

Professional Development Committee
January 10, 2006 Minutes

The Professional Development Committee met on January 10, 2006 with the following members in attendance: Donna Dunn, Judy Jennette, Dorothy Jordan, Joy Landeck, Marcia Norwood, Penny Sermons, Lentz Stowe, and Hal Swindell.

Members unable to attend were: Reneé Douglas, Betsey Lee Hodges, Riley Mills, and Joyce Mitchell.

No one knew what constituted a quorum but everyone agreed to proceed with the meeting.

Judy called the meeting to order and requested a motion to approve the December 8, 2005 minutes. Motion was made to approve the minutes, seconded and approved.

Judy explained the need for a workshop to address issues raised by the PACE survey. The workshop would address ways to improve communication between the senior staff and other levels of employees on campus. Prior to this meeting, Judy had asked Lentz to look into selecting a speaker who would be able to address this. Lentz's recommendation is Lynn Bloch (Career Options, Greenville, NC). She has presented to other groups/organizations and found to be helpful in her presentations. She is interested in working with BCCC. Her fee would be \$1,800.00 which would include travel, handouts, etc. Lentz will provide her a copy of the PACE survey and ask her for a date and time to meet with the Professional Development Committee, along with Dr. McLawhorn. During this meeting, specific goals to be achieved by the workshop will be established. After this meeting, the committee will decide whether or not to contract with Bloch. The committee proposed that Bloch conduct two half day workshops. She would offer the same workshop twice on the same day. One would be held in the morning and one in the afternoon. All agreed that this schedule would facilitate participation by as many employees as possible.

There was discussion about making one day of the school year calendar for employee development/training. Attendance would be mandatory for these training events. In order to accommodate the wide variety of training needs on campus, different classes would be held on that day and employees would select the classes they were either required to attend or want to attend.

Motion was made to recommend to the Administrative Council that this be added to the school year calendar for employee development/training, with attendance being mandatory. Motion was seconded and passed. Judy will present this to the Administrative Council during its next meeting.

Judy then presented information about upcoming lunch and learns.

Sandy Sauvé will be conducting a “Stress Management” Lunch and Learn Workshop on March 7 and a “Disruptive Behavior and Due Process” Lunch and Learn Workshop on April 25.

Hal reported he is still working with Wesley to determine a date for the safety summit. Hal will develop a list of required topics and which employees are required to attend which trainings. Because attendance at these trainings is mandatory, the list Hal develops will be provided to Dr. McLawhorn and Wesley. They will be asked to advise the employees that attendance is mandatory.

Phillip Price had made a request for a class on back support safety for Maintenance workers. A motion was made, seconded and passed for the class to be held and PDI credit given. Hal will develop an agenda for this class, set the date and time, and advise Maintenance of the meeting information.

Phillip Price will be holding a “Retirement” Lunch and Learn Workshop in either March or April. He will conduct a “New Employee” Lunch and Learn workshop once the new employee pool warrants it.

A building tour of #11 is tentatively scheduled for March 21. Tours of buildings #2 and #3 may be conducted during the next fiscal year.

Donna reported that she and Diane Mills are planning two “Excel” Lunch and Learn workshops during the end of March or first of April. The first one will be on developing a gradebook format for faculty members. The second workshop will be more general information for anyone interested in attending the class. Due to the number of computers available in the lab, the maximum number who may attend the class will be 19. Donna will set the dates and contact Marcia or Judy.

It was also determined that during the Lunch and Learn sessions, a reminder will be provided to employees that they may take one curriculum class per semester and the class fee is waved. This would provide all BCCC employees with an additional opportunity to learn more about Excel.

Becky Spain requested the committee approve giving PDI credit to employees attending the PBL Induction. After some discussion, it was decided this does not meet the PD guidelines and Judy will notify Becky.

Wesley Beddard is in the process of selecting an employee to use the Return-to-Industry funds. These funds must be used in a timely manner so that the final report may be submitted by the end of May.

Judy reported that in order to vote on motions, the committee must have a quorum. All BCCC committee structures will be reviewed and a definition of quorum developed.

With the changes occurring in the Administrative Services department, there is a possibility this committee and its functions will become a part of the new personnel officer's responsibilities.

The next regular PD meeting will be scheduled after the meeting with Lynn Bloch has occurred.

There being no further business the meeting was adjourned.

Respectfully submitted,

Marcia Norwood, Secretary