

STAFF DEVELOPMENT CALL COMMITTEE MINUTES JULY 18, 2001

The Staff Development Committee met on Wednesday, July 18, 2001 at 2:30 p.m. in A&M 330. Members present were Peggy Womble, Banks Peacock, Debbie Harris, Bill Radford, Paul Compton, Jeff Williams, Jim Slye and Sheila Hamilton. Bill Thompson, director, was present.

Peggy Womble opened the meeting. The minutes of the call meeting of June 5, 2001 were approved. Peggy stated the primary purpose of the meeting was to discuss the service agreement commitment policy developed by the sub-committee of Staff Development after being reviewed by Dr. Wilson.

OLD BUSINESS

Peggy read comments and suggestions given by Dr. Wilson regarding the breakdown of monies in relation commitment time required by the employee. He was in agreement with the policy, but suggested that the commitment time/money should be reduced. There was a discussion from the committee members concerning the breakdown. It was a general consensus of the committee that a maximum limit of service should be required of an employee after Staff Development funds are received in excess of \$1000. Peggy Womble suggested that she will rewrite the commitment policy and forward a copy to each member of the Staff Development Committee. Bill Thompson stated that the policy will probably have to be reviewed several times before it will finalized. Peggy suggested that ti would be a good idea to have the college attorney also review the policy.

NEW BUSINESS

Staff Development requests were reviewed and discussed. The following personnel have applied and the distribution requests are as follows:

John Pickard	Windows 2000 Dir. Svc.	2,985.00	Tech. Grant
Sam Khoury	Windows 2000 Dir. Svc.	(3 persons)	
Vicky Lassiter	Windows 2000 Dir. Svc.		
Beverly Deans	BLET Conference	229.60	Vo-Ed
Betty Wellons	NCAEOP Workshop	251.50	State Fund
Lynda Bundy	NCAEOP Workshop	136.00	State Fund
Sue Fowler	NC Oral Public Health	365.00	Vo-Ed
Dan Krauthaim	Speaker-Fac. Orientation	1,070.00	Upgrade
Tare Humphries	Leadership Wayne Cty.	450.00	Upgrade
Kay Albertson	Leadership Wayne Cty.	450.00	Upgrade
Vivian Waters	Preapproved Book Fee	74.63	State Fund
Donna Flowers	Preapproved Book Fee	74.63	State Fund

Paul Compton moved to approve the Staff Development requests contingent to funds available. Bill Radford seconded and the motion passed.

With no further business, the meeting adjourned at 3:30 p.m.

Sheila Hamilton, Acting Secretary for Kay Bradley

Peggy Womble, Chairperson

**STAFF DEVELOPMENT COMMITTEE
MINUTES
AUGUST 28, 2001**

The Staff Development Committee met on Tuesday, August 28, 2001 at 2:30 p.m. in A&M 330. Members present were: Bill Thompson, director; Peggy Womble, chairperson; Kay Bradley, secretary; Banks Peacock; Debbie Harris; Bill Radford; Paul Compton; Cindy Archie; Joy Ginn; Hal Kilpatrick; and Sheila Hamilton. Peggy welcomed new member Lisa Pyle.

Peggy Womble opened the meeting. Bill Radford moved that the minutes of the July 18, 2001 meeting be approved. Hal Kilpatrick seconded and the motion passed.

OLD BUSINESS

The proposed Staff Development Service Commitment Policy has been sent to Dr. Wilson to be presented to the Administrative Council. Upon approval, it will be incorporated into the CPM.

NEW BUSINESS

Copies of the Budget Status of Requests 2001-2002 and Staff Development Classifications were distributed to members. Peggy stated that we are assuming no changes in funding by the state. Under the classification AState (Tuition/Book Fees)@ Hal Kilpatrick motioned that we include funding for continuing part-time personnel (32 hours a week) at a 3/4 prorated amount. Lisa Pyle seconded and the motion passed.

The Technology Grant (Professional Development Activities Leading to Curriculum Improvement Grant Proposal) was funded for \$40,950 for a two-year period.

Staff Development requests were reviewed and discussed. With the new restrictions on state travel, these figures may be overstated. As a rule, we will apply for excess travel expense approval from the state office through Bill Thompson. If the request is not approved, travelers may assume excess expenses on their own, find a roommate to share expenses, or choose not to travel. These funds are also contingent on availability of funds.

Requests Discussed That Were Approved In July:

1. The request for Tara Humphries to attend Leadership Wayne County will be funded through State Funds instead of Faculty Upgrade. Tara does not perform a direct service to students; therefore, does not qualify under the Faculty Upgrade category.
2. Kay Albertson still needs to submit a letter of her acceptance into the Leadership Wayne County Program.

Requests Discussed But Not Approved At This Time:

1. Carlos Cotto=s request for Tuition/Masters in the Business Administration Program at Kennedy Western University 6/22/01 - 6/2004 for \$7,437.50 was placed on hold. This request will need Administrative Council approval.
2. Mary Jo Loftin=s request in the amount of \$ 90.50 needs to be resubmitted in the spring.

Requests Approved August 2001

<u>NAME</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>FUNDING</u>
Peggy Helms	CPAS Forum	\$461.34	Vo Ed
David Hawk	Certified Plant Prof Trng	\$25.00	Upgrade
Jamie Ham	Emergency Medicine Conf	\$653.58	Upgrade
Debbie Harris	Emergency Medicine Conf	\$278.00	Upgrade
John Pickard	CompTIA A+ Core Exam	\$132.00	Upgrade
John Pickard	CompTIA A+ Operating Exam	\$132.00	Upgrade
Debbie Heath	NCDHA Conf	\$112.50	Vo Ed
Sue Fowler	NCDHA Conf	\$125.00	Vo Ed
Robin Smith	Book Fee Request	\$30.68	State
Paul Compton	CMM&PC-DMISS Trng	\$354.50	Tech Grant
Chad Strickland	CMM&PC-DMISS Trng	\$354.50	Tech Grant

Bill Radford moved to approve these Staff Development requests contingent on availability of funds. Debbie Harris seconded and the motion carried.

