

Professional Development Committee
January 11, 2005 Minutes

The Professional Development Committee met on January 11, 2005 with the following members in attendance: Betsey Lee Hodges, Judy Jennette, Dorothy Jordan, Joy Landeck, Marcia Norwood, and Hal Swindell.

Judy opened the meeting with the request to approve the minutes from the November 2, 2004 meeting. Motion was made, seconded and approved.

The date for the Safety Summit for new employees needs to be set. Hal requested that once the date is determined, the Administrative Council approve the date. It was decided to hold the Safety Summit in April for one-half day. Judy will talk with Wesley Beddard to get recommendations for the date. This date will then be taken to the Administrative Council for approval. Hal will be responsible for development of the program format, information to be presented, and reserving the auditorium in building #8.

Judy reported that David Crosby held the Education To Go lunch and learn using the mobile computer lab. Six employees attended.

Discussion then turned to future topics for lunch and learn sessions. Because in a community college setting, there are situations where employees may have to deal with difficult situations, Sandra Sauvé suggested a workshop on how to deal with difficult people. Hal will work with Sandra so that issues of due process will be included. This lunch and learn will be held in February or March. Judy will talk with Dr. McLawhorn about making this lunch and learn mandatory for faculty and staff.

Phillip Price has expressed an interest in conducting a retirement lunch and learn for employees with 20+ years employment with the state. He will focus in helping these employees understand the different issues that affect retirement. Phillip will schedule the date and time for the lunch and learn.

After a brief discussion, the decision was made to not hold a lunch and learn on the digitization project and access.

With the new building and changes to building 2 coming, it was suggested that the building familiarization lunch and learn take place next year when these changes are complete. It may be a power point presentation could be developed to assist with familiarizing employees with these changes. It would be convenient to do buildings 2, 4, and 11 at the same time.

February is cultural heritage month and discussion was held on ways to acknowledge this on campus. Dorothy and Judy are working on a sub-committee to develop activities and requested this committees' recommendations. Dorothy has access to a minority faculty and staff association and someone from there may be able to come to campus. Dorothy will check into this. Judy will contact Renee at the State Human Relations office to see if she would be willing to give a talk. One subject to be covered would deal with giving employees information and resources to council minority students.

Lentz Stowe has recruited Bill Dyer to give a presentation entitled "Being a Champion of Change". This presentation deals with handling the hard challenges of life. It will be Tuesday January 18, 2005 from 6:00-9:00 PM on campus. PDI credit will be given. Judy will provide information campuswide to employees.

Wesley Beddard will determine the employee to use the Return to Industry funding. Discussion then turned to the professional development policy. The policy should be re-visited to determine if it is a SACS requirement. If it is a SACS requirement, then a uniform policy should be developed and implemented.

Because there are issues discussed and acted upon in the Professional Development committee meeting that very closely relate to the Personnel Office, a motion was made, seconded and approved that the Personnel Officer should be a member of the Professional Development committee.

The suggestion was made for looking into developing a new employee orientation which could be held quarterly. This issue will be looked at more closely at the next meeting.

The next meeting will be March 15, 2005 at 3:00 in building #10.