**Strategic Goal 4: Enhance professional development opportunities and quality work conditions for NOC employees.**

**Staff Professional Development Committee Notes**

**October 14, 2016**

Committee members: Anita Simpson, ~~Shannon Cranford~~, Rae Ann Kruse, ~~Sandy Jensen~~, Kim Ochoa, Rachel Macy, ~~Eugene Smith~~, ~~Kathy LeGrand~~, Anita Bartlett, Jermie Fansler, ~~Jason Lawson~~, ~~Mike Machia~~, ~~Jackie Melson~~

Reports

**Kim Ochoa—CPR Training**

See attached report on pricing. The committee reviewed several providers and chose Jake Pierce to provide CPR training for staff. NOC will offer CPR training to those most in need first—dorm parents, maintenance workers, supervisors. Kim will work with all three locations to find training locations, dates, and participants.

**Jermie Fansler—Johnson Performance Systems**

Jermie tried contacting Allan Johnson via email, website, and phone and was unable to reach him.

**Mike Machia—Cyber Safety**

Will present at next meeting.

**Rae Ann Kruse—StrengthFinders & Diversity**

Meridian Technology Center will offer StrengthFinders training to staff. Before Winter Break, staff will be provided with an explanatory email and access code. The 177 question, online assessment takes 30-40 minutes and is best to complete uninterrupted. The results will be sent to MTC and presented at on-site training sessions. Dorm parents and other staff without a computer may need to schedule time in the library to take the assessment.

January 5:  Stillwater 8:30 – 11:30

January 6:  Tonkawa Staff 8:30 – 11:30 a.m., Admin Council 11:30 a.m. – 2:30 p.m. (lunch)

January 9:  Tonkawa Staff 8:30 – 11:30 a.m., Tonkawa Staff 1:30 – 4:30 p.m.

January 12:  Enid Staff 1:30 – 4:30 p.m.

To allow for coverage, some staff may need to attend training on a different campus. This would need to be approved by supervisors.

Eugene Smith has offered to provide diversity training. We will work with Eugene’s calendar to schedule upcoming dates.

**Rachel Macy—Franklin Covey inspired training**

See attached report. Pioneer Tech has offered to design a class that works best for us. Molly Kyler from Pioneer Tech has provided a couple of examples that she and/or Mark Macy could teach on our 3 different campuses. Attached report shows what the different topics would cover. If we are interested in a certain topic or maybe know of another Covey training we would like to see, Rachel will visit with Molly about other offerings.

Brainstorm--Notifying employees of training opportunities

* Avoid “Mandatory”—instead use “Highly Encouraged” or “Strongly Recommended”
* Encourage division supervisors and VPs to talk to staff in their area and encourage participation
* Committee discussed ways to notify staff of upcoming training opportunities. Decided against a calendar or newsletter.
* State why we are offering training and follow through

Discussion--Presidential Partners Incentive

After much discussion, the committee recommended all continuing education, training, webinars, conferences, college classes, etc. qualify for the Presidential Partners Incentive program. Training completion needs to be documentable—email, program, agenda, etc. The content needs to be related to the employee’s position at NOC and may require a supervisor’s signature.

Full-time staff at each location

Stillwater—13

Enid—36

Tonkawa—114