

# Professional Development Committee

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## MEETING MINUTES

Date: Wednesday, May 4, 2022

Time: 2:00 p.m.

Place: via MS Teams

### I. Call to order

The meeting was called to order at 3:00 p.m.

### II. Roll Call

- a. **The following committee members were present:** Roslyn Turner, chair; Lauri Wilson, secretary; Bill Fowler; Dr. Tim Kirk; Scott Larkin; Christy Cottrell; Tammy Norris.
- b. **The following committee members were excused:** Amanda Rhodes.
- c. **The following guests were present:** Michael Armstrong.

### III. Approval of minutes from last meeting

The minutes from the last meeting in April were approved.

### IV. New Business

Michael Armstrong gave a presentation about SafeCollege training courses, which is a training program started earlier this year. He proposed that there is more to offer in SafeCollege, and suggested three tiers of training that might be utilized:

- 1. Pre-employment/pre-requisite training for incoming new employees
- 2. 1<sup>st</sup> 30 or 90 days required or mandatory trainings
- 3. Specific by department training

There is a large library of courses available and Michael Armstrong and Bill Fowler will determine which ones are appropriate for adding to the training at SouthArk.

He also suggested that the new training might be ready to roll out by convocation.

Bill Fowler also told the committee that he can also locate trainings that are not in SafeCollege, if any employee needs something that's not available there.

They will have a draft by May 27<sup>th</sup> for the committee to review regarding the new courses and the new training tiers.

Scott Larkin made a motion to adjourn and it was seconded by Lauri Wilson.

The meeting was adjourned at 3:00.

**V. Next meeting**

The next meeting will be announced later.

**VI. Adjournment**

Scott Larkin made a motion to adjourn and it was seconded by Lauri Wilson.

The meeting was adjourned at 3:00.

Submitted by Lauri Wilson.