

TALC MINUTES
PROFESSIONAL DEVELOPMENT FOR STAFF TASK FORCE

The Professional Development for Staff Task Force met at 2:00pm on June 16, 2003 in the Red Room of Building 6 with 19 members present: Rhonda Davis and Glenda Scruggs, co-chairs, Vicki Hoyle, Nan Thompson, Debbie Hollifield, Michael Greene, Susan Hargett, Becky Cleland, Lisa Bridges, Sandra Boyd, Shirley Burrell, Angela Marlowe, Sylvia Bibler, Faye Mitchell, Judy Gordon, Jeff McEntire, Cheryl Waddingham, Lois Scruggs, and Marive Alexander.

The main objective of our meeting was to discuss what to do for Fall Convocation on August 11, 2003. Both faculty and staff will be involved in the morning session, which leaves the afternoon for breakout sessions. It has been suggested that there be a session on advising and registration for those faculty and staff members involved in registration. Other suggestions for sessions for those not involved were safety for employees, first aid, and computer maintenance with a concentration on saving data.

Cheryl Waddingham mentioned that she felt additional training on the new e-procurement purchasing system would be beneficial. Glenda stated that she would speak with our purchasing agent, Trish Huntsinger, about setting up some additional hands-on training later in the year.

There will be another Professional Staff Development Day in February 2004. Some other possible topics discussed were emergency procedures and drills, being safe in the workplace, how to deal with hostile situations and anger management.

The meeting adjourned at 3:00pm.