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| **Professional Development Committee** **Meeting Minutes** |

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| Location: | Zoom: <https://fsw.zoom.us/j/87198908561>  |
| Date:  | December 1st,2023 |
|  | 2:00-3:30 pm |
|  | Present | Excused | Absent |  | Present | Excused | Absent |
| Jason Calabrese | X |  |  | Katie O’Connor | X |  |  |
| Robert Cappetta | X |  |  | Brian O’Reilly | X |  |  |
| Brandi George |  | X |  | Scott Ortolano | X |  |  |
| Ed Hooks | X |  |  | Lenny Owens | X |  |  |
| Ivana Ilic | X |  |  | Kelly Roy | X |  |  |
| Sindee Karpel |  |  | X | Sandra Seifert | X |  |  |
| Monica Krupinski | X |  |  | Angela Vitale |  |  | X |
| Raymond Lenius | X |  |  |  |  |  |  |
| Lauren Madak | X |  |  | Martin Tawil | X |  |  |
| Sabine Maetzke | X |  |  | Martin McClinton |  |  | X |
| Sonji Nicholas | X |  |  | Shantae Lawrence | X |  |  |
| Alexandra Nikishin |  |  |  |  |  |  |  |

1. Call to Order: 2:00 pm Scott Ortolano
	1. Attendance (see above)
	2. Approval of November minutes: No objections or corrections noted
2. Information Items
	1. The next meeting will take place on January 5, 2024 Dr. Ortolano will add this to Outlook Calendars.
	2. Ancillary Funding has continued to work well. Twenty-one requests from twelve faculty were received, reviewed, and funded. To date, the VPAA’s Office has not denied a request for funding. In total, $1226.61 has been expended from this fund.
	3. The Schedule for PD Committee Sponsored PD Friday Sessions in January has been submitted to the CTLE. Following confirmation of presenters, schedules for February and March will be submitted.
3. Action/Discussion Items
	1. Faculty PD Travel Applications for January, February, and March travel window were reviewed. The total amount requested was $15,871.55.
		1. The Committee agreed to consider an additional new request from Prof. Whitney Walker to attend an Accounting Conference.
		2. There was discussion of a concern raised by Dr. Bilsky on Prof. Cesarano’s application to attend a conference located in a distant region rather than selecting a local option. The Committee countered that there are many benefits of faculty presenting on the national stage especially when doing so is cost effective and within budget. Dr. Ortolano will send a reply to Dr. Bilsky highlighting points made in this discussion.
		3. The Committee discussed Prof. Housley’s request to stay in a local hotel (in Bonita Springs) while attending a national professional conference taking place at that hotel. Dr. Tawil’s verified with FSW Travel staff that per FSW travel guidelines, the hotel stay portion will not be approved. Dr. Ortolano moved to approve all parts of this FPD application excluding the portion on hotel stay. Prof. Lenius seconded, there were no objections, and the motion carried.
	2. Considerations from the VPAA’s Office – The Committee is asked to encourage faculty to consider selecting otherwise similarly positioned conferences that are in closer proximity to the FSW region, before submitting FPD requests. Dr. Ortolano will add a statement to this effect to travel forms and communications.
4. CTLE Updates
	* 1. Dr. Tawil noted that CTLE is planning sessions for 1/4/24.
5. Adjournment: Next meeting is on 1/5/24. The meeting adjourned at 3:00 p.m.