

Thursday, September 5, 2013

Professional Development

8:30 a.m.

Bldg 1 Conference Room

Chair: Emily Woolard

Vice-chair: Kimberly Jackson

Secretary: Michele Mayo

Members Attending: Emily Woolard, Kimberly Jackson, Michele Mayo, Lou Stout, Gail Ambrose, Sherry Stotesberry

Members Absent: None

Minutes from Meeting (9/5/13)

Agenda Item

I. **Presenter:** Emily Woolard

➤ **Election of 2013-2014 Officers**

- Emily Woolard is Chair based on her position.
- Vice Chair: Kim Jackson was nominated by Sherry Stotesberry. Motion seconded by Gail Ambrose.
- Secretary: Michele Mayo was nominated by Kim Jackson. Motion seconded by Sherry Stotesberry.

II. **Presenter:** Emily Woolard

➤ **Review Minutes from last meeting (November 2, 2013)**

- Motion was made by Lou Stout to approve as read and Sherry Stotesberry seconded.

III. **Presenter:** Emily Woolard

➤ **Update on Progress Since Last year:**

- BOT Strategic Goal – review task list from Dr. Tansey including the need for PD plan and PD roundtable event
- Required Annual PD Sessions – Emily and Mark Nelson have discussed items like Active Shooter training, FERPA, Cleary Act required training, etc)
- Blackboard for PD – Tricia Woolard is working on making Active Shooter training available on the PD Blackboard site. Emily will send out an email to all with instructions once it is available.
- PeopleAdmin – target date to “go live” late December/early January. Performance management module will hopefully allow for tracking of PD completed and goals (by employee and supervisor) for training needed. There will be a progress notes option to allow employee and supervisor to note items done throughout the year.
- Discussion only, no action taken

IV. **Presenter:** Emily Woolard

➤ **Ideas for PD sessions for 2013-2014**

- Continue the Learn Your College Series – VP's have done BOT briefings on their areas, may be able to use these as a start for the LYC sessions. Since Rick Anderson is relatively new, may let his be scheduled for Spring.
- LRC planning three sessions this fall in LRC lab (one in October, November, December)
- Lou suggested PD on working with students with special needs and religious observances.

- Art Richard may want to do some sessions related to all of the IT changes.
- Lou suggested another session by the auditors like last year.

- Discussion only, no action taken

Other Information

Next Meeting: September 13, 2013 at 9:00 a.m. in Bldg 9 Conference Room

Lou made a motion to adjourn, Gail seconded.