

Professional Development Committee
December 8, 2005 Minutes

The Professional Development Committee met on December 8, 2005 with the following members in attendance: Donna Dunn, Reneé Douglas, Judy Jennette, Joy Landeck, Riley Mills, Marcia Norwood, Penny Sermons, and Hal Swindell.

Members unable to attend were: Betsey Lee Hodges, Dorothy Jordan, Joyce Mitchell, and Lentz Stowe.

Judy called the meeting to order and introduced Donna Dunn and Reneé Douglas. She then requested a motion to approve the October 26, 2005 minutes. Motion was made to approve the minutes, seconded and approved.

Committee members were provided copies of the Applications for Professional Development Funds which had been received. They include: Clara Ebron - \$157.00, Dana Sauls - \$110.00, and Doug Stalls - \$1,933.25. The requests total \$2200.25. Motion was made to fund each application in full. Motion was seconded and approved.

The available funding is \$2,997.00, leaving \$796.75 still to be allocated. Judy requested approval to use the money for Marcia to attend Donor 2 training pending approval by Raleigh. The committee approved using the money in this way.

Discussion then turned to upcoming workshops. Hal continues working on setting the date for the safety summit in conjunction with Blue Ridge Community College. He is looking for a date that will allow instructors to attend. Judy suggested Hal talk with Wesley to set up a date. Hal agreed to do this.

Judy reported that Tricia Woolard had completed the Blackboard Lunch and Learn session last week and the presentation had gone well. There have been requests by non-instructional staff for Blackboard training. Tricia will be asked to do a general informational class on Blackboard.

In reference to a class on Excel, Donna Dunn and Diane Mills will teach the class. It will be scheduled the end of March or first of April and geared to faculty and staff. Judy suggested having separate classes for faculty and staff due to the different areas of interest. Donna stated that a CD and handouts will be made available to class participants. The instructor class will be offered first and it will include Gradebook. The class for non-instructional employees will offer information about general formatting.

The final copy of the PACE survey is now available. Based on its findings, there is a need to facilitate better communication between the different levels of administration and staff on campus. Judy will talk with Lentz to request assistance in finding someone with the training and ability to address these issues.

Donna and Reneé reported they had attended the new employee orientation and found it to be helpful. The recommendation was made to offer this orientation two times a year on a regular basis.

Judy stated that a Lunch and Learn session will be held in building 11 once it is completed as well as buildings 3 and 2 once the renovations have been completed. These sessions will help acquaint BCCC employees with the changes that are going on throughout the campus.

Hal will hold training for switchboard operators. It will be a one hour training held at two different times to facilitate attendance. Hal will set the date and publicize the meetings.

Sandra Sauvé will be asked to conduct a lunch and learn on stress management as well as disruptive behavior and due process.

Judy offered the possibility of doing a basic yoga class as a Lunch and Learn topic.

The next meeting will be scheduled at the end of January.

There being no further business the meeting was adjourned.