

# Professional Development Meeting

8/6/2014

## Meeting Minutes

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Meeting Commenced at 1:06pm

### Attendance:

1. Dr Vicki Riley
2. Tina Edwards
3. Kathy Herrington
4. Mark Goldstein
5. Stephen Lippiello
6. Rebecca Yesenczki
7. Peggy Carmichael
8. Ryan Brevard

Absent: Mike Koon

1. The Professional Development committee's responsibilities were reviewed and discussed.
2. The committee reviewed information provided by Mike Koon to determine criteria of awarding professional development.
3. Professional development budget was discussed.
  - a. Approximately \$60,000 is provided in FY 2015 for professional development (\$30,000 Perkins and \$30,000 Operating budget)
  - b. A vote was taken regarding the maximum annual individual maximum: 3 votes for \$1500, 5 votes for \$2000. Maximum will be set at \$2000 for FY 2015.
  - c. A vote was taken regarding the maximum annual tuition reimbursement: 3 votes \$2000, 5 votes \$1000. Maximum will be set at \$1000 for FY 2015. With one-third of the total budget committed to tuition reimbursement.
4. Revisions will be made and distributed to committee members for final review and approval. **(Action Item)**
  - a. Maximum annual award was set at \$2000 on a first come first awarded basis.
  - b. Employees granted approval for professional development funds will be required to report the benefits received from attending the professional development.
  - c. Tuition Reimbursement was added
    - i. Maximum annual award \$1000
    - ii. Reimbursement upon receipt of successful completion of course. Successful completion is a "C" or above.
  - d. It was decided that the Chair could approve request made following the criteria set for time sensitive request.
5. Submission deadlines were set for September 15 and February 15. Although request can be made at any time, requests received by these dates will be considered first.
6. Request for professional development form will be developed. **(Action Item)**

7. Tuition reimbursement request form will be developed **(Action item)**.
8. The committee discussed a request from the Chair of the Foundation for the Professional Development Committee to be the reviewers for the professional development grant request made to the Foundation. This review would take place prior to Foundation awarding funds. Foundation wants to make sure grant request are in line with mission and vision of College.
9. Committee reviewed request submitted as of August 6, 2014.
  - a. One request was approved by the chair prior to meeting due to date of travel \$1737.50.
  - b. Six request were reviewed.
    - i. Three approved-Operating totaling \$5296.00
    - ii. Three approved-Perkins totaling \$5523.50
10. Meeting schedule: The next committee meeting was scheduled for September 26<sup>th</sup> at 11:30am.

Meeting concluded: 3:00pm.