



Meeting Minutes

Professional Development Committee

August 29, 2013

Cowan Hall Conference Room # 206

3:00pm

Members: Lanny Wilke, Rosalyn Templeton, Fred Smiley, Linda Osterman, Tracey Jette, Mark Seiffert

Members Present: All members where present

Chairs: Lanny Wilke

Co-Chair: Tracey Jette

Minutes: Debra Bradley

1. Meeting was called to order at 3:00pm
2. Approval of Minutes for February 21, 2013. If any corrections they can be emailed to Debra.
3. Funding Requests Information -
 - a. \$20,000.00 for 730006 – MSUN Faculty
 - b. \$20,000.00 for 730007 – MSUN Staff
 - i. Note that some monies will be set aside for additional funding requests when deemed necessary.
 - ii. Motion was made and second that the funding cap would be set at \$1800.00 per funding request. All members approved.
 - iii. Tracey will send Debra the PD Funding Request Form so that the new funding cap will be on the new form with the date that it was approved.

4. Funding Requests -

- a. Cindy Small – Federal Student Aid Conference – Las Vegas, NV - \$1200.00
 - i. Approved for \$1200.00 as Sandy J. was going to be paid for her trip out of the Financial Aid Operating Expense Budget
- b. Carlo Dacumos – EDUCAUSE Annual Conference – Anaheim, CA – \$2062.00
 - i. Approved for \$1800.00 but was asked to get more information about the conference. This was emailed to everyone on Friday, August 30, 2013.
 - ii. The committee approved 4 votes yes and 1 vote no.
 - iii. Email is attached for reference.
- c. Marianne Hoppe – EDUCAUSE Annual Conference – Anaheim, CA - \$2062.00
 - i. Approved for \$1800.00 but was asked to get more information about the conference. This was emailed to everyone on Friday, August 29, 2013.
 - ii. The committee approved 4 votes yes and 1 vote no.
 - iii. Email is attached for reference.
- d. Darlene Sellers – MT Board of Crime Control Conference – Bozeman, MT - \$350.00
 - i. Approved for \$350.00 by the committee.
- e. Jaakko Puisto – W. History Association Annual Conference – Tucson, AZ – \$541.00
 - i. Approved for \$541.00 for the conference. Look in to getting an institutional membership next year.
- f. Michael DiBrizzi – NASDTEC Pract. Institute – Boise, ID – \$1419.00
 - i. Was set aside till Debra could email Tracey and Lanny with questions concerning his role in this funding request. Email was sent out on Friday with everyone approving the funding request by late Friday, August 30, 2013 afternoon.
 - ii. Email is attached for reference.
- g. Virginia Braithwaite – NASDTEC Pract. Institute – Boise, ID - \$1419.00
 - i. Approved for \$1419.00 by the committee for this conference.
- h. Christine Cremean – NASDTEC Pract. Institute – Boise, ID – \$1569.00
 - i. Approved for \$1516.00 by the committee for this conference.
- i. Darlene Bricker – NASDTEC Pract. Institute – Boise, ID - \$1419.00
 - i. Approved for \$1419.00 by the committee for this conference.

5. Debra brought forth two questions –

- a. Changing of the days of the week to meet along with a new time.
- b. Doodle.com was brought up for her to get everyone's vote on the matter.
 - i. Debra will do this on Tuesday and make sure that there is a room that all can effectively work in.

- c. Thumb Drive instead of making copies for everyone. Cost effective, time effective.
Email everyone the needed information and if they need a paper copy they can bring their own.
 - i. Debra when setting up the new days and time and place that she will make sure that the room has a big screen TV and computer access for the thumb drive for all to view the needed information.
- 6. Meeting was adjourned at 4:00pm
- 7. Next meeting will depend on when everyone lets Debra know and she will email everyone one a new date, time and place on outlook calendar.