Division of Student Affairs

Professional Development Committee Minutes

Wednesday October 21, 2015

Members Present: Casey Kensey (Chair), Chris Ambrosio, Amelinda Vazquez, Marianne Ciardullo, Masio Williams

I. New Chair Casey Kensey calls meeting to order at 2:00 pm

II. Volunteer for Minutes: Chris Ambrosio
   a. Motion #1 (Vazquez, Ciardullo) to approve Minutes from 9/24/15. (4-0-0) Motion Carries.

III. Updates
   a. TA’s and Surveys
      i. We are starting fresh this Fiscal Year. There is no need to review last years.
      ii. Julie will continue to help now that Casey is chair.
      iii. For those new to the committee, anyone in Student Affairs who receives money from the committee will fill out a Travel Authorization form. This is how we track to make sure people are filling out the Professional Development survey.
   b. Website Update
      i. The website is up to date with committee members and minutes.
      ii. Chris reiterated that if anyone on the committee found anything we should post to our page please send along to him. He also stated that if there are Professional Development sites that are more robust than ours, please share with the committee.
   c. Mentorship Program
      i. Amelinda and Casey reported that the luncheon went extremely well.
      ii. There was only one person that didn’t show up.
      iii. The lunch started with a good conversation on requirements and expectations of the mentoring relationship.
      iv. Dr. Easley was a great keynote speaker. He gave a very motivational talk on the mentorship process.
      v. The committee briefly talked about future lunches for mentors/mentees either off-campus or at Hurley. Free coffee at the Student Center Food Court was also discussed
   d. Professional Development Offerings
      i. Lori and Masio have been researching and compiled a list of webinars from various organizations (NASPA, StudentAffairs.com, etc.).
      ii. November 10th, November 11th, and December 2nd are all possible dates.
      iii. Another Food for Thought is also being explored.
e. Division Retreat
   i. With there still being the potential to cut the retreat, the committee must prepare for a Plan B.
   ii. The idea of a half day retreat was discussed.
   iii. If we are going to pursue a retreat, we may want to explore dates for the summer to send out the save the date.
   iv. **ACTION ITEM**- Come prepared next meeting with possible dates and all materials from the last retreat that never happened.

IV. Professional Development Allocations/Balance
   a. Roughly $400 spent on mentors/mentees.
   b. Roughly $750 spent on Professional Development

V. Review of Goals
   a. No one is currently spear-heading the Professional Development Calendar right now. The committee felt that even when up to date, it was not being utilized.
   b. The committee discussed the possibility of a feasibility study to see if we should continue to use the outlook calendar.

VI. Recruitment
   a. The committee discussed ways to get more members on the Professional Development committee.
      i. **ACTION ITEM**- Current committee members are asked to “Bring a Friend” to the next meeting.
   b. Creating a timeline for Professional Development requests was discussed. Due to possible recessions in the future, we don’t want to penalize those who take advantage of opportunities in the spring. If they have enough information to submit a proposal, the committee felt it should be looked at.

Open Floor

Amelinda has been working on the Annual Report for 2014-2015. This should be completed soon.

Meeting adjourned at 3:00pm.