Peggy asked for contributions to the Staff Development Newsletter. Frances Allen will be preparing this newsletter but will be retiring October 31. Please get all news to her promptly such as degrees, new employees, etc.

The members discussed on-line travel forms and required evaluation forms. The consensus is that evaluation forms should be turned in with the reimbursement form. Bill stated that with the new system, the Business Office will be able to keep a running tally of our expenditures.

Our meetings for this coming year will be held on the 2nd Thursday of each month. Our next meeting will be September 13 at 3:00 p.m. in Dogwood 330.

With no further business, the meeting adjourned at 3:20 p.m.

Kay Bradley, Secretary

Peggy Womble, Chairperson

**STAFF DEVELOPMENT COMMITTEE
MINUTES
December 13, 2001**

The Staff Development Committee met on Thursday, December 13, 2001 at 3:04 p.m. in Dogwood 330. Members present were: Peggy Womble, chairperson; Kay Bradley, secretary; Banks Peacock; Debbie Harris; Bill Radford; Cindy Archie; Hal Kilpatrick; Lisa Pyle; Jeff Williams and Sheila Hamilton. Becky Mulligan attended in Bill Thompson=s absence.

Peggy Womble opened the meeting. Bill Radford moved that the minutes of the October 1, 2001 meeting be approved. Cindy Archie seconded and the motion passed.

OLD BUSINESS

Peggy passed out guidelines to be followed for the State Technology Grant which was funded at \$40,950. At this point, only \$4,300 has been spent. This grant is intended for curriculum faculty only. According to Dan Krautheim and Bill Thompson in order to qualify for these funds at least 45% of an instructor=s enrolled students must be from vocational/technical programs.

At the October meeting, it was suggested that some of this money be used for training in critical thinking. Cindy Archie reported a critical thinking conference will be held this summer in California and suggested that two people be sent for training in order to bring the information back to train WCC faculty. Because of Cindy=s interest in this area, she volunteered to attend and to try to find a second person to attend with her. Bill Radford moved to send two WCC employees to the Critical Thinking Conference in California in order for them to receive the training required to train our faculty critical thinking in their classrooms next fall. Sheila Hamilton seconded and the motion passed.

Another possibility is to have outside speakers on our campus to train our faculty. A sub-committee of Cindy Archie, Bill Radford, Debbie Harris, and Hal Kilpatrick was appointed to explore this possibility.

NEW BUSINESS

Staff Development requests were reviewed and discussed.

Requests Approved December 2001

<u>NAME</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>FUNDING</u>
Annette Hawkins	Duke Non-Profit	\$89.00	Tech Grant
Tracey Ivey	World View Seminars	\$187.50	Upgrade
Hal Kilpatrick	World View Seminars	\$386.00	Upgrade
Greg Goudeau	World View Seminars	\$372.50	Upgrade
Ralph Benedetto	World View Seminars	\$380.50	Upgrade
Rebecca Taylor	RS Logix Training Course	(max) \$800.00	Tech Grant
Glenn Smith	Advanced Income Tax School	\$229.00	Vo Ed
Peggy Helms	Don Farmer Fed. Tax Seminar	\$0.00	
John Mills	Turfgrass Conference	\$335.50	Vo Ed
Greg Goudeau	Turfgrass Conference	\$184.50	Vo Ed
Eleanor Armstrong	National Smart Start Conf.	\$242.50	Vo Ed
Jim Slye	Fed Income Tax for Timber Growers	\$130.00	Vo Ed
Unita Madry	M.S. Instructional Tech Conf.	\$672.00	State
Quentin Wade	M.S. Administration Conf.	\$400.00	State
Sharon Smith	Duke Non-Profit	\$69.00	State
Sharon Smith	Duke Non-Profit	\$120.00	State

With no further business, the meeting adjourned at 4:01 p.m. The next meeting is scheduled for Thursday, January 10 at 3:00 p.m. in Dogwood 330.

Kay Bradley, Secretary

Peggy Womble, Chairperson

**STAFF DEVELOPMENT COMMITTEE
MINUTES
February 14, 2002**

The Staff Development Committee met on Thursday, February 14, 2002, at 3:00 p.m. in Dogwood 330. Members present were:; Bill Thompson; Kay Bradley, secretary; Joy Ginn; Banks Peacock; Hal Kilpatrick; Jeff Williams; Paul Compton; and Sheila Hamilton.

Bill Thompson opened the meeting. Banks Peacock moved that the minutes of the January 17, 2001 meeting be approved. Jeff Williams seconded and the motion passed.

OLD BUSINESS

Based on remarks made by Dr. Wilson at the Faculty and Staff meeting, approved travel requests for state monies may or may not be reimbursed. We still want to encourage personnel to send in requests, however, everyone must realize that they may be traveling at their own expense.

Hal Kilpatrick suggested that we put a slide on CamNet e-mail about Technology Grant funds. It was explained that we can buy books, tapes, etc. as aids for instructors to train themselves. Technology does not have to center around computer information systems. In can be used for in-house training, any vocational/technical program where state of the practice concepts or applications can be used in the classroom.

NEW BUSINESS:

Paul Compton moved that the below listed requests for February be approved. Sheila Hamilton seconded and the motion carried.

<u>NAME</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>FUNDING</u>
Jim Carlin	NC Real Estate Conference	\$313.00	Upgrade
Slye/Mitchell	GPS Certificate Training	\$1,130.00	Tech Grant
Carolyn Walston	Duke Non-Profit - Inv. Org.	\$110.00	Upgrade
Debbie Harris	Duke Non-Profit - Inv. Org.	\$110.00	Upgrade
Peggy Helms	TACTYC Conference	\$777.39	Tech Grant
John Pickard	MCSE Windows Software	\$764.92	Tech Grant

With no further business, the meeting was adjourned. The next meeting will be held March 21, at 3 p.m. in Dogwood 330.

