Committee Members: Casey Kensey, Chris Ambrosio, Marianne Ciardullo, Tracy Funke, Lori Runksmeier, Masio Williams, Theresa Giard, Marci Reisman, Matt LaBranche, Manuel Llano-Martinez, Hatef Alavi, Monika Chudy, Edili Lopez, Julie Alexander, Amelinda Vazquez

Present committee members: Casey Kensey, Chris Ambrosio, Marianne Ciardullo, Tracy Funke, Lori Runksmeier, Theresa Giard, Matt LaBranche, Hatef Alavi, Monika Chudy, Julie Alexander

1. Note Taker- Volunteer
   Julie Alexander

2. Approval of minutes from January 14, 2016

   Motion: Hatef Alavi, Lori Runksmeier (second)

3. Updates:
   a. Annual Report 2014/ 2015 Update- Ame

      The 2014-2015 annual report is completed and will be emailed to the committee for review.

   b. Mentorship Program- Ame/ Casey

      No new report. There is one additional professional development offering in progress. More updates to come.

   c. Professional Development Budget Update

      No budget cuts have been announced at this time.

      Only half of the professional development allocations have been utilized. Casey has asked that committee members make their respective departments aware that funding is still available. Allowing repeat allocations will be discussed.

   d. Review of TAs/ Survey- Marianne & Julie

      No new report. Julie and Marianne are progressing with connecting TA's with surveys, noticing that many surveys are not connected to TA's.

   e. Orientation for new Student Affairs professionals- Ame/ Casey

      The recent orientation was postponed due to inclement weather. The orientation included a detailed tour of Eastern's campus, a tour of Willimantic, and orientation meeting as well as a presentation on the history of Eastern Connecticut State University. The orientation was expected to take about five hours in total. The registered attendees will be offered a new date for
orientation. The committee will be invited to lunch, volunteers will be requested for driving tours of Willimantic, focusing on businesses that frequently do business with the university.

4. Sub-Committee Reports
   a. Retreat- Julie, Tracy, Hatef, Marci

   Hatef has narrowed down four options for keynote speakers. Options were shared amongst committee members. The retreat committee plans to meet tomorrow to discuss and offer their suggestion.

   Topics for breakout sessions include Diversity and Inclusion, Technology and Social Media, Student Learning and Development, Leadership, Health and Wellness, Advising, First Generation Student Success and Retention, Stress Management, and Financial Health.

   Marci will be reporting to the retreat subcommittee regarding suggestions from the Diversity and Inclusion Committee.

   Julie will work on food orders as soon as the date is finalized. Tent/tables outdoors discussed for an option for eating lunch.

   Casey will get a final okay from Walter, May 25th being the date that is the first choice for the committee.

   Retreat subcommittee meeting scheduled for Thursday February 18 at 9:00 am.

   b. Professional Development Offerings- Lori, Masio, Theresa, Monika

   All offerings have been sent out to the division by Karen.

   Past webinars are posted on the PD website for viewing by divisional employees.

   i. Past events

   1. Webinar: Creative Ways to Get People to your Events
      Casey reported that this event was not well attended and that it was very basic. She suggests that events include target audience.

   2. Sexual Harassment Prevention Training
      Haven training is discussed as a requirement for all division employees.

   3. Webinar: Strong Words

   4. QPR (Question, Persuade, Refer) Gatekeeper Training
      Being promoted by Stacey Close. Training took place on February 16th.

   ii. Future Events

   1. NASPA Region I Latino/a Knowledge Community Drive In Friday, February 19
Being promoted by Stacey Close. Training registration remains open.
Target audience: supervisors, those interested in teamwork strategies

2. Gotta Have Faith: Religion and Higher Education
   Wednesday, February 24
   Dr. Stacey Close will present this topic.

5. Next Meeting - March 18, 1pm, Student Center 221