



Professional Development Standing Committee Meeting MINUTES

Thursday, February 28, 2019 | 12 PM – 1 PM | Library Terrace

Meeting Facilitators: Jason Robinson, Valerie Foster, & David Colley

Present: Jason Robinson, Valerie Foster, David Colley, Jonathan Miller, Roger Yang, Brock Klein, Michaela Mares-Tamayo

Absent: Leslie Tirapelle, Felisia Mitchell, Katina Williams, Susan Bower, Denise Albright

Minutes Issued By: Natalie Pacheco

Discussion/ Decisions Made:

I. Opening

II. Approving Minutes

- a. Review and approval of meeting notes from December 6, 2019.
 - i. Motion to approve: B. Klein. Second: V. Foster. Approved.
- b. Review and approval of meeting notes from January 24, 2019.
 - i. Motion to approve: B. Klein. Second: J. Miller. Abstentions: V. Foster. Approved.

III. Thinking About Agreements for Working Together

- a. Agreements were reviewed.

IV. Sharing Information

- a. **PD Block Grant (Classified Employees) – Denise/Jason**
 - i. J. Robinson stated there is no update since last time D. Albright shared about the PD Block Grant with the committee.
- b. **Spring 2019 PD Day – Valerie/Jason**
 - i. V. Foster shared that PD Day will be in the same format as last semester. Facilitators will be trained the first week of March and the Eventbrite sign in for Sexson will be piloted prior to the event.
- c. **Spring 2019 Classified Day- David**
 - i. D. Colley shared that the Classified PD Sub-Committee met on February 27th, 2019 and primarily focused on researching venues for Classified Day. The sub-committee will be meeting again in two weeks to discuss final venue options and content.

V. Discussing/ Developing/ Deciding

- a. **SEA Program Conference Funding Initiative – Michaela**
 - i. M. Mares-Tamayo returned as a guest for the second time to further discuss the SEA Program conference funding process being developed. New information shared about the process included the following: (a) the amount of funding provided to selected employees will range depending on group, due to less funding being granted to Classified Staff by the Professional Development Office and (b) the guidelines that will be followed when selecting applicants. Applicants will be selected with the following guidelines in mind: (a) funding employees from different groups (b) funding some employees who have previously participated in the conference and some who have not and (c) based on their responses to the questions provided in the application.
 - ii. The committee proceeded to ask questions and discuss their concerns about the funding process.
- b. **PD Needs Survey (newest drafts) – Jason**



- i. J. Robinson and J. Miller agreed to meet again to finalize changes for the faculty PD needs survey.

c. **PD Guidelines**

- i. The committee had an initial discussion about the purpose of PD, balancing organizational oversight with local need for control, and standardized PD expenditures. The committee agreed these were points of discussion to continue in future meetings.

VI. Closing