

Professional Development Committee  
May 6, 2004 Minutes

The Professional Development Committee met on May 6, 2004 with the following members in attendance: Suzanne Gray, Judy Jennette, Dorothy Jordan, Joy Landeck, Marcia Norwood, Lentz Stowe, and Hal Swindell.

The last Professional Development Committee meeting was held on February 9, 2004. Due to Marcia being out because of illness, minutes from that meeting were not available.

Judy reported that both Safety Summit I and II have been completed. The first Safety Summit was well attended. In connection with Safety Summit II, the issue of determining what makes a class mandatory had arisen. The policy is that all mandatory classes must be approved by the President.

There was discussion as to how often Safety Summits should be presented on campus. All agreed that every other year would probably be frequent enough. Hal suggested adding the dates to the academic calendar.

The copyright workshops were held as scheduled. Nearly everyone involved in these workshops was under the impression that the same information would be presented at each of three sessions. However, it was different information at each session. Many could not grasp the relevance of the presentation to the area in which they worked. It was determined that as future classes are planned, it is imperative for the organizer(s) to clarify subject(s) to be covered at each session.

Judy reported that the "Lunch and Learn" sessions (mobile computer lab, retirement, 401(k), audio visual/graphic services, and Rosenwald Schools) had been held and that the attendance and interest in each was high. These subjects met needs which had been expressed by employees.

Wesley Beddard has advised Judy that the "Return to Industry" funds will be used by faculty member Sandria McFadden. She will be working at Flanders Filters during the weeks of June 7 and 14. Although the deadline for submitting the final report is May 31, Marcia contacted Raleigh and has received permission to use the funds in June, and submit a final report by the end of June.

Judy reported that the staff and faculty evaluations of Professional Development have greatly improved this year. She added that the amount of state allocated funds for professional development is expected to be about the same in the upcoming fiscal year.

Judy has received information on a company that provides training on teaching and marketing to multi-generational groups. The cost of the program is \$6,000.00. She wanted to know if this was of any interest to our faculty and even wondered if there might be a way to combine resources with other colleges to offer a regional workshop. Due to the cost of this program, Suzanne will talk with other faculty members to determine if a need for this type of training exists. Other training programs in regard to this topic may offer less expensive alternatives, and will be explored if a need exists.

Judy brought up the need for professional development to be a part of the Human Resources Department. She cited the importance of meeting OSHA training requirements as the main reason for making this move. Judy stated that it is imperative for someone to keep up with OSHA Training regulations and to insure and document who on campus is complying with them.

There was discussion of the professional development roster and how some employees are signing it and some are not. It was recommended that the importance of signing the roster could be explained in the packet of information given to each new employee.

A recommendation was made to send out a campus-wide e-mail in the fall to request suggestions for training needs.

Discussion was held on the use of BCCC employee/student nametags. A policy needs to be developed and publicized.

The next meeting will be held after the state budget is passed. There being no further business, the meeting was adjourned.

Respectfully submitted by Marcia Norwood