



MONTANA STATE UNIVERSITY NORTHERN

Meeting Minutes

September 6, 2012

Brockmann Conference Room

3pm

Type of Meeting: Professional Development Committee

Chair: Dr. Rosalyn Templeton

Minutes: Debra Bradley

Invites: Fred Smiley, Lanny Wilkes, Linda Osterman, Mark Seiffert, Tracey Jette, Rosalyn Templeton, Debra Bradley

Present: Fred Smiley, Lanny Wilkes, Linda Osterman, Mark Seiffert, Tracey Jette, Rosalyn Templeton, Debra Bradley

- I. Call to Order at 3:05pm
- II. Approval of Minutes – were not approved
- III. Budget –
 - a. \$10,000.00 for Staff
 - b. \$10,000.00 for Faculty
 - c. Can be replenished if needed
 - d. As of June 2012 only \$4683.17 was requested
 - Bring in more webinars
 - Bring in more speakers
 - Bring in more presentations
 - Bring in more seminars
 - e. Lanny Wilke brought to the committee attention that there are several webinars available for the campus to use.

- Magna Commons
 1. \$1697.17 per 100 seminars
 2. \$350.00 per individual paying
 3. Trade Magazine Network has other seminars that would be good for the campus.
 4. Lanny will look in to other webinars and also Tracey Jette will do the same with her emails that she receives so that we are not doubling up on them.

f. Calendar

- Who would maintain the calendar of seminars?
 1. Jim Carter – Northern Network?
 2. Marianne – help build and then someone would maintain?
 - a. Fred Smiley stated that he would make a quick appointment with Marianne to see what can or could be done.
 3. IT Lab – seeing if a senior needed a project to build and then someone could maintain after that.
 4. Documentation –
 - a. What was the seminar
 - b. Where will it be held
 - c. Who attended
 - d. Changes to application that is on the MSUN website
 - i. Not able to change until after 09-15-2012 with Marianne deep in the rebuilding of the MSUN Main Website
 - e. Suggestion was brought up that one of the Provost Luncheon's be made for the public.
 - i. Brown Bag Lunches
 - ii. Have Guest Speakers
 1. Campus
 2. Someone from the Public that is doing 9/7/2012 1:28 PM something great that the campus needs to know and could learn from.

IV. Meeting Adjourned at 3:55pm