Respectfully submitted:

Kay Bradley, Secretary

Peggy Womble, Chairperson

**STAFF DEVELOPMENT COMMITTEE
MINUTES
March 21, 2002**

The Staff Development Committee met on Thursday, March 21, 2002, at 3:00 p.m. in Dogwood 330. Members present were: Peggy Womble, chairperson; Kay Bradley, secretary; Bill Thompson; Lisa Pyle; Bill Radford; Cindy Archie; Hal Kilpatrick; Jeff Williams.

Peggy Womble opened the meeting at 3:07 p.m. Lisa Pyle moved that the minutes of the February 14, 2002, meeting be approved. Cindy Archie seconded and the motion passed.

OLD BUSINESS

At the last meeting, Hal Kilpatrick suggested that information about the State Technology Grant funds be included in the CamNet presentation. Peggy will contact Kay Bradley in order to get information out to faculty and staff about the availability of these funds and how they can be used. Bill Thompson asked us to push the State Tech Grant in our departments.

NEW BUSINESS:

Cindy Archie moved that the below listed requests for March be approved. Bill Radford seconded and the motion carried.

<u>NAME</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>FUNDING</u>
Bo Wessell	NC Physics Spring Mtg. 3/15-16/02	\$164.00	State Tech Grant
Sam Khoury	Building Scalable Cisco Internetworks	\$2,295.00	State Tech Grant
Martha Herndon	NC Farm Bureau Conf. (No Funds Requested)		
Michelle Turnage	Distance Education Conference	\$75.00	F/S Upgrade
Tom Marrow	VICA Statewide	\$237.00	State Tech Grant
David Byrd	GM ASEP Conference	\$359.50	F/S Upgrade
Phyllis Patterson	NCMAT Conference	\$115.00	State Tech Grant
Peggy Womble	NCMAT Conference	\$115.00	State Tech Grant

Discussion followed on ways to spend down the State Technology Grant:

- Cindy Archie will attend Critical Thinking Conference and is looking for someone to go with her. Airline ticket will cost approximately \$1,607.
- A Texas Instrument representative to present a workshop on TI software, calculators, etc. for regional high school and college personnel. This will have to take place before May 31.
- Software to prepare LPN=s for licensure.
- Tutorial software to assist students with National Dental Board Exam Reviews.
- Pay contracts for personnel who assists students in technology record-keeping.
- Examples of instructional materials that could be purchased.

Bill explained that as a result of the Planning Council Retreat he has an objective that every instructor should have their syllabus on-line with a standard format for all classes. He asked that the Staff Development Committee take a lead in helping Dr. Krautheim push this objective in order to help students have a clear path of what is expected of them. Cindy Archie has a basic form and will bring it to the next meeting.

Peggy asked if the committee could change the meeting date from Thursday to Monday afternoon due to a class conflict for Jim Slye. *She will check with everyone to get a consensus.

The committee also discussed their concern about the training schedule for personnel to implement the conversion by Fall Semester 2002. The committee feels that July 31 is too late to begin training.

With no further business, the meeting was adjourned. The next meeting will be held Monday, April 15 at 3 p.m. in Dogwood 330.

Respectfully submitted:

Kay Bradley, Secretary

Peggy Womble, Chairperson

***After receiving approval from the Staff Development members, the meeting date has been changed to the third Monday in each month.**

STAFF DEVELOPMENT COMMITTEE MINUTES

April 15, 2002

The Staff Development Committee met on Monday, April 15, 2002 at 3:00 in A&M 330. Members present were Peggy Womble, Chairperson, Cindy Archie, Paul Compton, Shelia Hamilton, Debbie Harris, Banks Peacock, Bill Radford, and Jeff Williams. Bill Thompson and Joy Ginn, ex-officios were also present.

Peggy Womble opened the meeting. Paul Compton moved that the minutes of the March 21, 2002 meeting be approved. Shelia Hamilton seconded and the motion passed.

OLD BUSINESS

Bill Thompson announced to the committee that the request for Vicky Lassiter in January had been adjusted to reflect only a \$62 request.

NEW BUSINESS

Bill Thompson discussed the requests for April 2002. Paul Compton moved that the we approve the below listed requests. Debbie Harris seconded and the motion passed.

Katina Phillips	\$1,058.42
Patricia Smithing	\$1,015.42
Peggy Womble	\$ 896.80
Phyllis Patterson	\$1,058.42
Hal Kilpatrick	\$ 853.42
Jim Godfrey	\$ 988.80
Annette Hawkins	\$ 896.80
Mike Dubrowsky	\$ 964.20
John Pickard	\$ 764.92

Bill Thompson informed the committee that all Voc Ed Funds have been spent. Faculty Salary money was converted to software & travel. Money must be spent by May 31, 2002.

Faculty Staff Upgrade is frozen, Faculty/Staff Tuition & Book money is spent.

OLD BUSINESS

The Carl Perkins Grant is to be resubmitted next week. Any suggestions should be forward as soon as possible to Peggy Womble or Jeff Williams.

There was discussion about the issue of placing the course syllabi on line. There was a subcommittee formed to address this issue:

Banks Peacock, Chairman

Cindy Archie

Bill Radford

Bill Thompson

There being no further business, the meeting adjourned at 3:30 p.m.

Joy Ginn, Acting Secretary

Peggy Womble, Chairman

**STAFF DEVELOPMENT COMMITTEE
MINUTES
September 16, 2002**

The Staff Development Committee met on Monday, September 16, 2002, at 3:00 p.m. in Dogwood 330. Members present were: Bill Thompson, Paul Compton, Cindy Archie, Hal Kilpatrick, Jeff Williams, Becky Mulligan, and Kay Bradley, secretary.

Bill Thompson opened the meeting. Paul Compton moved that the minutes of the April 15, 2002, meeting be approved. Hal Kilpatrick seconded and the motion passed.

