steffen and Lana Besthorn.

**Absent:** Dr. Rick Abel and Anne Higgins

**Faculty Council Report – Renelle**

- Faculty Council is using their training funds to support the faculty's involvement in the e-college course. Approximately 20 faculty members (full-time and associate) are participating in the on-line courses. The council is considering a future training program, "Dealing with Difficult People." They are interested in splitting the cost with the PDC and inviting all employees to participate.

**Quality Service Training Report – Carol, Shanna, Kala, Wynn/All**

- Kala stated that new employee training is currently underway. Steve Pottorff conducted a training session with 6 employees – 1 arrived to the training 1 ½ hours late. Kala is slated to conduct a second training session.
- All members discussed the future of Quality Service Training at Barton. Concerns were shared that not all employees/supervisors feel that the training is mandatory – several sessions have been held with very low attendance. Julie Knoblich stated that all new employees are given information regarding the mandatory QS training in their new employee orientation packets. The consensus of the group is to "go on pause" for awhile until the professional development plan is complete.
- Student training evaluations were also discussed - some of the comments made: training too long, training not valuable, specific department complaints. Carol shared that she feels the employees take the evaluations much more seriously than students.
- Susie Burt contacted Kala regarding quality service training for her employees. It was discussed that the training be offered on-line using the Barton shell. Wynn will set up the course for the employees once the names have been submitted to him.

**Compensation Plan – All**

- The committee discussed compensation for in-house full-time exempt and full-time hourly employees.
- Exempt full-time trainers will receive compensation for teaching at the established rate.
- Hourly full-time trainers will receive compensation for training at the established rate 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.

- Julie Knoblich asked Betty Anderson to contact Wage and Hour regarding compensation of hourly trainers. Betty asked if the College was in any violation of wage and hour regulations if the trainers were asked to take vacation time for the hours they are away from their jobs to conduct training. Betty also asked if trainers could conduct training sessions without being required to take vacation. Neither situation would cause any violations, but it was suggested that the trainers be notified in writing about either arrangement.
- All in-house trainers should communicate with their supervisors regarding vacation leave. These communications should be documented.

#### **Online Anti-Harassment Course – Wynn/Elaine**

- The committee discussed payment for the online anti-harassment course. Compensation will be forwarded to Janet Balk.
- Trainer Update – Janet has decided to discontinue her involvement in the upgrade and maintenance of the Anti-Harassment online training course. Wynn is going to visit with Alissa Duncan to see if she might be interested in becoming the trainer for the project.

#### **Training Plan – Wynn/All**

- The committee reviewed the training plan documents that were distributed via e-mail. Additions and/or changes in wording were made to the Training Topics handout under the College Wide heading: Drug-Free Workplace changed to Drug-Free Environment. Under Select Groups several departments were added: IT, Financial Aid, and Human Resources. The Human Resources department must attend mandatory training sessions to stay current with ever changing regulations The Supervisors sections includes an update to the Quality Service topic to include New Employee Orientation.
- The Missions & Operations training areas were reviewed. Wynn provided explanation on the blocks of instruction section. Courses listed are for both staff and managers – some are online while others are live classes.
- Elaine passed out a handout regarding “The Influence Index” presentation that will be held in Great Bend on Friday, May 11<sup>th</sup> at the First Assembly of God. This training maybe beneficial to some employees. The committee reviewed the handout and discussed whether or not training funds should be used to send employees. The committee expressed no interest in using funds for this activity.

Recorded by Lana Besthorn