

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, November 26, 2007. Those attending were Judy Gordon, Susan Hargett, Jeff McEntire, Becky Cleland, Lois Scruggs, Cheryl Waddingham, Lisa Padgett, Angie Marlowe, Trish Smith, Nan Thompson and Sandra Boyd.

The meeting began with discussion of the workshops for February 2008 Professional Development and the status of each. Those having been confirmed with the presenters are: Office 2007 Word – Rhonda Davis and Paula Walker, Office 2007 Excel – Melissa Johnson, 401K State Plan – Jodie Musselwhite, ID Theft – A New Approach – Debra Peace with the State Employees Credit Union, Retirement – Cindy Moore, and Moodle – Marisa Sudano.

Four workshops were discussed as still being possibilities with Telephone System and Legal Responsibilities being the least sure and ACA and Advising for New Instructors as being completed when the two campus committees working on these have finalized what they will be covering.

The last three workshops discussed are the most questionable ones for February due to continuing questions about what needs to be covered for the 72-Hour Emergency Kits and the Did You Know... workshops. The postage workshop is still a good possibility; we are waiting on confirmation from the Charlotte area post office contact person. This one will be done by our local Spindale postmaster and someone from the Charlotte office.

The tentative schedule for the day's activities was discussed with the one major change being that the workshops will be in the mornings and after lunch will be when all employees will remain together to hear our speaker for PD day, Dr. Iwana Ridgill. She will take both afternoon sessions and will be covering two different topics.

The meeting adjourned at 3:15 PM. The next meeting will be in January with the date and time to be sent by email.