

The Professional Development Staff Taskforce met in the Blue Room of Business Sciences at 1:30 on Tuesday, October 2.

The following members were present:

Marvie Alexander, Shirley Burrell, Lisa Bridges, Libby Cheshire, Treva Clayton, Becky Cleland, Rhonda Davis (Chair), Susan Hargett, Karen Harris, Angela Marlowe, Rita Merrill, Lisa Padgett, Judy Roberson, Lois Scruggs, Marnie Smathers (Co-Chair), Dee Spurlin, Nan Thompson, and Cheryl Waddingham.

Rhonda began the meeting by asking for ideas on topics for Professional Development Workshops for February, 2004.

Here are the ideas that were discussed:

- Motivational Speaker (for women) Denise Ryan
- Self-Defense
- Safety on Campus, presented by Bob Bidwell (how to deal with irate spouse, student, etc.)
- Phillip Byers
- Emergency Procedures given by a Fire Chief with guidelines on having 'drills'
- First-Aid/CPR
- Data Tell, presented by Amy Penson
- More Workshops on E-Procurement
- A Microsoft Word Workshop, with emphasis on Mail Merging and printing envelopes
- A Workshop concerning our Insurance benefits (Dental/Vision Plan), Retirement, Cafeteria Plan, presented by Amy Penson
- 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)

It was suggested that we have future meetings at 2:30, and the majority agreed. Everyone also agreed that we would wait to schedule our next meeting, since we only meet when necessary.

Our meeting ended at 2:30.