

Professional Development Committee  
January 12, 2004 Minutes

The Professional Development Committee met on January 12, 2004 with the following members in attendance: Betsey Lee Hodges, Judy Jennette, Marcia Norwood, Penny Sermons, Lentz Stowe, and Hal Swindell.

Judy Jennette opened the meeting with a request to approve the minutes from the November 17, 2003 meeting. Penny Sermons requested a change in the wording on the second page of the minutes, in the fourth paragraph. She asked the word “develop” be replaced with the word “expand”. Betsey Lee Hodges moved and Hal Swindell seconded the motion. The minutes were approved as amended

#### Safety Summit Report-Hal Swindell

Hal reported that Blue Ridge Community College (BRCC) will be contacted to provide instructors for most of the safety classes. He requested that prior to contacting BRCC, the Safety Summit proposal be presented to the Administrative Council for approval. Judy will request this approval at the January 28 meeting.

To facilitate the scheduling of the Safety Summit in the future, Judy will approach the Senior Staff with a request to add the Safety Summit to the 2004-2005 academic calendar. The summit would be one to one and a half days in length.

Marcia Norwood will work with the various departments to set up the safety summit schedule.

#### Copyright Workshop

Penny Sermons reported on the copyright workshop. She talked with Wesley Beddard about these workshops being mandatory for faculty and he agreed. The committee agreed the workshop should also be mandatory for staff. Penny’s recommendation was to have one workshop in the afternoon and a repeat workshop the following morning. This would particularly assist the instructors in their attendance. Penny also reported that Wesley stated additional funds are available to help with the costs of these workshops. Penny will contact Peggy Hoon to set up the times and dates.

#### Lunch ‘n Learn Sessions

##### Retirement

Marcia reported repeated attempts to contact Joanne Tart of the N.C. Retirement System have not been successful. Marcia will continue to contact the NC Retirement System to investigate how to set up a retirement seminar on campus.

##### 401K

Judy said she has talked with Rod Cantrell about doing a presentation on the 401K and he is willing. Discussion was held about assembling a panel to give a presentation. Panel participants could include: Rod Cantrell, Wachovia Investments, Prudential, BB&T. Betsey Lee explained that employees are talking with her about the need for basic information on the 401K plan.

Information such as: what does high, moderate and low risk mean and how does an employee know which investment falls in which range; what are some investment strategies; explanation of terms.

#### Audio Visual and Graphic Services

Penny reported that Doug Stalls and Trisha Woolard are willing to do a class on their respective areas. It would be advantageous to hold two separate workshops due to the amount of information to be covered in each area. Trisha would conduct her workshop in her office area so the equipment could be seen/discussed/demonstrated. One subject to be highlighted would be "Blackboard" because so many faculty members use it.

Doug could hold his workshop in his area or the information highway room to allow employees to learn about that aspect of BCCC's distance learning.

Penny will talk to Doug about holding his workshop in early February and to Trisha about holding her workshop in early March. They will determine a schedule.

#### Return to Industry

Judy discussed with Wesley about awarding the Return to Industry funds. He will be having a meeting with department chairs and make a decision following that meeting.

The next meeting will be February 9, 2004 in the board room of building #10.

#### Safety Summit Information

Classes to be conducted by Blue Ridge Community College safety instructor:

Personal Protective Equipment – 1.5 hours

- Science Instructors
- Maintenance Personnel
- Industrial Technology Instructors
  - Welding
  - Machine Shop
  - Heavy Equipment
  - Automotive
- Greenhouse Program Instructors
- Other BCCC employees who use chemicals/hand tools/other types of tools or machinery that have turning or moving parts and/or emits or produces shavings or debris.

Lockout/Tagout – 1.5 hours

- Maintenance Personnel
- Industrial Technology Instructors
- Other BCCC employees who use powered hand tools or other types of machinery that store energy (transformers, hydraulics, etc.) or that have turning or moving parts and/or emits or produces shavings or debris.

Chemical Hygiene/Hazard Communication – 1.5 hours

- All Nursing Instructors
- Maintenance Personnel
- Cosmetology Instructors
- Science Lab Instructors
- Greenhouse Instructors
- Duplicating Services Employees
- Other BCCC employees who utilize chemicals in the normal work routine.

Forklift Safety/Operation – 2 hours  
 - New employees

#### EXAMPLE OF A SCHEDULE

| Class                                 | First Day     | Second Day    |
|---------------------------------------|---------------|---------------|
| Personal Protective Equipment         | 10:15 – 11:45 | 1:30 – 3:00   |
| Lockout/Tagout                        | 12:00 – 1:30  | 9:00 – 10:30  |
| Chemical Hygiene/Hazard Communication | 2:00 – 3:30   | 11:00 – 12:30 |
| Forklift Safety/Operation             | 8:00 – 10:00  | N/A           |

Possible dates for Randy Hart to teach these classes:

February 26 and 27

Any time after March 8. Classes should be on a Tuesday, Wednesday, or Thursday to allow for his travel time.

Classes to be taught by Hal Swindell

Emergency Action Plan – 3 hours

Switchboard Operator Training – 1 hour

Emergency Coordinator Training – 1 hour

General Session for entire campus – 1 hour

Portable Fire Extinguisher – 1 hour

Maintenance Personnel

Other BCCC employees (optional)

Hal will schedule classes to be taught in a timely manner with the classes taught by Blue Ridge Community College.