OLD BUSINESS

Back to Industry needs to be revisited. One-third of money is designated for Return to Industry, and we need to be encouraging people to participate. Bill will research information to see if he can get a better feel for the meaning of ABack to Industry@ and to see if there is a possibility of bringing someone in for training on campus.

We did not receive funds from the Technology Grant. We have received it for two years and cannot receive it three years in a row.

NEW BUSINESS:

Bill reported that travel is on again. We are to use original procedures to request assistance.

Bill reviewed the 2002-2003 guidelines. Faculty/Staff Upgrade will be limited to \$1,000 for full time faculty. Any amount approved over this limit will require a service commitment agreement signed by the recipient. Continuing part-time personnel (32 hours a week) will be funded at a 3/4 prorated amount (August 28, 2001 minutes). Tuition assistance will be considered for 3/4 time personnel if it is a requirement for person to perform his responsibilities. Bill will send a copy of the new guidelines to each member. He also will talk to Alice Wadsworth about whether the VEF Technology line item can be used for faculty taking classes to meet credential requirements. Discussion followed about raising \$400 tuition limit. Over the years, tuition has increased considerably. It was determined that this does need reviewing and possible action by the committee.

Bill reported that Dr. Wilson doubled the Faculty/Staff Upgrade money from \$20,000 to \$40,000. Carl Perkins has been funded with the same budget. Significant money was reverted in 2001 - 2002. Bill stated that we need to work hard to encourage training opportunities to obligate funds soon (late fall - early spring). It was suggested that requirements for Faculty upgrade be specified in CamNet and e-mail to encourage use of the funds.

Paul Compton moved that the below listed requests for July/September 2002 be approved. Cindy Archie seconded and the motion carried.

<u>NAME</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>FUNDING</u>
John Pickard	CCNA Exam - July 12, 2002	\$125.00	VEF - PD
Janice Fields	CC Leadership Program	\$500.00	F/S Upgrade
Peggy Helms	2002 NCACPA Accounting Ed Forum	\$461.34	VEF - PD
Ron Prince	FAA Certification/Mech Exam.Course	\$189.00	VEF - PD
Ray Burrell	World ViewFall 2002 Symposium	\$170.00	F/S Upgrade
Sharon Bull	World ViewFall 2002 Symposium	\$295.00	F/S Upgrade
Debbie Harris	Emergency Medicine Today	\$485.02	F/S Upgrade
Jerry Penuel	Certified Clinical Supervisor Exam	\$200.00	VEF - PD

With no further business, the meeting adjourned at 4 p.m. The next meeting will be held Monday, October 21 at 3 p.m. in Dogwood 330.

Respectfully submitted:

Kay Bradley, Secretary

**Bill Thompson,
Director, Staff Development**

**STAFF DEVELOPMENT COMMITTEE
MINUTES
October 21, 2002**

The Staff Development Committee met on Monday, October 21, 2002, at 3:04 p.m. in Dogwood 330. Members present were: Peggy Womble, chairperson; Bill Thompson; Cindy Archie; Hal Kilpatrick; Jeff Williams; Joy Ginn; Debbie Harris; and Kay Bradley, secretary.

Peggy Womble, chairperson, opened the meeting. Cindy Archie moved that the minutes of the September 16, 2002, meeting be approved. Hal Kilpatrick seconded and the motion passed.

OLD BUSINESS

Bill Thompson reviewed the guidelines for Staff Development Classifications for 2002-2003. We will focus on Return to Industry in order to use the \$13,200 allocated to this area. He noted that the Vocational/Technical funds are for instructors of 1 or 2 year programs, basically in all areas including math, liberal arts, science, and social science.

It was discussed at length as to whether the Acommitment form@ should be a part of the staff development application or a separate form. The separate form is in the CPM. It was also discussed that if someone trains using staff development funds, they should be expected to bring the information back and train others. This might need to be included in the commitment statement. It was suggested that the staff development application or commitment form have this statement on it:

AI understand that upon completion of this training, I will bring back the information and share with my colleagues or the instructors as appropriate and will articulate on my evaluation.@

It was suggested that on the AEvaluation of Activity@ form, the question AHow will you share this experience with your colleagues?@ read AHave you shared this experience with your colleagues?@

Peggy revisited the issue of syllabi on line. Bill stated that Kay Albertson has taken the ball and is running with it. Cindy Archie reported that a task force has been appointed, and she has shared a model with Dr. Albertson. Dr. Albertson will be handling this issue but will need our help.

Peggy also revisited the issue of raising limits on tuition assistance. The issue was tabled until next year pending a budget increase in that area.

Suggestions from faculty and staff regarding Staff Development study sessions were passed out. Cindy Archie added to the list: to bring someone from NCCCS to do a Anuts and bolts@ session on information needed to run a department such as calculating F.T.E., etc.@ Debbie Harris suggested a workshop on terrorism. It was decided that we would present one workshop every couple of months.

The committee prioritized the list and decided that on either November 20 or 21 to present a staff development workshop on aHow to Deal with Difficult People@ for anyone interested on campus. A session will be held at 1 p.m. and another at 2:15 on the same day to give as many people as possible a chance to attend. Debbie Harris will make contacts for a presenter.

Bill Thompson will contact NCCCS in order to secure a presenter for aAnuts and bolts@ workshop to be held in February 2003. Dolores Parker was suggested.

A workshop for April will be discussed at November meeting.

NEW BUSINESS:

Kay Bradley moved that the below listed requests for October be approved with the exception of Carlos Cotto=s request for \$400 to attend the Principles of Leadership workshop which he will need to resubmit for consideration at February meeting contingent on availability of funds at that time. Cindy Archie seconded and the motion carried.

