



# MONTANA STATE UNIVERSITY NORTHERN

## Meeting Minutes

Professional Development Committee

February 26, 2014

Tracey Jette's Office Cowan Hall # 213 C

3:30pm

Type of Meeting: Professional Development Committee

Members: Lanny Wilke, Fred Smiley, Linda Osterman, Tracey Jette, Mark Seiffert, William Rugg

Members Present: Tracey Jette, Linda Osterman, Fred Smiley

Chairs: Lanny Wilke

Co-Chair: Tracey Jette

Minutes: Debra Bradley

1. Meeting was called to order at 3:30pm
2. Minutes were approved for February 12, 2014
  - a. Fred made the motion to approve the minutes as they are
  - b. Linda second the motion
  - c. All approved
3. Funding Requests
  - a. Steven Don – ConExpo/ConAg Conference in Las Vegas, NV
    - i. All approved for the amount of \$1055.00 via email on 02/21/2014
  - b. Barbara Zuck – Montana Society of HR Management Conference in Bozeman, MT
    - i. Fred made the motion for the table
    - ii. Linda second the motion
    - iii. Tracey called the question
      1. Barbara was approved for two previous funding requests that were funded in the amount of \$900.00 each.
      2. Barbara sent an email letting the committee know that she spent only \$641.96 for the conference in Denver, CO on the New Forces Shaping the Future Conference leaving her with \$ 258.04 left.

- iv. The funding was approved for \$258.04 with a caveat that in the email that states the reason the committee approved the dollar amount.
    - c. Peter Hart – 24<sup>th</sup> Annual Art & Science of Health Promotion Conference in Colorado Springs, CO
      - i. Fred made the motion for the table
      - ii. Linda second the motion for the table
        - 1. Tracey explained to the committee that Peter was presenting a poster for the conference and that he is also working on presenting a journal after the presentation.
      - iii. The funding was approved for \$1800.00.
- 4. Debra brought forth two questions –
  - a. When does the 2014-2015 budget come into effect – the first week of July
    - i. There are possibly two funding request coming in to the committee that will be taking place in July
  - b. The second question is how does the committee know if someone did or did not go on a funding requested conference? Any way to track that?
    - i. The committee suggested to Debra that she send out an email to those that have been approved for funding to see if they went or not.
    - ii. Also have the requesters send to Debra their Travel Expense Voucher for review and keep them in a separate file.
    - iii. Also talk with Chris Wendland to get a print out of the index number charges.
- 5. Meeting adjourned at 3:45 with the next meeting being held on March 26, 2014 at 3:30p