

# Professional Development Meeting

09/26/2014

## Meeting Minutes

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Meeting Commenced at 11:36 a.m.

### Attendance:

1. Dr Vicki Riley
2. Tina Edwards
3. Mark Goldstein--Phone
4. Stephen Lippiello
5. Peggy Carmichael

Absent: Mike Koon

Becky Yesenczki—reviewed information prior to meeting

1. Final Review of procedures & forms. Becky suggested that on the Professional development form amount be \$2000 annually be listed. She also suggested on Tuition Reimbursement Form to add clause Fees and book cost is employee responsibility. It was agreed that would be added. Corrections to be made to forms
2. Discussion initiated by Mark regarding Professional Development funds to not exclude adjunct. Vicki reminded that FT employees be given first priority due to finite funds. Agreement made regarding to add disclaimer to forms: If Institution determines a need for funding for other employees who are not FT, exceptions may be made. Clause that employees signed on request that they could be required to speak on what they learned at professional meeting.
3. Discussion regarding Guidelines 17 & 18. Mark found redundant. Agreement by committee that both rules necessary.
4. Guideline 23 that states given dates for requests clarified that employees can request any time; however those were cut-off dates that may apply at any time (**Action Item**)
5. Committee reviewed current requests.
6. Committee agreed that any future requests must fall within guidelines. Current requests, due to the fact that employees do not have the new guidelines/forms, will be judged on criteria already in place.
7. Peggy will send future requests to committee members for their review via email scan (**Action Item**)
8. ).
9. Time for future meeting was discussed. New monthly meeting times of tentatively 1:30-2:30 p.m. on Mondays would work for all. Peggy will check on availability on rooms/calendar. (**Action Item**).

Meeting finished at 12:30 p.m.

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