

Professional Development Committee
November 17, 2003 Minutes

The Professional Development Committee met on November 17, 2003 with the following members in attendance: Betsey Lee Hodges, Judy Jennette, Joy Landeck, Marcia Norwood, Penny Sermons, Lentz Stowe, Hal Swindell, and Cindy Winstead.

Judy Jennette opened the meeting with a request to approve the minutes from the November 3, 2003 meeting. Betsey Lee Hodges moved and Hal Swindell seconded the motion. The minutes were approved.

Marcia Norwood reported that registration for the November 20, 2003 "Lunch and Learn" class was almost to capacity. Registrants have the option to buy a boxed lunch from the Campus Café. Penny Sermons stated that if Chris Craddock needed assistance setting up for the workshop the Maintenance Department would be asked to help.

Hal Swindell then reported on the list of safety classes he e-mailed committee members (copy attached). He stated that these classes are normally one and a half hours long. Hence, some faculty members may need to leave before the end of class. Hal requested that employees be required to attend the classes as outlined in the attachment. Hal also stated that "bloodborne pathogen" training needs to be added to the list of "Infectious Disease" classes.

In regard to instructors, Hal stated that he is trained to teach some of the classes, and that outside contractors are also available at no cost for other classes. He added that the State Community College System has a contract with Blue Ridge Community College to provide OSHA mandated training. Hal will be responsible for scheduling the instructors as well as the meeting room(s). The PR office will assist him in advertising the classes.

In order to minimize the speaker's travel time and to assist employees' work schedules, Hal suggested that several sessions, a "Safety Summit," could be held on one day. The sessions would be taped for those who cannot attend.

Hal will plan on conducting his classes in the "Lunch and Learn" format. These will be held separately from the safety summit. The safety summit will be held in 2004 and may become an annual event.

Penny Sermons then reported on the copyright workshop. Penny has e-mailed Peggy Hoon and asked her about coming to BCCC to teach a class on copyright issues. Penny is waiting for a reply. Hoon, an employee of NC State University, holds a law degree and is considered to be a copyright expert. Penny will explore the possibility of offering two, one-half day sessions to accommodate employees' schedules. The Administrative Council will be asked to make attendance of this workshop mandatory for all employees except Maintenance. Discussion about making this workshop an annual event will be held at the next meeting.

Judy then turned the discussion toward possible subjects for “Lunch and Learn” programs. She listed some workshops that had been done in the past (stress management, dealing with difficult people, etc.).

Betsey Lee said she had been asked about having a session on the 401(k). There was considerable discussion as to who should teach this workshop. Judy suggested that a representative from the new state employee’s 401(k) management group be invited to do this but Betsey Lee felt that it should be someone from a different firm. One option was to approach several local people familiar with 401(k) and do a panel type presentation. A second option was to ask the state system office if someone was available for this type of class. A third option was to approach a “neutral” person. Judy will gather more data on these options.

It was also noted that with so many BCCC employees approaching retirement within less than five years, a workshop on how to prepare for it would be very helpful. The recommendation was made to offer a session on retirement information. Marcia will contact the State Retirement System to see what is available.

Penny Sermons reported that the audiovisual/graphics department continues to develop. It would be good to develop a session that would educate the employees about what is available here on campus. Judy will discuss this with Tricia and Doug. Due to the depth and quantity of information on these departments, splitting the time between audiovisual and graphics may be necessary to fit it into the “Lunch and Learn” format.

Judy reported that Dr. McLawhorn and Wesley Beddard will decide how to distribute the “Return to Industry” money.

The next meeting will be January 12, 2004 at 2:30 in the conference room of building #10.
BCCC Safety Summit Preliminary Schedule Of Training Topics:

PPE (Personal Protective Equipment) 1.5 Hour Annual Session

- Science Instructors
- Maintenance Personnel
- Industrial Technology Instructors:
 - Welding
 - Machine Shop
 - Heavy Equipment
 - Automotive
 - Greenhouse Program Instructors
 - Any Other Instructor/Employee Who Utilizes Chemicals/Hand Tools/Other Types Of Tools Or Machinery That Has Turning/Moving Parts And/Or Emits/Produces Shavings Or Debris

Lockout/Tagout (1.5 Hour Annual Session)

- Maintenance Employees
- Industrial Technology Instructors
- Any Other Instructor/Employee Who Uses Powered Hand Tools Or Other Types Of Machinery That Stores Energy (Transformers, Hydraulics, Etc.) Or That Has Turning/Moving Parts And/Or Emits/Produces Shavings Or Debris

Chemical Hygiene/Hazard Communication (1.5 Hour Annual Session)

- Allied Health Faculty
- NA Faculty
- Maintenance Personnel
- Greenhouse Instructor
- Any Employee Who Utilizes Chemicals In His/Her Normal Work Routine

Emergency Action Plan (3 Hours Annually)

- 1 Hour- Switchboard Operator Training
- 1 Hour- Emergency Coordinator Training
- 1 Hour (Plus) - Entire Campus - General Session

Forklift Safety/Operation (2 Hour Session For New Employees)

- 1 Time Training - No Refresher Required

Portable Fire Extinguishers- (1 Hour) Maintenance Personnel (Annual)

- (Optional For All Other BCCC Employees)

PDI Credit for all sessions