<u>NAME</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>FUNDING</u>
Michelle Turnage	VLC, Distance Learning Mtg. 9/24/02	\$25.00	F/S Upgrade
Connie McCullen	OSHA, Annual Update for Dental Professionals 11/1/02	\$80.00	VEF-PD
Margaret Baddour	NC Writers Network Workshop 10/5/02	\$55.00	F/S Upgrade
Bo Wessell	NCS-AAPT, SACS-AAPT, & SPS Annual Mtg.	\$240.50	F/S Upgrade
Caroline Smith	NC Assoc. on Higher Ed & Disability Fall Conference 10/13-15/02	\$309.00	VEF-PD
Tim Cawein	Online Courses for Web Server/HTML Training	\$1,043.00	Return to Industry
Carlos Cotto	Organizational Behavior	\$400.00	F/S Tuition &

<u>NAME</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>FUNDING</u>
	June-October 2001		Books
Carlos Cotto	Principles of Leadership Master=s Course Jan-March 2002	Not Approved	F/S Tuition & Books
David Byrd	IAGMASEP 2002 Conference	\$502.25	VEF-PD
Linda Sutton	Proofreading Workshop 11/5/02	\$140.00	F/S Upgrade
John Mills	CGCSA Conference and Trade Show 11/18-21/02	\$372.50	VEF-PD
Grace Lutz	NCAEOP Annual Conference 3/19-22/02	\$215.10	F/S Upgrade
David Chambley	Maintenance Certification	\$71.30	F/S Upgrade

Peggy reported that we will publish a Staff Development Newsletter after Christmas. She will put an e-mail out asking for news of conferences attended, degrees received, etc.

With no further business, the meeting was adjourned at 4:12 p.m. The next meeting will be held Monday, November 18 at 3 p.m. in Dogwood 330.

Respectfully submitted:

Kay Bradley, Secretary

Peggy Womble, Chairperson

**STAFF DEVELOPMENT COMMITTEE
MINUTES
November 18, 2002**

The Staff Development Committee met on Monday, November 18, 2002, at 3:00 p.m. in Dogwood 330. Members present were: Peggy Womble, chairperson; Bill Thompson; Banks Peacock; Paul Compton; Jeff Williams; Katherine Williams; Debbie Harris; and Kay Bradley, secretary.

Peggy Womble, chairperson, opened the meeting. Paul Compton moved that the minutes of the October 21, 2002, meeting be approved. Debbie Harris seconded and the motion passed.

OLD BUSINESS

The committee discussed Staff Development study sessions assignments from our last meeting. Debbie Harris reported that Beth Hollars from Gaston Community College has agreed to present the first workshop in this series on **AHow to Deal with Difficult People@** for \$100 plus per diem. The workshop will be scheduled in late January or early February 2003. Peggy will talk to Tara Humphries about promoting the session on campus. Katherine Williams will need pertinent information with a description on workshop content for the business office.

Other sessions discussed were **ATeam Building@** and **ALearning Styles@**. Debbie suggested Roddy Gray who is both informative and humorous and does a great workshop on **ALearning Styles@**. She will try to book him for late February or early March 2003.

Bill will talk with Dr. Wilson about doing a **ANuts and Bolts@** workshop in April. The committee felt that Dr. Wilson would be a big draw for personnel because of his knowledge of our institution and the NCCC System. Another possibility is Dr. Brian Brooks at Davidson College.

It was decided that before scheduling another session, we would check the response for the January/February session.

Peggy reported that we still need news turned in to her for the newsletter. Grace will be typesetting it.

NEW BUSINESS:

Bill charged this committee to write articles for the newsletter relating to their area to promote the use of AReturn to Industry@ funds. He feels strongly that we should share our feelings about staff development with others to encourage faculty/staff to be prepared when opportunity presents itself by positioning themselves for promotion. Use of staff development funds is a way to do this. The committee discussed at length the AReturn to Industry@ program and how planning is essential in allowing faculty to participate. It was suggested that Bill contact faculty that have used these funds in the past and relay their experiences back to the group.

In October, Carlos Cotto=s request for \$400 tuition request for June - October 2001 was approved by the committee. Because the course was taken in the last fiscal year, the Business Office rejected this request.

Paul Compton moved that the below listed requests for November be approved with the exception of all tuition assistance requests for \$400. Debbie Harris seconded and the motion carried. The tuition assistance requests were included for our information only and will not be approved until the classes have been completed.

<u>NAME</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>FUNDING</u>
Bill Radford	Course in Advances in Periodontal Medicine	\$271.00	VEF-PD
Vicky Lassiter	CCNA Certification	\$135.00	VEF-PD
Eleanor Armstrong`	CC Childhood Educator Conference	\$177.50	VEF-PD
Peggy Helms	2002 Tax Update	\$0.00	
Duane Everhart	Annual Conf./Bd Mtg. Academy of CJ Sciences (Commitment Statement Required)	\$1,125.00	VEF-PD
Irma Wiggins	Nat=l Developmental Ed Conf.	\$1,016.00	VEF-PD
Miriam Wessell	Nat=l Developmental Ed Conf.	\$1,016.00	VEF-PD
Naomi Collie	Provide Training To Basic Skills Staff/Faculty	\$360.00	F/S Upgrade
Jerrie Stanley	NCAEOP Conference	\$417.53	F/S Upgrade

NOTE: The committee asked that the tuition assistance request for Larry Oates be checked against his one free class for employees and scholarship assistance he is receiving to make sure he is not being overpaid.

Because of member conflicts with the present meeting day, Bill asked that we check our calendars for Spring 2003 to see if we can meet on another afternoon. Members are to e-mail Becky the days that they cannot meet.

With no further business, the meeting was adjourned at 4:25 p.m. The next meeting will be held Monday, December 16 at 3 p.m. in Dogwood 330.

Respectfully submitted:

Kay Bradley, Secretary

Peggy Womble, Chairperson

STAFF DEVELOPMENT COMMITTEE
MINUTES
April 15, 2003

The Staff Development Committee met on Tuesday, April 15, 2003, at 3:00 p.m. in Dogwood 330. Members present were: Peggy Womble, chairperson; Bill Thompson; Joy Ginn; Banks Peacock; Jeff Williams; Cindy Archie; Katherine Williams; Becky Mulligan; and Kay Bradley, secretary.

