

Professional Development for Staff – Task Force
Minutes

On Thursday, November 4, 2004 the Professional Development for Staff Task Force met in Room 113 of the Business Sciences Building.

Members present were: Marnie Smathers, Cheryl Waddingham, Mel McCurry, Rhonda Davis, Susan Hargett, Lois Scruggs, and Michael Greene

Rhonda Davis began the meeting by asking for input concerning possible workshops for Professional Development Day on Thursday, February 10, 2005.

Suggestions for workshops were:

- 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)

It was announced that faculty would be off-campus on February 10 for a workshop/retreat and that the opportunity for an off-campus retreat was available for staff also. After some discussion it was decided that a survey should be sent to all staff to determine if an off-campus retreat was agreeable. The survey is to be created and sent to everyone by e-mail. It should then be printed, filled-out and returned by inter-office mail to Rhonda Davis.

Meeting adjourned at 2:50.

Rhonda Davis, Chair

Marnie Smathers, Vice-Chair