

Professional Development for Staff Minutes

The Professional Development Staff Taskforce met in the Blue Room of the Business Sciences Building at 2:30 PM on Monday, April 14, 2008. Those attending were Susan Hargett, Cheryl Waddingham, Judy Gordon, Shirley Burrell, Nan Thompson Libby Cheshire, Jeff McEntire and Sandra Boyd.

The meeting was a brain storming session for ideas for Convocation and Professional Development in August. The following list of ideas which have been suggested or discussed previously was distributed to start the discussion.

- Combating the winter blues/depression
- Natural disaster – pandemic
- CE classes offered as workshops
- Weight loss
- Kanuga like training
- Health issues for men
- Health issues for women
- 72 hour emergency kits
- Training to handle stressed students
- CPR & First Aid
- E-Procurement
- Do you know...?

The discussion started with the Do you know... workshop idea and several members brought ideas to add to a list of possible topics to be covered. These included: campus wireless do's and don'ts, Microsoft options for staff, projector use guidelines, when to make changes in your insurance, how to use some campus software at home for free, about the availability of video conferencing and what employee benefits are after retirement. The discussion went into detail about the possibility of dividing this workshop into two different one with the Do you know... as one being discussion only and the other one being called Do you know how to..., with this one being a more hands on type of workshop. The possibilities for this one would cover how to: fill out travel paperwork, request a college vehicle, submit print shop requests, reserve rooms on campus, submit work requests, access GroupWise while traveling, save money using state insurance and others to be added later.

The following list is possible workshops that were discussed:

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| Datatel | Moodle |
| Print Shops new equipment | Office 2007 Word and Excel |
| Real time emergency drills | Green earth – recycling |
| Blood pathogens | Postage changes |
| Learning Styles and how they affect teamwork (Dr. Freeman) | |
| ICC Future Outlook – where are we going (roundtable) | |
| Getting ready to retire (guidelines or check off step sheet) | |
| Health and physical fitness (off campus facility) | |

The meeting adjourned at 3:20 PM. The next meeting date and time will be emailed.