



MONTANA STATE UNIVERSITY NORTHERN

Meeting Minutes

Professional Development Committee

February 12, 2014

Tracey Jette's Office Cowan Hall # 213 C

3:30pm

Type of Meeting: Professional Development Committee

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

Members Present: Fred Smiley, Linda Osterman, Tracey Jette

Chairs: Lanny Wilke

Co-Chair: Tracey Jette

Minutes: Debra Bradley

1. Meeting was called to order at 3:35pm
2. Minutes were approved for January 29, 2014.
 - a. Fred made the motion to approve the minutes as standing
 - b. Linda second the motion
 - c. Correction was needed to the third PD Funding Request – Kathy Jaynes should be Sue Solomon.
 - d. All approved
3. Funding Requests -
 - a. Kathy Jaynes – Outsolve Annual Client Conference –
 - i. Fred move to approve the request for \$600.00 for her airplane ticket
 - ii. Linda second the motion
 - iii. All approved

- b. Debra Bradley – 2014 Montana Notary Conference –
 - i. Linda moved to approve the request for \$372.16 for the conference
 - ii. Fred second the motion
 - iii. All approved

 - c. Sue Solomon – Spectrum Nebraska Book Company –
 - i. Fred moved to approve the amount of \$1800.00
 - ii. Linda second the motion
 - iii. All approved
4. Next meeting will be held on February 26, 2014 at 3:30pm at Tracey's Office.
5. Meeting adjourned at 3:56pm