

Professional Development Committee
October 26, 2005 Minutes

The Professional Development Committee met on October 26, 2005 with the following members in attendance: Donna Dunn, René Douglas, Judy Jennette, Marcia Norwood, and Hal Swindell.

Members unable to attend were: Betsey Lee Hodges, Dorothy Jordan, Joy Landeck, Riley Mills, Joyce Mitchell, Penny Sermons, and Lentz Stowe.

Judy opened the meeting with the request to approve the minutes from the March 15, 2005. Motion was made to approve the minutes, seconded and approved.

Judy presented the Faculty/Staff Upgrade budget for fiscal year 2005-2006:

\$7,495 total allocation

\$2,498 Return-to-Industry

\$4,997 Faculty/staff upgrade

Judy stated that the Return-to-Industry funds must be utilized earlier in the school year so that no money will have to be returned to the state.

Judy reported that the new CIS computer program has the ability to record each employee's PDI credit hours. However, no one in Raleigh has been designated to maintain or review the data, so the value of PD credit is still questionable. Hal has attended training on this program.

The PACE survey will be finalized in the near future. A draft copy was made available during the meeting. The suggestion was made that, based on the PACE results, it would be good to use PD funds to offer workshops on unifying the administrative staff, faculty, and non-senior staff. PD credit would be offered for these workshops.

The recommendation was made to use some of the Faculty/Staff Upgrade Allotment (FUA) to address the PACE findings. The motion was made to set aside \$2,000.00 for PACE training. Motion was seconded and passed.

Plans are underway for lunch and learn opportunities. Ideas include: retirement, new employees, stress management, Excel class (maybe to emphasize Gradebook), and Groupwise/e-mail class. Hal stated that it is time to begin planning the campus-wide safety conference. It was suggested this be held on a faculty workday to facilitate attendance. Hal will contact Blue Ridge Community College to decide a date in March or April and develop an agenda. The regularly scheduled OSHA classes will also be planned.

The deadline for Faculty/Staff Upgrade funding was set in early November as was the next meeting. However, this had to be changed.

The new deadline for Faculty/Staff Upgrade funding was set for December 5 and was approved via email by the PD committee.

The next meeting date was also changed via email communication to December 8 at 11:00 am in the board room of #10.

There being no further business, the meeting was adjourned.