

Professional Development Meeting

01/29/2015

Meeting Minutes

Meeting Commenced at 11:36 a.m.

Attendance:

1. Dr. Carry DeAtley; replacing Dr. Riley
2. Steve Lippiello
3. Mark Goldstein
4. Jill Keyser
5. Tina Edwards
6. Stephen Lippiello
7. Becky Ysenszcki
8. Peggy Carmichael

1. Peggy showed committee where to find the forms on webpage. HR Forms—Professional Development. This takes you to Professional Development Page: Guidelines & Procedures and forms.
2. Discussion was held regarding budget and remaining funds. Funds to fluctuate due to budgeted amounts and actual costs. Over half of approved funds are allocated for 2nd half of fiscal year (2015). More Perkins funds remaining than operating.
3. Committee reviewed current requests. All approved.
4. Discussion regarding notifications for approving requests within the committee. All committee members agreed that the current process was working. Mark requested that members use “reply all” button to make process more efficient. **(Action Item)**.
5. Discussion was held regarding comments submitted by Kathy Herrington from faculty. Discussion was made regarding workshops held at the college and workshops have previously been paid from Professional Development funds. If there are mandated conferences, then the college normally works to obtain funding from alternate sources or free; Professional Funds not utilized. It will be up to the discretion of the committee when a workshop is planned for how to approve. All revisions approved by the committee will be made and sent to committee for review prior to being posted and sent to employees by Peggy. **(Action Item)**
6. Discussion was held regarding MOOC, Massive Open Online Course, participation reimbursement. Peggy will look into finding out more information regarding MOOC and the cost. **(Action Item)**
7. Professional Development questionnaires were distributed from past conference attendees. Committee members to review and discuss at next meeting. **(Action Item)**
8. Discussion was held regarding previous set deadline dates. All voted and agreed to change deadline dates. Still first consideration given to first received. Priority Submission Deadline for first half of Fiscal Year is September 15 and Priority Submission Deadline for second half of Fiscal Year is February 1.
9. Time for future meeting was discussed. New monthly meeting times of tentatively 1:30-2:30 p.m. on third Mondays of the month would work for all. Becky will check on availability on rooms/calendar. **(Action Item)**
10. Next meeting scheduled for February 23, 2015. Meeting adjourned at 2:40 p.m.