

Professional Development Committee
March 15, 2005 Minutes

The Professional Development Committee met on March 15, 2005 with the following members in attendance: Betsey Lee Hodges, Judy Jennette, Joy Landeck, Marcia Norwood, and Lentz Stowe.

Judy opened the meeting with the request to approve the minutes from the January 11, 2005. A change to the seventh paragraph was made so the paragraph now reads: After a brief discussion, the decision was made to not hold a lunch and learn on the digitization project and access until it was further along." Motion was made to approve the minutes with the change, seconded and approved.

As information, Judy stated that now the minutes from the January 11, 2005 meeting were approved, the request to add the Personnel Officer to this committee would go before Administrative Council. Once this request is approved by Administrative Council, the Personnel Officer will become a member of the Professional Development committee.

Judy then reviewed the opportunities which have been made available for professional development credit so far this fiscal year. These opportunities included: 1) Education to Go with David Crosby, 2) an Open House of building 4, 3) a Champion of Change workshop with Bill Dyer, and 4) student support services resources with Renee Smith.

In discussing the building 4 open house, the question was raised about the possibility of offering professional development credit to employees who provide leadership to the open house. After some discussion, a motion was made to give all employees (instructors and participants) who attended the open house professional development credit. The motion received a second and was approved.

A second motion was made to give professional development credit to employees leading a professional development workshop. This would also include leaders of workshops held retroactive to July 1, 2004. The motion received a second and was approved.

The committee then moved on to upcoming events which include: 1) Myers Briggs test and analysis with Sandy Sauv , 2) safety summit with Hal Swindell and others, 3) disruptive behavior and due process with Sandy Sauv , 4) retirement issues with Phillip Price.

Hal was unable to attend the meeting, but sent an e-mail a copy of which is attached with these minutes. In the email Hal expressed concerns about employees being "no shows" because the summit will be video taped. He requested that Administrative Council state that attendance is required unless job related responsibilities prohibit attendance. A motion was made to present to the Administrative Council the need of requiring attendance unless job related responsibilities don't allow attendance. Motion received a second and was approved.

The recommendation was made to request Joyce Mitchell develop a list of employees who should attend this safety summit and send them information about it. Once the Administrative Council has ruled on the above motion concerning required attendance, the information will be ready for Joyce to send out. Motion to do this was made, seconded and approved.

Wesley Beddard will be meeting with the Division Heads to determine how to use the Return to Industry funds.

Because employees have recently received information from Medco concerning changes in medical insurance coverage and pharmacies in the network, it was recommended that Joyce Mitchell be contacted to have a representative come on campus to explain these changes to the employees. Motion was made, seconded and approved.

The next meeting will be called on an as needed basis.

There being no further business, the meeting was adjourned.