Peggy Womble, chairperson, opened the meeting. Cindy Archie moved that the minutes of the February 18, 2003, meeting be approved. Katherine Williams seconded, and the motion passed.

OLD BUSINESS

Bill reported on the workshop held March 18. Roddy Gray presented A Different Learning Styles@ to forty-nine people. Overall evaluations were good to excellent. Seventy-nine percent of participants were faculty. Mr. Gray received good comments about his approach and humor but several comments suggested that he spent too much time getting to the main point. Bill commented that up to this point we have not presented workshops on critical thinking skills and suggested we keep this in mind in planning future workshops.

The next staff development workshop planned will be the Anuts and bolts@ workshop to be presented by Dr. Wilson. This will be planned for the end of September 2003 after everyone is settled into the Fall Semester. Cindy Archie asked the a segment on A how to develop a budget using FTE=s@ be included in this presentation. Bill and Cindy will review the package from Lenoir Community College to see what type of criteria should be discussed. The group discussed whether to have one large session or two--one in the morning and the other in the afternoon.

Banks Peacock reported on the ad hoc committee meeting to study a commitment by faculty and staff for personal and professional development training (minutes attached). Cindy suggested reflecting on each individual=s needs, in order to come up with your own goals and ways to meet them.

NEW BUSINESS:

Jeff Williams moved that the below listed requests for February 2003 be approved contingent on availability of funds. Cindy Archie seconded and the motion carried.

<u>NAME</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>FUNDING</u>
Ann Spicer	Cooperative Learning Institute	\$744.50	F/S Upgrade
Jeff Williams	Cooperative Learning Institute	\$744.50	F/S Upgrade
Michelle Turnage	Distance Learning/SE Reg. Conf.	\$217.50	F/S Upgrade
Ray Brannon	Distance Learning/SE Reg. Conf.	\$207.50	F/S Upgrade
Bo Wessell	NC Association of Physics Conf.	\$158.00	F/S Upgrade
Christie Smith	NC Assoc. of Dental Assisting Edu.	\$176.50	F/S Upgrade
Connie McCullen	NC Assoc. of Dental Assisting Edu.	\$95.50	F/S Upgrade
Paul Compton	CNC Machine Training	\$252.00	F/S Upgrade
Chad Strickland	CNC Machine Training	\$190.00	F/S Upgrade

Jeff Williams moved that the below listed requests be returned without any action because of unavailability of funds. Katherine Williams seconded and the motion carried.

Jim Slye	Piedmont & Coastal Plain Wetlands	\$1,021.00	F/S Upgrade
Tracey Ivey	Adventures in Ideas Conference	\$185.00	F/S Upgrade
Charlotte Brow	AEmpires: From Ancient Rome Seminar	\$260.00	F/S Upgrade
Cindy Archie	World View Residential Program	\$673.00	F/S Upgrade

Bill passed out copies of the NCCCS 2003 Grants to Colleges. With the deadline only 15 days away, the committee felt that there would not be enough time to prepare a proposal. Bill suggested that we go to their website to research topics for a proposal next year:

www.ncccs.cc.nc.us/Perkins/2003_grants_to_colleges

With no further business, the meeting adjourned at 4:08 p.m. The next meeting will be held Tuesday, May 20, at 3 p.m. in Dogwood 330.

Respectfully submitted:

Kay Bradley, Secretary

Peggy Womble, Chairperson

STAFF DEVELOPMENT COMMITTEE
MINUTES
August 19, 2003

The Staff Development Committee met on Tuesday, August 19, 2003, at 3:00 p.m. in Dogwood 330. Members present were: Peggy Womble, chairperson; Bill Thompson; Joy Ginn; Banks Peacock; Jeff Williams; Katherine Williams; Becky Mulligan; Paul Compton; Hal Kilpatrick; Kay Bradley, secretary; and new members, Sue Beaman and Chris Gregory.

Peggy Womble, chairperson, opened the meeting by welcoming new members Sue Beaman and Chris Gregory. Peggy asked that the minutes be approved. Paul Compton moved that the minutes of the April 15, 2003, meeting be approved. Bill Thompson seconded, and the motion passed.

OLD BUSINESS

Bill passed out copies of Tuition Assistance Guidelines as they appear in the CPM. After much discussion, it was the general consensus that a statement needs to be included in the guidelines to address who specifically makes the decision on exceptional cases.

Banks Peacock reported on the ad hoc committee meeting to study a commitment by faculty and staff for personal and professional development training. The sub-committee met on Monday, August 18 to discuss this objective. Banks submitted a staff development requirements proposal outlining possible activities with rates of SDU=s (Staff Development Units) that might be received for each activity. It was suggested that Staff Development should continue to offer workshops for faculty and staff to attend in order to make opportunities available. Bill stated that the intent of these activities is to encourage individuals to participate in staff development and the reward is your own self-fulfillment. After much discussion, this issue was tabled. Peggy asked that everyone give it more thought.

Dr. Wilson=s workshop on ANuts and Bolts@ is tentatively scheduled for sometime in October.

NEW BUSINESS

Peggy announced that Dr. Gerald Nosish might be available to conduct a critical thinking workshop on our campus October 13 or 14. The one day workshop will cost around \$2,500 plus expenses. She will look further into the possibility of this event.

Paul Compton moved that the below listed requests for April 2003 be approved with the

exception of Norm Crumpacker. His request was tabled until after the Administrative Council approves the new CPM to amend the tuition assistance guidelines . Hal Kilpatrick seconded and the motion carried. Service Contracts will be required for the request of Duane Everhart and Cindy Archie since they are over the \$1,000 limit. When funded, Norm Crumpacker will require a contract also.

