



**Meeting Minutes**

**October 18, 2012**

**Brockmann Conference Room**

**3:00pm**

**Type of Meeting: Professional Development Committee**

**Chair:** Lanny Wilke

**Co-Chair:** Tracey Jette

**Minutes:** Debra Bradley

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

**Present:** All

**1. Call the meeting to order at 3:05pm**

**2. Minutes were approved and corrected**

- a. Tracey is **Director** not **Chair** when the voting came to Ligia Arango and Jennifer Henderson for Professional Development Funding.

**3. Funding Requests**

a. Approved

- i. Tracey Jette
- ii. Ingrid Graves
- iii. Denise Brewer was approved via email on 10/03/12

**b. Not Approved**

- i. S Norton Pease
  1. Needs travel form and then brought back to the table
- ii. James Morrow
  1. Provost to investigate and ask Sue Ost about how he is paid.
    - a. Then bring back to table to discuss

- iii. Education – Stacey Dolezal
  - 1. OPI Funding?
  - 2. Find out who paid for or who needs to be paid/refunded
- iv. Lanny Wilke –
  - 1. Learned how to fill out the Funding Request for books for the Academic Senate

**4. Professional Development Calendar**

- a. Lanny to send Debra information on his calendar and also Tracey stated that she would send information also. Debra is the only one to send items to Marianne.
- b. Start date of November 1, 2012 should still be a goal to put on the MSUN Website

**5. Magna Publications**

- a. The quotes were to high
- b. Lanny to email everyone a deal of 32 classes for \$500.00
  - i. When received, the committee needs to make a fast choice of it is what they want. Debra will then get the information on the calendar.

**6. Next meeting will be November 1, 2012**

**7. Meeting adjourned at 3:40pm**