

## Professional Development for Staff Minutes

The Professional Development Staff Taskforce met in the Blue Room of the Business Sciences Building at 2:30pm on Monday, April 24th, 2006.

The following members were present:

Nan Thompson, Judy Gordon, Cheryl Waddingham, Becky Cleland, Rita Merrill, Susan Hargett, Sandra Boyd, and Marnie Smathers.

Discussion began on ideas for Convocation and Professional Development which will be held August 14 - 15, 2006. There are many questions concerning Datatel being part of Convocation; more information to come, closer to Convocation, and after we are 'live' throughout the Campus.

There was discussion on physical activities; Fred Bayley and Mike Davis were mentioned for Adventure Training, which involves teamwork activities. In case of bad weather, we could use the Gym or the Performing Arts Stage. If we are to have these types of activities, we would make certain that water would be provided.

Campus Safety is of great concern for this committee, and throughout campus. We have a Handbook available, but there are no campus-wide procedures in place. Someone asked the question, 'after a fire extinguisher is used, what do you do?' It is agreed that this should be re-visited; Sandra will check with Stephen Matheny concerning this, and to find out whether or not new part/full time employees receive the Handbook.

Other topics that were mentioned to repeat are something in the First Aid area and Time Marches On (retirement tips).

Morning session format changes were also discussed with more breaks and something funny-more 'laid-back' being discussed as suggestions.

Sandra gave us the opportunity to review a copy of the NC Community College System Staff Award information. Since the establishment of a campus award for a staff member similar to the Eaves for a faculty member is an ongoing item for this committee, she recommends a small committee be formed from our committee members to come up with our own criteria using this as a guide.

Summer meetings will be June 12 and July 10 at 2:15 in the Blue Room.

The meeting ended at 4:25pm.