Division of Student Affairs
Professional Development Committee Meeting Minutes
Wednesday, February 11, 2015

Attendees: Walter Diaz, Cliff Marrett, Chris Ambrosio, Bryce Crapser, Jackie Nelson, Julie Alexander, Amelinda Vazquez, Casey Kensey
Absent/Excused: Karen Mason

1. Note/Minute Taker – Jackie Nelson

2. Approval of Minutes from Jan. 23, 2015 – Bandarra motion to approve; Alexander seconded

3. Annual Report-Draft document
Walter provided the committee with a copy of the 2013-14 professional development committee annual report/summary assessment. Walter is working with Kevin Paquin on the template and asked everyone to review and provide feedback. Data obtained from the surveys and photos from past professional development opportunities (i.e. retreat, conferences, workshops, presentations, etc.) will be submitted with the final document.

   a. Volunteer needed to provide photos of past events (housing, retreat, etc.) on CD to Kevin Paquin.
      ---Please submit photos to Jackie.

4. Updates:
   a. Update from University Professional Development Committee
      Walter provided a copy of the University’s PDC Advisory Board’s Agenda from their last meeting. This committee will be e-mailing a survey out to the University community similar to the survey our committee uses to capture participation in professional development opportunities.

   b. Website – Chris
      The information on the PDC website is current and up-to-date. Chris asked the committee members to take a look at the website and let him know if you have any suggestions on the format and content.

   c. Review of TA’s for professional development & survey – Ami & Julie
      No update from last meeting – no additional TA’s for review. Julie stated there are a few people who have not completed the survey after several attempts of asking them. She’ll discuss with Walter to see if he may need to follow up with them.

5. Professional Development Allocations/Balance – Karen
No report
6. Mentoring Program for New Staff – Ami & Casey
Ami & Casey continue to work on the material for the mentoring program. Ami asked about their budget so they can proceed with planning the Welcome Reception, etc. Walter stated it is difficult to know right now, but he would expect the PDC budget to be either the same or less than this year. The PDC committee will have to decide allocations after Walter gets the 2015-16 budget figures from Ken. The Mentoring Program will be launched/announced at the Student Affairs Retreat. The Orientation Program for new hires will begin in the Fall. Walter suggested that Ami/Casey contact someone in HR and Office of Equity & Diversity and maybe include some of their required training as part of the curriculum for orientation.

7. Sub Committee Reports:
   a. Professional Development Offerings – Cliff & Bryce
      The flyer for the first “Food for Thought” offering has been e-mailed to the Division and Bryce is beginning to get RSVP’s. Walter asked the committee to “spread the word” and to plan on attending and bringing someone, if possible. Cliff/Bryce will follow up with Walter regarding purchasing a gift from the bookstore. They will also create a sign-up sheet to know who attended.
   
   b. Retreat – Jackie, Karen, Julie, Chris, Ami, Casey
      Keynote speaker and speakers for the break-out sessions have been identified. Will send Walter a proposal by next week.

8. Announcements
   a. Friday, February 27, 2015 – Retention Conference – Tunxis CC
   b. Friday, April 10, 2-5 PM, Diversity Training by Dr. Close
   c. Safe Zone Training – February 19 & April 8
   d. FERPA training – March 15 & 16 (subject to change)

9. Other Business:
   Chris updated the committee regarding professional development funding through SUOAF. They had $4500 in funding and received $12,000 in requests. Due to the limited funding and the high demand, they developed criteria/guidelines to help fulfill the needs as evenly as possible. The average allocation was $200-$300. The committee is planning to follow up with the SUOAF executive board to see if they can get more funding next year. The funding requests were represented as follows: 11 from Student Affairs; 8 from Academic Affairs; 2 from ITS; 1 from Fiscal Affairs; 1 from Sustainable Energy.

10. Next meeting – March 11, 2015 at 2 PM