

BCCC Professional Development Committee
November 3, 2003 Minutes

The Professional Development Committee (PDC) met on November 3, 2003 with the following members in attendance: Betsy Lee Hodges, Judy Jennette, Dorothy Jordan, Joy Landeck, Marcia Norwood, Penny Sermons, Lentz Stowe, Hal Swindell, and Cindy Winstead. Absent: Riley Mills

Judy Jennette noted that the answers gleaned from the recently distributed questionnaire on PD did not indicate that staff or faculty were having a hard time obtaining their required PD credits each year. Jennette then referenced the requests for PD funds and noted that the PDC these could set aside a small amount of funds to produce some on-campus training and use the majority of the funding to partially fund each of the requests on a percentage basis.

Hal Swindell stated there is a need for money for classes on safety issues, for example how to deal with a Columbine situation at BCCC. Hal listed training classes currently offered and went on to say that OSHA requires more training than is currently being offered. Hal stated that this type of training is available at minimal or no cost. He requested the Professional Development Committee support safety training. It was agreed the Committee would give its support to safety training.

The Committee requested Hal develop a training plan, including costs, and e-mail it to the committee members prior to the November 17 meeting. The training plan should include steps to educate new employees. Once the training plan has Committee approval, the plan will be presented to the Administrative Council for approval and support.

Penny Sermons will contact Peggy Hoon to request information about Ms. Hoon visiting BCCC to give a class on copyright issues. It was suggested Penny e-mail the copyright class information to committee members prior to the November 17 meeting. The copyright classes could be open to the community/public schools/libraries/etc. The Committee will request that faculty be required to attend the copyright classes.

At the November 17 meeting the committee will decide on making the safety classes and copyright classes mandatory or voluntary for all other employees.

Judy suggested taking 10% of the Faculty/Staff Upgrading funds and using that money to fund the safety and copyright classes. The amount would be \$490.00. The remainder of the funds (\$4,403.00) would be divided equally, based on a percentage, among the applicants. Judy made the motion, Betsy Lee seconded and the motion was approved. Requests for applications were received as follows:

	Amount requested	Amount awarded
Jane Alligood	\$ 208.80	\$ 175.60
Rhunell Boyd	\$1,124.00	\$ 907.76
Tracey Johnson	\$ 129.00	\$ 111.76
Kimberly Mullis	\$2,216.92 (Est.)	\$1,782.09
Doug Stalls	\$1,347.00	\$1,086.15
Mark Waters	\$ 413.85 (Est.)	\$ 339.64

To calculate the amount to award each applicant, 80% of each request was calculated. This came to a total of \$4,351.66. $\$4,403.00 - \$4,351.55 = \$51.34$. The \$51.34 was divided between the applicants.

For the first Lunch and Learn, Penny will talk with Chris Craddock about doing a presentation of the mobile learning lab the week of November 17.

Judy will discuss with Dr. McLawhorn and Wesley how to decide which division receives the Return to Industry funding.

The next meeting will be November 17 at 2:30 in the board room of building #10.