<u>NAME</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>FUNDING</u>
Beverly Deans	Annual School Director=s Conf.	\$244.40	Restricted Upgrade
Janeil Marak	CE Dental Course	\$30.00	Restricted Upgrade
Peggy Helms	NCACPA Accounting Ed Forum	\$439.18	Restricted Upgrade
Vicky Lassiter	Tuition Assistance - Spring 2003	\$400.00	Restricted Upgrade
Duane Everhart	Southern Criminal Justice Conf.	\$1,027.00	Restricted Upgrade
Norm Crumpacker	Tuition Assistance	\$1,200.00	Restricted Upgrade
Danny Rollins	New Testament Studies Course	\$143.60	Restricted Upgrade
Danny Rollins	Course	\$145.00	Restricted Upgrade
Liz Meador	4 attendees to CEI Fall Conf	\$633.60	Restricted Upgrade
Cindy Archie	National League for Nursing	\$1,584.00	Restricted Upgrade
Annette Hawkins	Learning to Learn - Duke	\$156.00	Restricted Upgrade

With no further business, the meeting adjourned at 4:18 p.m. The next meeting will be held Tuesday, September 16, 2003, at 3 p.m. in Dogwood 330.

Respectfully submitted:

Kay Bradley, Secretary

Peggy Womble, Chairperson

STAFF DEVELOPMENT COMMITTEE MINUTES September 16, 2003

The Staff Development Committee met on Tuesday, September 16, 2003, at 3:00 p.m. in Dogwood 330. Members present were: Peggy Womble, chairperson; Bill Thompson; Carolyn Walston; Banks Peacock; Jeff Williams; Katherine Williams; Becky Mulligan; Jim Slye; Hal Kilpatrick; and Kay Bradley, secretary.

Peggy Womble, chairperson, opened the meeting. Peggy asked that the minutes be approved. Hal Kilpatrick moved that the minutes of the August 19, 2003, meeting be approved. Carolyn Walston seconded, and the motion passed.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Peggy announced that Dr. Gerald Nosish will present a one-day workshop on Acritical thinking@ to interested faculty and staff on October 13 which is a faculty workday.

Jim Slye moved that the below listed requests for September 2003 be approved. Carolyn Walston seconded and the motion carried. Service Contracts will be required for the request of Francis Porbeni and J. E. Bass since they are over the \$1,000 limit.

<u>NAME</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>FUNDING</u>
Zena Brinson	Tuition Assistance - Book Fee	\$77.50	F/S Upgrade
Annette Hawkins	Tuition Assistance - Bridging Learning Theory in Classroom	\$89.95	Restricted Upgrade
Annette Hawkins	Tuition Assistance - Memory and Learning Strategies	\$89.95	Restricted Upgrade
Annette Hawkins	Tuition Assistance - Global Education	\$89.95	Restricted Upgrade
Sherry Granberry	Attend NCAEYC Conference	\$319.25	Restricted Upgrade
Eleanor Armstrong	Attend NCAEYC Conference	\$387.00	Restricted Upgrade
Sharon Price	Leadership Wayne County	\$550.00	F/S Upgrade
Ed Farris	Tuition Assistance	\$104.59	F/S Upgrade
Debbie Harris	Emergency Medical Conference	\$546.63	F/S Upgrade

<u>NAME</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>FUNDING</u>
Maria Limmen	Teaching/Learning Conference	\$566.30	Restricted Upgrade
Janeil Marak	Educator=s Workshop	\$233.25	Restricted Upgrade
Francis Porbeni	National ACS Meeting	\$1,405.00	Restricted Upgrade
Charlotte Brow	AThe Politics of Idealism@ Seminar	\$135.25	Restricted Upgrade
J. E. Bass	ACCA Education Instructor Program	\$1,554.50	Restricted Upgrade
Gerald Nosich	Conduct Critical Thinking Staff Development Workshop	\$3,700.00	F/S Upgrade
Peggy Womble	Staff Development Workshop Presenter Transportation and Meal	\$100.00	Restricted Upgrade

Bill Thompson gave statistics of last years staff development activities:

- § 85 staff development requests were received.
- § 70 were approved and 15 returned because of funding reversions.
- § 15 individuals had applied for staff development on two or more occasions.
- § Of those participating in staff development, 76% were faculty and 24% support staff with a broad range of applicants from all over the college.
- § The Staff Development Committee hosted two separate college-wide training workshops which were attended by 60-65 people for each workshop.
- § The Staff Development Committee was allocated \$42,566 and was able to spend \$32,365 (76%) before having to revert just over \$10,201.

Bill will tract the data year to year. He stated that a little more than half of the employees are taking advantage of staff development funds.

With no further business, the meeting adjourned at 3:20 p.m. The next meeting will be held Tuesday, October 21, 2003, at 3 p.m. in Dogwood 330.

Respectfully submitted:

Kay Bradley, Secretary

Peggy Womble, Chairperson

STAFF DEVELOPMENT COMMITTEE MINUTES October 21, 2003

The Staff Development Committee met on Tuesday, October 21, 2003, at 3:00 p.m. in Dogwood 330. Members present were: Peggy Womble, chairperson; Bill Thompson; Paul Compton ; Joy Ginn; Michelle Turnage; Chris Gregory; Banks Peacock; Jeff Williams; Hal Kilpatrick; and Kay Bradley, secretary.

Peggy Womble, chairperson, opened the meeting. Peggy asked that the minutes be approved. Paul Compton moved that the minutes of the September 16, 2003, meeting be approved. Hal Kilpatrick seconded, and the motion passed.

OLD BUSINESS

Peggy gave a report on the critical thinking workshop held on October 13 and presented by Dr. Gerald Nosich. Evaluations indicated that the workshop was an overall success. Forty-seven faculty members signed up with 43 actually attending and 37 remaining for the full workshop. Phyllis Patterson catered lunch. This was made possible with a Foundation mini-grant of \$200. All four sessions were taped and edited for easy watching. They are available for anyone interest to check out for viewing.

NEW BUSINESS

Paul Compton moved that the below listed requests for September 2003 be approved. Hal Kilpatrick seconded and the motion carried. David Byrd has signed a contract for his trip. After checking with David and Craig Foucht, this report has been changed to show corrected requests.

