

Professional Development Committee
May 3, 2006 Minutes

The Professional Development Committee met on May 3, 2006 with the following members in attendance: Reneé Douglas, Donna Dunn, Judy Jennette, Dorothy Jordan, Joy Landeck, Riley Mills, Marcia Norwood, Lentz Stowe, and Hal Swindell.

Members unable to attend were: Pam Cummings, Betsey Lee Hodges, and Penny Sermons.

Approval of minutes from March 29, 2006

Judy requested a motion to approve the minutes from the March 29, 2006 meeting. Motion was made, seconded, and approved.

Evaluation of Lynn Bloch Communication Workshop

Lynn Bloch held three workshops with an attendance of:

April 10 PM class – 14 attendees

April 13 AM class – 17 attendees

April 13 PM class – 15 attendees

Dr. McLawhorn provided meals for each of the three classes.

By the end of the workshops, fifteen people signed up to serve on a “cross functional team” tasked with developing a set of “shared values” for the College. Judy reported that the organization of this team had been assigned to Dorie Richter. This team will use the results of the “Shared Values” exercise done in each of the workshops to assist them in their work.

A copy of the “BCCC Shared Values” results was provided to the Professional Development Committee. Based on the number of votes each “value” received, the “Most Important Values” were as follows:

Integrity - 9 votes

Knowledge and wisdom - 4 votes

Quality of relationships – 3 votes

Ethics and ethical behavior – 3 votes

Helping others – 3 votes

Several other values were listed but received 2 or fewer votes.

The question was raised if another workshop with Lynn Bloch in the fall would be beneficial. After some discussion, it was decided this would be beneficial. Issues to be considered include:

Use the new value system to guide the next session.

The information provided in the fall workshop should be such that, whether or not an employee attended the spring workshop, the fall workshop would be understandable.

In scheduling the workshop, try and schedule the workshops to accommodate faculty schedules.

Determine departments that did not participate and make an effort to include them. (i.e. Maintenance)

A motion was made, seconded and passed to recommend to the new PD Committee to consider inviting Lynn Bloch back for a fall workshop on communication

Other Workshops-Progress

Judy reminded the committee of all the PD credit producing activities that had occurred over the past fiscal year.

Tricia Woolard had conducted a workshop on Blackboard, which generated 1 PD credit for each of its attendees.

Sandy Sauvé conducted the stress management workshop on March 7, which offered 1 PD credit.

However, Sandy was unable to conduct the Disruptive Behavior and Due Process workshop on April 25. Because the faculty will soon be leaving campus for the summer, Judy recommended that the PD Committee try to reschedule this one in the fall.

The planned safety summit was not held. Hence no PD credits were made available. Hal reported he has been talking with Phillip about holding the safety summit, maybe utilizing a different format. Hal also reported he is working with Blue Ridge Community College to conduct an OSHA inspection on the BCCC campus. A date will be set up after the building renovations are completed.

Phillip Price held a “new employees” workshop in 2005 but was unable to conduct another within this fiscal year. This generated 1 PD credit.

Dr. McLawhorn and Phillip made two presentations on the BCCC pay scale for both faculty and staff. Because these sessions were less than one hour in length and there was no sign-up sheet for the participants, no PD credit would be given.

The building tours planned at past PD meetings, are still in the works. The tour for building #11 has been set for June 6. Eunice Williams has committed her cooperation from the Cosmetology Department. The tours for buildings #2 & #3 will be held after each of their renovation is complete. Each session will offer 1 hour of PD credit.

Donna Dunn reported that Bill Cantwell will be able to lead the Excel workshops in the fall. The gradebook workshop will be for faculty and the general formatting workshop will be for all employees.

Judy reminded the committee that so far, only 6 hours of PD credit had been offered on campus and that only 1 more hour would be available by the end of the year. This isn't even half of the 15 hours of PD required by the state per employee. Judy felt that although the PD requirement

doesn't seem to be connected to any reward or punishment, the PD Committee needs to be committed to offering more training hours on campus in the upcoming year.

Unspent funds

A copy of the Faculty Upgrade Allotment (FUA) Program General Guidelines, as well as a report on BCCC's unspent FUA funds were provided to committee members. The committee also received a funding request from Lori McNiel for 2 trips.

Welsey Beddard had advised Judy that there was not a faculty member he could take out of the class room for two weeks simply to use the "Return to Industry" funding for this year. Judy was then advised that "Return to Industry" funding can be used for staff members. Because of this, Judy asked Marcia to send an email campus wide letting all employees know that both staff and faculty would be eligible for this funding. Faculty member Lori McNiel responded with a proposal for two trips. These trips would not take her out of the classroom for extended periods of time. The motion was made and seconded to approve Return to Industry funds for these 2 trips pending approval from the state NCCCS office. The motion passed.

Judy reported that Doug Stalls had not used a significant amount of the funding he had been appropriated in December. Hence, there was \$795.03 unspent funds in the FUA budget. Therefore, \$245.08 will be used to pay for the remainder of Marcia Norwood's expenses in attending the Donor 2 Intermediate training. This leaves an unspent balance of \$549.95. Joy Landeck commented that a co-worker had considered applying but felt that she did not qualify. Joy and Marcia will follow up on this and see if this is really the case. The intent of the PD committee was to use as much of the funding as possible for the benefit of BCCC. Any unspent FUA funds will be returned to Raleigh.

Updates

Judy reported that all BCCC committee structures were being re-evaluated. The recommended changes will be implemented July 1. The Professional Development Committee will be changed as noted in the handout that Judy provided and is attached to these minutes. Under the new structure, the Professional Development Committee will be chaired by the Human Resources Director, Pam Cummings. The departmental representation will also be changed. Motion was made, seconded and passed in support of these proposed changes. A copy of the proposed changes is attached.

There being no further business, the meeting adjourned.

Professional Development Committee

Purpose:

To provide leadership and support to the professional development of faculty and staff by planning, coordinating, implementing, and evaluating the professional development activities of Beaufort County Community College. The committee also recommends expenditures of the Faculty Upgrade Allotment (FUA).

Composition:

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| (1) Dean | President |
| (2) Director of Human Resources | Position |
| (3) Coordinator of Research and Special Projects | Position |
| (4) Representatives of Instructional Affairs (2) | Dean of Instructional Affairs |
| (5) Representatives of Administrative Services (2) | Dean of Administrative Services |
| (6) Representatives of Continuing Education (2) | Dean of Continuing Education |
| (7) Representatives of Student Services (2) | Dean of Student Services |
| (8) Representative of Faculty Senate | President of Faculty Senate |
| (9) Representative of Staff Association | President of Staff Association |

Appointed by:

Chaired by: Director of Human Resources

Reports to: Administrative Council