

Professional Development Meeting

Meeting Minutes

19 January 2012

Present: Fred, Lanny, Rosalyn, Tracey

1. Prior Meeting Minutes

- a. Regarding committee funding, the committee decided to only pay \$1000 or 50% of the total request or whichever is less.

2. Professional Development Committee Funding

- a. Ligia Arango's PD Request: Committee needed clarification of the conference itself, the dates of travel, as they did not match, and her mode of transportation, which is rail; the concern was rail travel from Havre to Oregon takes approximately 20 hours. Additionally, the committee discussed determining/researching where her additional funding would come from.
- b. Tracey Jette's PD Request: At 3:15, Tracey was asked to leave the room so the PD committee could discuss her proposed trip to Chicago for the Cooperative Education and Internship Association Conference. The committee approved Tracey's request and at 3:20, she was asked to come back into the room and informed her request had been approved.
- c. Janet Trethewey's PD Request: Her request was unclear; the committee did not know how much the total dollar amount was so they were unable to approve the request during the meeting. The committee requested she provide an itemized budget for all trip fees.

3. Procedural Issues:

- a. The committee discussed two potential courses of action, with regards to streamlining the PD packages:
 - i. Place a procedural checklist on line with the PD form the individual fills out, this way they have the checklist right there to use as a guide
 - ii. Meet with the board to ask questions so they understand what exactly needs to go into their package so it can be submitted and approved in a timely manner
- b. All PD applications will flow through Tracey first and she will distribute them to the necessary parties for signature
- c. Once an individual's form has been signed by the Provost Melanie will send the original copy back to the individual and they are responsible for filing the travel voucher with the business office
- d. Once the PD has been approved, Melanie will send an e-mail to the individual and their supervisor letting them know they were approved and for what dollar amount

Meeting adjourned around 4:00 PM

Minutes taken by Melanie N. Vukasin