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

1. Note Taker- Amelinda Volunteered

2. Approval of minutes from February 17, 2016
   a. Hatef Alavi motioned to approved minutes from February 17, 2016 and Julie Alexander seconded the motion.

3. Annual Report 2015/2016- Volunteer(s) needed
   a. Casey has requested for members of the committee to consider volunteering for this next Annual Report. Volunteers will be requested next meeting.

4. Updates:
   a. Mentorship Program- Ami/Casey
      i. April 1st was the deadline for mentors and mentees to have attended a professional development opportunity together.
      
      ii. April 14th is the Mentorship Program Luncheon. This luncheon may conflict with the next PDC meeting. One of the two events will have a date and time change.
      
      iii. Casey and Ami are looking to get feedback from both the mentors and mentees to help improve the development of the program. Members of the committee suggested having separate meetings with mentors and mentees. The separate meetings could allow a comfortable space for feedback regarding the process.
      
   b. Professional Development Budget Update
      i. Karen Mason sent an email to the Division reminding everyone of the funds and announced that money is still available.
      
      ii. The committee still have over $1500 allotted to professional development funds (as requested by divisional members).

      iii. A discussion was opened up regarding the remaining funds and whether the funds should be opened back up to everyone in the Division including folks who’ve been awarded money already. The committee decided on sending one last email giving folks in the Division two weeks to apply if they have not used the funds yet. After two weeks, the fund will be reopened to the entire Division.
c. Website Updates- Chris
   i. The website is up to date and all of the PDC meeting minutes have been posted.
   ii. In future meetings, the committee should discuss ways to get folks in the Division to use the website.

d. Review of TAs/ Survey- Marianne & Julie
   i. Emails have been sent out to all necessary people. A few people have been non-responsive and need another follow-up.

e. Orientation for new Student Affairs professionals- Ami/ Casey
   i. The pilot New Hire Orientation went well. Two staff members out of five possible new hires attended. An evaluation is being created to gather feedback on how to improve future orientations.

5. Sub-Committee Reports
   a. Retreat- Julie, Tracy, Haftef, Marci
      i. The committee is pushing forward two potential keynote diversity speakers to Walter and Ken for review.
      ii. Sample menus were passed out for review.
      iii. The committee currently working out the structure of the schedule. The schedule structure will be determined on the speakers selected for the retreat.

6. Professional Development Offerings
   a. The committee is in need of a speaker for the Lunch & Learn Series. If you have any suggestions please send them to Lori or Masio.

7. Next Meeting- April 14, 11am, Student Center 221
   a. This date and time may be changed to accommodate folks attending the Mentor Luncheon.