

**Professional Development Meeting  
Meeting Minutes  
8 December 2011**

**Present: Fred, Lanny, Rosalyn, Tracey, Linda**

**1. Prior Meeting Minutes**

- a. Discussed whether the committee membership should be expanded or not. Tracey will talk with Kathy Jaynes regarding setting up a staff advisory group.

**2. Professional Development Committee Funding**

- a. Received a funding request from Larry Strizich regarding the 29<sup>th</sup> Annual Academic Chairpersons Conference in Orlando, FL 9-10 Feb 2012. Larry requested to attend this conference; the Professional Development Committee will fund half the trip.
- b. Regarding committee funding, Lanny made a motion that the committee only pay \$1000 or 50% of the total request or whichever is less. Dr. Fred Smiley seconded this motion.
- c. It was decided that a spreadsheet would be created and kept by Melanie detailing each event where the Professional Development Committee funded some portion of a trip. Melanie will develop this spread sheet for Larry's trip and bring an example to the next Professional Development meeting held on 12 January 2012.

*Meeting adjourned around 4:00 PM*

*Minutes taken by Melanie N. Vukasin*