



Meeting Minutes

Professional Development Committee

December 6, 2012

Brockman Conference Room

3:00pm

Type of Meeting: Professional Development

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

Chair: Lanny Wilke

Co-Chair: Tracey Jette

Minutes: Debra Bradley

Members Present: Linda Osterman, Mark Seiffert, Lanny Wilke, Tracey Jette

1. Meeting was called to order by Lanny at 3:10
2. Minutes from November 29, 2012 approved
3. Funding Request that were **APPROVED**
 - a. Christine Cremean
 - i. Western States Certification Conference
 1. Added the additional information about how the Conference meets the core themes of MSUN
 - b. Virginia Braithwaite
 - i. Western States Certification Conference
 1. Added the additional information about how the Conference meets the core themes of MSUN
 - c. Tracey Jette informed the committee that she and Jennifer Henderson did not go to the conference in SLC due to time with in the office and changes.

- d. Also the members suggested that Debra contact Loraine in the Business Office about seeing who actually went to conferences and see if there is more money in the budget that what the spreadsheets posts
- 4. Request from Tracey that in the minutes to add the members present
- 5. Membership
 - a. Proxy votes – emails sent out early with all the pertaining information concerning funding requests. That way a quorum could be met at each meeting.
- 6. Next meetings schedules
 - a. December 13, 2012 was changed to December 6, 2012 to accommodate finals week.
 - b. December 27, 2012 is cancelled due to the winter break
 - c. January 10, 2013 is the next meeting date
- 7. Meeting adjourned at 3:30pm