

Professional Development Committee Meeting Notes



Date:	October 3, 2025
Time:	2:00 pm to 3:30 pm
Location:	Zoom: https://fsw.zoom.us/j/82807209588?pwd=SQ0O1zzekZDFdhPPu77uA2ij3cj2UQ.1

Members	Present	Absent	Excused
Scott Ortolano (Chair)		X (sabbatical)	
Monica Krupinski	X		
Katharine O'Connor	X		
Kelly Ross	X		
Sandra Seifert	X		
Robert Cappetta			X
Brandi George	X		
Ed Hooks	X		
Ivana Ilic (Interim Chair)	X		
Sabine Maetzke	X		
Sonji Nicholas	X		
Alexandra Nikishin	X		
Leonard Owens	X		
Brian O'Reilly	X		
Soumya (Sam) Bhattacharya	X		
Alex A. Djahankhah	X		
Martin Tawil (Ex officio/non-voting)	X		
Angus Cameron (Ex officio/non-voting)			X
Brittany Prescott (Ex officio/non-voting)	X		
Martin McClinton (Ex officio/non-voting)	X		

- I) Adoption of Agenda
Agenda is adopted as presented.
- II) Approval of the Meeting 9/5/2025 Minutes
Meeting 9/5/2025 Minutes are approved unanimously as presented.
- III) Information Items
- a. Committee Membership
List is updated and it will be sent for the Professional Development Committee website/webpage update.
 - b. Review of the available funds for the current travel period.
The committee reviewed available funds for the current and the next travel period.
 - c. List of currently approved travel applications for the October-December, 2025 travel window
The list was presented.
 - d. Results of Polls-Additional PD Funding Applications
The PD committee approved late applications that met preliminary screening by VPAA.
Polls were conducted via email sent to PD Committee Members, for the following three late applications. Results are as follows:
 - FPD Funding Request-Acharya. With 9 in favor of the approval of the request out of 12 votes (14 total possible, 9 approve, 2 deny, 1 abstain), the FPD Funding Request-Acharya is approved by the Professional Development Committee.
 - FPD Funding Request-Rollins. With 10 out of 13 votes in favor (10 approve, 1 deny, 2 abstain) of the approval of the request, the FPD Funding Request-Rollins is approved by the Professional Development Committee.
 - FPD Funding Request-Seifert. With 9 out of 12 votes in favor (9 approve, 1 deny, 2 abstain) of the approval of the request, the FPD Funding Request-Siefert is approved by the Professional Development Committee.
- IV) Action Items
- a. The committee discussed late travel applications for October and November. Results of polls were presented as stated above. The following additional late application is approved by the PD Committee: FPD Funding Request- Courtney.
 - b. The Ancillary Fund (date, application form).
The Committee will launch the Ancillary Fund in October, 2025. Announcement with the information will be sent to faculty. \$2500 is designated for the Fall 2025 Ancillary Fund and \$2500 for the Spring Ancillary Fund. Ancillary Fund applications will be reviewed by Dr. Bilsky, Provost/Vice President, Academic Affairs, to ensure alignment with college goals and state requirements.
 - c. PD Committee-Sponsored PD Friday Sessions and Professional Development Sessions
Professor Sonji Nicholas suggested 403B workshop/professional development session since 403B Matching Program was made available to faculty. The Committee explored options for providing financial education and training to faculty and staff about the program, including potential workshops and panel discussions. Dr. Tawil suggested reaching out to Adam Millis from HR, Professor Romeo, and to School of Business and Technology regarding this event. The Committee discussed the workshop's content, which would possibly cover 403B basics, tax implications, and portfolio balancing, with a potential follow-up session in the Spring.
 - d. The Committee confirmed upcoming meetings in November and December.
- V) Updates from the Center for Teaching and Learning Excellence

Dr. Tawil and Professor Ilic will facilitate Professional Development information sessions during New Faculty Seminar where they will talk about Faculty Professional Development at FSW, application process for Faculty Professional Development Travel Funds, Ancillary Funds, etc.

VI) New Business

- a. Professor Djahankhah announced plans to start an investing club for students and invited faculty to co-facilitate. Establishment of a registered student organization focused on algorithmic trading and programming was discussed, with Professor Djahankhah seeking co-faculty advisors from finance and IT backgrounds.

VII) Adjourn