

## Professional Development-Staff Minutes

The Professional Development Staff Taskforce met in the Blue Room of Business Sciences at 2:30pm on Monday, March 13, 2005.

The following members were present: Jeff McEntire, Shirley Burrell, Debbie Hollifield, Becky Cleland, Lois Scruggs, Susan Hargett, Nan Thompson, Cheryl Waddingham, Judy Gordon, Rita Merrill, Cindy Moore, Lisa Padgett, Reagan Fisher, Trish Smith, Priscilla Simmons, Sandra Boyd, and Marnie Smathers.

The meeting began with a few moments to share opinions concerning February's Professional Development. Minor things were mentioned that will be discussed further, as we prepare for Convocation and future Professional Development days. We have received about 50% of the Evaluations. Sandra Boyd offered to email a copy of the comments (13pgs long) to anyone interested.

Next, Sandra shared the topics that were discussed in the last TALC Meeting:

- Information sheet with steps covering Purchasing, Presenters, etc.; good resource guide
- Budget - small, but no outstanding debt
- Datatel - Training will be a part of Convocation; we will discuss what activities will be affected
- Technology Update - Insurance is replacing all computers damaged in the Library; Datatel training will continue there
- Eric Miller's position is presently being replaced by Marissa Sudano, Tim Greene, and Curtis Vance
- New GroupWise - We can install this program on our home computers, after the new installation is complete on campus. Contact Jeff McEntire if you have any questions

We began discussion on workshops for Fall Convocation, scheduled for August 14-15. NC Live, Blackboard, CPR/First-Aid, something with physical activity, comic relief, and possibly changing the format of workshops (round-robin) were discussed. It was then suggested that we ask co-workers for suggestions, and bring that to the next meeting.

It was agreed that we plan future meetings for the 2<sup>nd</sup> Monday of each month.

The meeting ended at 3:05pm.