

SCHOOL BOARD ADMINISTRATIVE PROFESSIONALS WORKSHOP

SOUTH CAROLINA SCHOOL BOARDS ASSOCIATION 

Wednesday, September 18, 2013

SCSBA Training Center | Columbia, SC

Co-sponsored by: *Boykin & Davis, LLC | Childs & Halligan, P.A. | Duff, White & Turner, L.L.C. Geiger Carolinas | Lorick Office Products | M.B. Kahn Construction Co. Inc. and The Darnell Company*



Dr. Iwana Ridgill

Dr. Iwana Ridgill is an adjunct faculty member in the Continuing and Corporate Education division at Midlands Technical College in Columbia, SC. She is an honors graduate of the University of South Carolina, and conducts staff and management development training programs for businesses and organizations in the public and private sectors. She has presented hundreds of programs to professional and civic groups and associations, and speaks often on motivational and job-related topics.

Dr. Ridgill is an oft-requested keynote and workshop presenter at state and national conferences and professional meetings, and especially enjoys topics related to motivation on the job and employee and leadership development.

She has been chosen adjunct faculty member of the year three times during her tenure at Midlands Technical College. Active in volunteer activities at the high school, she has served on the School Improvement Council and is a PTO member. She is involved in her church community as a Church Board member, Sunday School teacher, president of the congregation's missions organization, and member of her denomination's national Compassionate Ministries advisory board.

9 – 9:30 a.m.

Registration and Continental Breakfast

9:30 – 10:30 a.m.

Welcome

Dr. Paul Krohne, *SCSBA Executive Director*

Gwen J. Hampton, *SCSBA Director of Leadership Development*

Records Management 101: Yikes I Threw it Away

This session covers basic records management practices for school district personnel including information on the South Carolina Public Records Act, records inventory, using records retention schedules to manage active and inactive records, and legally destroying records.

Richie Wiggers, *Records and Information Specialist, SC Dept of Archives and History*

10:30 – 10:45 a.m.

Break

10:45 a.m. – 12 p.m.

Effective Meeting Management, Minutes and More

Managing the many hats worn by administrative professionals is challenging – let SCSBA assist you in meeting those challenges. This session gives a refresher on the do's and don'ts of effective meeting management and Parliamentary Procedure. Bring your toughest questions...we have an answer!

Dr. Paul Krohne, *SCSBA Executive Director*

12 – 1 p.m.

Lunch (Included in registration)

1 – 1:30 p.m.

When You've Done all the Right Things; There's Still no Room at the Inn!

Frustration is probably the immediate response to the dilemma of not being able to get your board members into the host hotel for one of our conferences. In this session, you will learn what steps we are taking to address the challenges and we will provide you with information to help you plan more effectively.

Gwen J. Hampton, *SCSBA Director of Leadership Development*

Sandy Poole, *SCSBA Program Associate to Leadership Development*

1:30 – 3 p.m.

Happy Hour is 8 – 4

Does happiness on the job really matter? In this session, we will look at how happiness affects motivation, productivity, and success on the job. Included will be suggestions on how to embrace happiness every day.

Dr. Iwana G. Ridgill, *Adjunct Professor, Midlands Technical College, Motivational Speaker*

3 – 3:30 p.m.

Workshop Closing & Door Prizes