

**Professional Development Committee
February 7, 2007 Minutes**

The Professional Development Committee met on February 7, 2007 with the following members in attendance: Donna Dunn, Emily Albera, Sherry Stotesberry, Sandy Sauve', Hal Swindell, Almeta Woolard, Betsey Lee Hodges, Gail Ambrose, Lentz Stowe, Sandy Brown, and Pam Cummings.

Members unable to attend were: Sue Brookshire and Joy Landeck

Approval of minutes from October 26, 2006

Pam requested a motion to approve the minutes from the October 26, 2006 meeting. Motion was made, seconded, and approved.

Faculty Upgrade Allotment (FUA) Program - Budget for FY 2006-2007

Members reviewed the 2006-2007 Faculty Upgrade Allotment (FUA) Program current balance. All Faculty/Staff Upgrading (FSU) funds have been allocated for the fiscal year. Funding decisions have been communicated to all applicants.

There are still funds available for Return to Industry (RTI). After approving one RTI applicant there is still \$1511.38 remaining for FY 2006-2007. The committee discussed ways to communicate RTI to faculty and staff. It was decided that Sandy and Pam would send out an email to all employees explaining what qualifies for RTI funds and encouraging faculty and staff to apply for the remaining funds. A motion was made, seconded and approved.

Pam stated that the report is due to the system office by June 15, 2007. Therefore, all FSA funds must be used prior to that date and all documentation related to FUA funds should be submitted by May 31, 2007.

Professional Development Training Ideas for 2006-2007

The committee discussed ideas for upcoming training. The committee took into consideration the different employee areas (for example Faculty, Administrative Staff, and Maintenance), their PDI credit requirements, and what their different training needs may be.

Following was some of the training suggested and a timeline put into place:

<u>Training</u>	<u>Instructor/Committee Member</u>	<u>Projected Date</u>	<u>Projected Time</u>
Excel – General/Basics	Donna Dunn	2/27/07	12 pm
GroupWise/Net Storage	Brown McFadden/ Emily Albera	3/27/07	12 pm and 3 pm
Harassment	Undetermined/ Pam Cummings	March 07	Undetermined
Electronic Resources, How do I?, NCLIVE, CCLINC	Electronic Resources Staff/ Gail Ambrose	April ? 07	Undetermined
Cultural Diversity	Student Support Services?/Sandy Sauve'	April 07	Undetermined
Excel – Grade book		Sept 07	Undetermined
Disruptive Behavior and Due Process		Fall 07	Undetermined
Students with Disabilities and the Law	/Sandy Sauve'	Fall 07	Undetermined
Customer Service		Anytime	Undetermined
Anger Management		Anytime	Undetermined

Copyright Law		Anytime	Undetermined
Emergency Procedures	Hal Swindell	Anytime	Undetermined

Lentz Stowe also presented information regarding upcoming Business and Industry workshops that may be beneficial to employees. Topics include Achieving World Class Satisfaction (March 07), Coping with Stress (March 07), and How to Talk So Others Will Listen (May 07). The committee agreed that these were good topics for PDI credit. There was concern that because the sessions are scheduled from 6-9 p.m. that some employees may not be willing to attend.

Next Meeting: Tuesday, March 20, 2007 at 3 p.m.

With no further business, meeting was adjourned.