

Beaufort County Community College

PROFESSIONAL DEVELOPMENT COMMITTEE Building 10 Board Room - 2/9/2011, 2:00 PM

MEETING MINUTES

2010-2011 Committee Members:

Pam Cummings, Chair	Sandria McFadden - absent	Lentz Stowe
Crystal Ange - absent	Ben Morris	Pat Walker - absent
Brian Bridgers	Donna Price-absent	Samantha Whitehurst
Clara Ebron - absent	Marion Porter-absent	Almeta Woolard
Dorothy Jordan	Doug Stalls	Emily Woolard -guest

- Welcome
- Reviewed 2011 planned trainings sessions – reviewed status and progress of upcoming sessions.
- Discussed additional sessions suggested including a Diversity session, Science of Happiness session, upcoming Small Business Center sessions, True Colors communication session, Basic and Advanced Powerpoint sessions, a Teambuilding session and the Workplace Violence session.
- Discussed if group wise session on 2/24/11 would be necessary if the college is moving to a new email system. (Follow up: Chair confirmed that BCCC will have Groupwise at least through December 2011 making 2/24/11 session still worthwhile.)
- Opened the floor to discuss any additional training ideas for 2011 calendar.
- A suggestion was made regarding a Professional Development Day for all faculty and staff the day before the semester starts. The committee discussed this idea.
- Clarified that Professional Development Committee recommends the training sessions to employees and supervisors for PDI credit, but the supervisor ultimately makes the decision if the session is approved as PDI credit for the employee.
- Meeting adjourned

Next Meeting: To be determined

Attachment: 2011 Training Sessions Planned

2011 Training Sessions (Planned) as of 2/9/11

Topic	Coordinator/Trainer	Projected Training Date/Time	Status
Intro to Basic Collaboration Tools	Doug Stalls/Tricia Woolard	Thursday, 1/20/11 3 p.m.	Conducted
Campus Safety Webinar	Pam Cummings/Johnny Lee –Peace@Work (Blue Ridge CC EHSI)	Wednesday, 2/2/11 2:30 p.m.	Conducted
Campus Safety & Reporting Emergencies	Pam Cummings/Hal Swindell	Tuesday, 2/8/11 12 p.m.	Conducted
Overview of MicroSoft Office including changes with v2010	Brian Bridgers & Pam Cummings/Debra Baker	Tuesday, 2/15/11 12 p.m.	Scheduled
Dallas Herring Lecture – Leadership webinar	Pam Cummings/ Dr. George Vaughan	Wednesday, 2/16/11 4:30 p.m.	Scheduled
Advanced Blackboard Training	Doug Stalls/ Tricia Woolard	Tuesday, 2/22/11 12 p.m.	Scheduled
Professional Communications	Pam Cummings/Jon Elmore	Wednesday, 2/23/11 2:00 p.m.	Scheduled
Groupwise – Tips & Tricks	Sandy McFadden/Brown McFadden	Thursday, 2/24/11 12 p.m.	Scheduled
MS Word-Advanced session	Brian Bridgers/Debra Baker	Tuesday, 3/22/11 12 p.m.	Scheduled – waiting for description from Debra
The Science of Happiness	Pam Cummings/Judith Meyers	Tuesday, 3/ 8/ 11 12 p.m.	Determining location of session
True Colors Communication Training	Lentz Stowe/Michelle Lieberman	Tuesday, 4/12/11 2-4 p.m.	Scheduled
MS Excel – Advanced session	Brian Bridgers/Whiting Toler	March/April	Waiting to hear back from Whiting on date and time
Workplace Violence/Handling Irate customers (students)	Pam Cummings/	March/April	Arranging a speaker
Basic Powerpoint	Pam Cummings/	March/April	Arranging speaker
Diversity Training	Ben Morris/	March/April	Arranging speaker
Retention/Advising	Crystal Ange/Crystal Ange	April (prior to pre-reg)	Determine date and time of session
Team Building	Dorothy Jordan/Ana McClanahan	April	Determining details of the session
To Be Determined (TBD)	TBD	May	
TBD	TBD	June	
TBD	TBD	July	
ADA/Section 504	Crystal Ange/Crystal Ange	August	

Classroom Management	Crystal Ange/Crystal Ange	September	
Intro to Planning & Institutional Effectiveness	Almeta Woolard/Dorie Richter	September	
New Tools in Technology - beginning	Doug Stalls	October	
Learning Styles	Crystal Ange/Crystal Ange	October	
Advanced Powerpoint	Pam Cummings	November	(If enough interest in Basic Powerpoint)
TBD	TBD	December	