***Minutes***

Professional Development Committee Meeting

Dr. Catherine Wilkins, Chair

March 21, 2014 at 1:00 p.m. in I-122

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Administration** |  |  |  |
| Theo Koupelis |  |  | X |
| **Faculty** |  |  |  |
| Munir Al-Suleh |  | X |  |
| Jason Calabrese | X |  |  |
| John Connell | x |  |  |
| Laurice Garrett | X |  |  |
| Rebecca Gubitti | X |  |  |
| Michael Nisson |  |  | X |
| Jon McKenzie | X |  |  |
| Brian Page |  |  | X |
| Katie Paschall | X |  |  |
| Phil Wiseley | X |  |  |
| Sandra Seifert | x |  |  |
| Catherine Wilkins | X |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Michael Witty |  |  | X |
| Raymond Lenius | X |  |  |
| Sarah Lublink | X |  |  |
| Tim Bishop |  |  | X |
| **Staff** |  |  |  |
| Michelle Fanslau | X |  |  |
| Thomas Turano | X |  |  |
| Melissa Rizzuto | X |  |  |
| Michelle Propper |  |  | X |
|  |  |  |  |
| **Guests** |  |  |  |
| Juan Zaragosa | X |  |  |

1. Call to order: The meeting was called to order at 1:00 PM.
2. Attendance and approval of February Minutes. Attendance was taken. February’s minutes were voted on and unanimously approved.
3. Information Items
4. Update from meeting with Dr. Wright
5. NISOD nominee reception: will be held in the fall during duty days. This will make for a nice tie-in to the presentation of the NISOD awards at convocation.
6. Workshop presenter thank you luncheon. Dr. Wright agreed to fund a buffet-style luncheon for our presenters. The date we are considering is Friday, April 25, from 12:30-2 PM.
7. Mileage reimbursement for multi-campus presenters. We are able to advertise this new policy, which will go into effect immediately. Hopefully this will encourage presenters to bring their workshops to other campuses.
8. TLC location status. Upstairs location may (or may not) be ready for the fall. This may be irrelevant, since it seems as though the H building renovations (the reason initially given for our displacement) are on hold.
9. Approval of travel rubric. Dr. Wright examined our draft travel rubric and found no points of concern. He says he has no problem approving it once we finalize it.
10. Budget for next year. We should not expect any increases. Michelle will, however, ask for the amount we spent on travel awards this year, as well as a small $5000 budget for bringing in speakers/workshop presenters to campus.
11. Discussion items
12. Summer travel awards
13. Overall expenditures for the year. Our beginning balance was $44619.00. Total requests were $55207.47. Our total expenditures were $47813.42. Michelle was able to find the excess funds in other budgets so that we could support all of the requests to summer travel. Our budget split of 40/40/20 (fall/spring/summer) worked fairly well, although we did receive slightly more applications for fall travel than for spring.
14. Summer applications/awards. We received requests totaling $10,385.02. We are able to fund all of these requests due to Michelle’s accounting magic.
15. Test drive the rubric? We will be sending scanned copies of all of the applications to the committee members so that we can try out the rubric and see how it may have affected the awarding of resources had it been in effect this term.
16. TLC website. Melissa has put together a very comprehensive list of recommendations for modifying the TLC website. The committee reviewed the changes she proposed and will be providing feedback.
17. Election of chair. Catherine expressed willingness to serve a second term as committee chair. There were no other nominations made. Without the chair present, a vote was taken, and Catherine Wilkins was unanimously re-elected as chair.
18. Adjournment. The meeting was adjourned at 2:00 PM.