

Professional Development for Staff Minutes

The Professional Development Staff Taskforce met in the Blue Room of Business Sciences at 1:00 on Wednesday, October 5, 2005.

The following members were present:

Sandra Boyd, Chair
Marnie Smathers, Vice-Chair
Libby Cheshire
Becky Cleland
Reagan Fischer
Susan Hargett
Karen Harris
Angela Marlowe
Mel McCurry
Jeff McEntire
Rita Merrill
Lisa Padgett
Judy Roberson
Lois Scruggs
Patricia Smith
Nan Thompson
Russell Wicker

Sandra Boyd began the meeting by introducing herself as the new Chair, and mentioning that this would be a short, informal meeting to allow us to get to know each other, and organize some previous ideas for Staff Development (pg.2). It was agreed that some of the topics are no longer needed, and we are in the process of getting new ideas. It is the hope of this committee to have our 'ducks in a row' for Professional Development Day, scheduled for February 7, 2006, before the Campus closes for the Christmas Holiday.

Other items that were mentioned for Isothermal Staff were to establish a Staff Senate, and to have awards for outstanding performance/achievement for a Staff member.

It was suggested that we have future meetings on Mondays or Wednesdays around 2:30, and the majority agreed.

Our meeting ended at 1:30!

Professional Development Workshops (Revisited)

- Motivational Speaker (for women and **men!**)
- Self-Defense
- Safety on Campus -
 - how to deal with irate spouse, student, etc.
 - being on campus at night
- Emergency Procedures-
 - fire
 - bomb threats
 - natural disasters
 - holding 'drills'
- First-Aid/CPR
- Datatel
- E-Procurement
- Microsoft Word - Mail Merging and printing envelopes
- Our Insurance benefits (Dental/Vision Plan), Retirement, Cafeteria Plan
- Colonial Life
- AFLAC
- How to back-up data on CD or Floppy Disk
- Workshops on Third Party Programs (TAA, NAFTA, WIA)
- Financial Aid Workshop (process)
- Emotional Stress
- Setting Boundaries/Assertiveness
- Phone Techniques - How to Better Use Voice Mail
- Wellness and Nutrition
- Customer Service
- Personal Safety
- "Google Yourself Silly" (How to Use the Internet)
- Caring for Elderly Parents
 - Health Power of Attorney
 - DNR
 - Nursing Home/Retirement Centers
- Retirement Planning - Start at an early age
- Nutrition & Portion Size
- Information Technology Helpdesk
- Developing Multimedia
- Living Wills
- FISH