Attendees: Walter Diaz (Chair), Chris Ambrosio, Karen Mason, Jackie Nelson, Bryce Crapser, Amelinda Vazquez, Cliff Marrett, Julie Alexander

Absent: Casey Bandarra

1. Approval of Minutes from August 13th (Amelinda, motion; Cliff, second)

2. Budget - reduced from $15,000 to $13,500

3. Updates
   a. University Professional Development Committee - no meetings scheduled to date.
   b. Website – Chris
      i. Website is up and running and Chris has been adding content sent by Walter
      ii. Send upcoming announcements, updates, improvements, or other content for the website to Chris
      iii. Walter asked to add NASPA & ACPA links
   c. Professional Development Survey Results - Chris
      i. Chris will compile monthly survey data into an end of the year report
      ii. Using Campus Labs for future surveys
   d. Reviews of TAs and professional development surveys: Karen, Amelinda, Julie
      1. ACTION ITEM: Karen to send Ami and Julie TAs from July 1st – present
         a. TAs will be split alphabetically for review: (A-L) – Julie (M-Z) Ami
         b. Chris will send survey results to Ami and Julie to match with submitted TAs

   a. Retreat: plan and execute Department of Student Affairs 2014-2015 Retreat
      i. Retreat Sub-Committee: Jackie, Chris, Ami, Karen, Casey, Julie
   b. Offer Professional Development to Staff – approved (unanimous)
   c. Review/Revise Needs Assessment Survey for Division
      i. Chris will send to committee members for review
   d. Plan Professional Development offerings to include on the calendar of events for fall/spring
      i. Presenters, speakers, workshops, webinars, etc…
      ii. Collaborate with Tech & Social Media Committee
      iii. Tie in with “Lunch & Learn”
         1. In-house presenters
         2. Paid by committee
         3. Consider Lunch webinars
      iv. Cliff and Bryce volunteered
   e. Website and Year-end Report – Chris
   f. Cliff and Ami asked about school spirit initiative. Walter said this issue was beyond the scope of the PD Committee.
g. Training on Title IX, Interpersonal Violence- Compliance requirements  
   i. Members from the division (including Housing and Walter) have been training on Interpersonal violence (IV).  
   ii. The Division will participate in mandatory Title IX and interpersonal violence training.  
   iii. Starsheemar may do a training at the Division meeting  

h. Plan to add PD opportunities to Outlook calendar, first established by PJ. Karen will contact PJ to transfer control of the calendar  

i. Cliff asked about developing some kind of publication for staff recognition/accolades.  

j. Ami suggested developing a program for new professionals; possibly a mentorship program  
   i. Walter will follow up with Hatef  

5. Professional Development Allocations and Funding Form  
   a. The committee experienced a budget cut (from $15,000 to $13,500).  
   b. Committee spent $2,277.94 on professional development funding last year.  
   c. The retreat sub-committee spent $5,487 on the 2014 summer retreat.  
   d. After discussion, the following funding allocation was approved without any objections:  
      i. $5,000 for Retreat  
         1. $4,000 for Professional Development ($150 per person (approximately 27 proposals))  
         ii. $4,500 for other Expenses  
   e. Professional Development funds will be distributed on a first come, first serve basis, while funding is available  
   f. Funds may be requested any time during the year  
   g. Beginning Fall 2014, employees may request funds once every three years  

6. Next meeting- October 8th, 2014, 2-3pm Gelsi Young 322