<u>NAME</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>FUNDING</u>
John Mills	Carolinas Golf Course Superintendents Conference	\$209.75	Restricted Upgrade
David Byrd	2003 IAGMASEP Conference	\$1,293.00	Restricted Upgrade
Craig Foucht	2003 IAGMASEP Conference	\$335.00	Restricted Upgrade
Ric Earnest	National Autobody Conference	\$443.50	Restricted Upgrade
Beth Spragins	Department Chairs Institute	\$400.00	Restricted Upgrade
Ray Burrell	Department Chairs Institute	\$400.00	Restricted Upgrade
Beth Hooks	Department Chairs Institute	\$400.00	Restricted Upgrade
Sharon Bull	Department Chairs Institute	\$400.00	Restricted Upgrade

<u>NAME</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>FUNDING</u>
Gene Smith	Department Chairs Institute	\$400.00	Restricted Upgrade
Duane Everhart	Department Chairs Institute	\$400.00	Restricted Upgrade
Connie McCullen	Infection Control & OSHA Requirements	\$183.00	Restricted Upgrade
Leslie Crater	Infection Control & OSHA Requirements	\$159.00	Restricted Upgrade
Jim Godfrey	T-3 International Conference	\$895.50	Restricted Upgrade
Katina Davis	T-3 International Conference	\$775.50	Restricted Upgrade
Kim Clark	T-3 International Conference	\$885.50	Restricted Upgrade
Hal Kilpatrick	T-3 International Conference	\$895.50	Restricted Upgrade
Peggy Womble	T-3 International Conference	\$1,060.50	Restricted Upgrade
Joy Pearce	Attend Senior Corps Tech Trng	\$576.44	F/S Upgrade

With no further business, the meeting adjourned. The next meeting will be held Tuesday, November 18, 2003, at 3 p.m. in Dogwood 330.

Respectfully submitted:

Kay Bradley, Secretary

Peggy Womble, Chairperson

STAFF DEVELOPMENT COMMITTEE MINUTES November 13, 2003
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The Staff Development Committee met on Tuesday, November 13, 2003, at 3:00 p.m. in Dogwood 330. Members present were: Bill Thompson; Becky Mulligan; Paul Compton; Banks Peacock; and Kay Bradley, secretary; and Robyn Middleton, guest.

Bill Thompson opened the meeting. Bill asked that the minutes be approved. Paul Compton moved that the minutes of the September 16, 2003, meeting be approved. Banks Peacock seconded, and the motion passed.

OLD BUSINESS

None

NEW BUSINESS

Paul Compton moved that the below listed requests for November 2003 be approved. Banks Peacock seconded and the motion carried.

<u>NAME</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>FUNDING</u>
Bill Radford	49 th Annual Dental Seminar Day	\$265.00	Restricted Upgrade
Debbie Heath	AHEC Dental Health Education Course	\$70.00	Restricted Upgrade
Janeil Marak	AHEC Dental Health Education Course	\$95.00	Restricted Upgrade
Kelly Colly	Notary Public Certification	\$60.00	F/S Upgrade
Lana Mason	Technology Nat=I Conference	\$941.50	VO/ED Restricted Upgrade
Dennis Cracknell	Tuition Assistance/Books Fall 2003	\$113.49	F/S Upgrade
Dwight Mayo	Tuition Assistance/Continuing Ed Crystal Reports	\$53.49	F/S Upgrade
John Mills retracted per John=s request	NC Turfgrass Conference	\$270.00	VO/ED
Joanne McClave	Creative Teaching or Nursing Educators	\$1,261.26	Restricted Upgrade

<u>NAME</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>FUNDING</u>
Wayne Madry retracted due to funds	2004 Computer Campus Nat=l Conference	\$839.33	Restricted Upgrade

With no further business, the meeting adjourned.

Respectfully submitted:

Kay Bradley, Secretary

Peggy Womble, Chairperson

**STAFF DEVELOPMENT COMMITTEE
MINUTES
MARCH 16, 2004**

The Staff Development Committee met on Tuesday, March 16, 2004, at 3:00 p.m. in Dogwood 330. Members present were: Peggy Womble, Bill Thompson, Joy Ginn, Hal Kilpatrick, Michelle Turnage, Jeff Williams, Sue Beaman, Banks Peacock, Kay Bradley, and guest, Robyn Middleton.

Peggy Womble opened the meeting. Peggy asked that the minutes be approved. Hal Kilpatrick moved that the minutes of the November 13, 2003, meeting be approved. Michelle Turnage seconded, and the motion passed.

OLD BUSINESS

Bill Thompson reported that staff development funds have been expended down to a few dollars for the remaining of the year. Vocational Ed funds were moved to Special Ed funds for special needs. The remaining funds will be held to cover trips that might be overspent. Bill indicated that staff development funds would need to be set aside to support employee training for the Quality Enhancement Plan as those training needs are identified. Consequently, travel dollars for conferences and workshops will have to come from departmental travel budgets.

Bill presented a Guilford Tech survey model on faculty professional development that documents evidence of on-going professional development (Attachment 1). Members agreed that this appeared to be a good way to not only document an employee's professional development, but the survey could be incorporated and used as an essential component of the employee's annual performance appraisal. Although the Guilford model addressed faculty professional development, the group agreed that the form be adopted for all college employees. Bill's office will prepare and distribute the survey to all WCC employees in the near future and report the results to the Committee for review. Additionally, the personnel portion of the College Procedure's Manual that addresses annual performance appraisal will have to be changed to reflect this requirement.

Staff Development Minutes
March 16, 2004
Page 2

NEW BUSINESS

Michelle Turnage moved that the Committee approve travel for Cindy Archie in the amount of \$484.00 to attend the Instructional Administrators' Conference from restricted upgrade funds (Attachment 2).

There being no further business, the meeting adjourned at 3:40 p.m. The next scheduled meeting will be Tuesday, April 20, 2004 at 3:00 p.m. in Dogwood 330.

Respectfully submitted:

Kay Bradley, Secretary

Peggy Womble, Chairperson