Meeting Minutes
September 20, 2012
Brockmann Conference Room
3:00pm

Type of Meeting: Professional Development Meeting

Chair: Lanny Wilke
Co-Chair: Tracey Jette
Minutes: Debra Bradley

Invitees: Fred Smiley; Lanny Wilke; Linda Osterman; Mark Seiffert; Tracey Jette; Rosalyn Templeton

Present: Fred Smiley; Linda Osterman; Mark Seiffert; Tracey Jette

I. Call to order at 3:02pm
II. Approval of minutes for
   a. 04/25/12
   b. 09/06/12
      i. Approved

III. Funding Requests
    a. Stacey Dolezal
       i. Tabled until more information was gathered
    b. Ligia Arango
       i. No vote from Tracey as she is the Chair for that department
          1. Approved for full funding
    c. Jennifer Henderson
       i. No vote from Tracey as she is the Chair for that department
          1. Approved for full funding
    d. Cindy Small
       i. Approved for full funding
    e. Nicki Branden
       i. Approved for full funding

IV. Old Forms vs. New Forms
a. Tracey thought that two sentences where to be dropped since the committee was going to fund 100%.
b. New form to state:
   i. Applicant
   ii. Name of Professional Development opportunity
   iii. Location (City & State) and Dates
   iv. Brief Description of training or learning opportunity (attach a copy of the program or agenda)
   v. How will this opportunity benefit you?
   vi. How will the opportunity fulfill MSU-Northern’s Mission and Core Themes?
   vii. If funds are granted to you, it will be an expectation to take what you have learned and present to:
   viii. Cost of the training or learning opportunity
   ix. Amount Requested
   x. Applicant Name
   xi. Dean/Chair
   xii. Committee Chair
   xiii. Provost/Vise Chancellor
   xiv. For Committee Use
      1. Date received
      2. Approved yes or no
      3. Amount approved
      4. Denial reason
   xv. New form approved by committee members

V. Calendar for Professional Development

a. Fred talked with Marianne – she is happy to help
b. Debra to talk with Marianne about calendar and how she would like our information presented to her for the online calendar
c. Magna Carte’ subscription is needed
d. SkillPath should have a link to them
   i. “These are opportunities that might be an interest to you” on the side of the calendar
e. All committee members to send Debra information that can be added to the calendar
f. Send Maryanne information only once a month – cut and paste would be easy to do

VI. Next Meeting will be October 4, 2012 at 3:00pm

VII. Meeting adjourned at 4:00pm