Committee Members: Walter Diaz, Chris Ambrosio, Karen Mason, Jackie Nelson, Bryce Crapser, Amelinda Vazquez, Cliff Marrett, Julie Alexander, Casey Kensey

1. Note/ Minute Take – Volunteer: Amelinda

2. Approval of minutes from 11/14/14 Crapser, Marrett (all in favor)

3. Updates
   a. Update from University Professional Development Committee:
      • The committee has met and is working on some things. Walter is the chair and will keep us updated as things becoming available. Email Walter if you would like more information.
   
   b. Website (updated minutes, agendas, ACPA & NASPA links-competencies, funding form needs ($250 vs. $150, DAS link):
      • Action Item: Chris will have NASPA/ACPA links to competencies put on the website.
   
   c. Review of TAs for professional development & Surveys:
      • Julie and Ami have been working on this. The process is working out great with help from Chris and Karen.
   
   d. Updates on Goals & Objectives – 2014-2015:
      • Tabled for next meeting.
   
   e. University mandated training – HAVEN, CSA, Security Awareness
      • Walter took a poll of committee members who have completed their mandated training and about half have been completed.
      • Action item: Walter to send an email remaining the division to complete their trainings.

4. Discussion- submittal of proposals of coaching/ athletic staff that have FLC’s in the fall and event takes place in the spring when they are volunteers.
   a. Walter spoke with Accounts Payable regarding travel authorizations for coaches and athletic staff that are not paid during spring, but have put in TA requests. Accounts Payable said this is not against any policy.
   b. Group agreed that we would proceed with allowing the submission of TAs for athletic staff and coaches in the spring.
5. **Presenter for Divisional Staff Meeting Suggestions:**
   a. Admissions, Academic Services
   b. If anyone else can think of any other ideas, please email Walter.

6. **Professional Development allocations**
   a. The remaining budget is $1800.00.
   b. Karen handed out an updated budget, email Karen for a copy.

7. **Mentoring Program for New Staff:**
   a. Casey and Ami will continue to develop the New Employee Orientation Day and make additions to the Mentor/ Mentee Program. Both will remain separate programs.
   b. Orientation Day Outline:
      - Q&A sessions
      - Professional development packet
      - Have coffee with Ken Bedini and/or Walter Diaz
      - Campus tour
      - Lunch with student leaders
      - Help with obtaining parking passes, ID cards, etc.
   c. Casey and Ami have also developed a Mentor/Mentee Program. An outline of the program was handed out. Please email Casey or Ami for a copy of this.
      - Action Item: Develop an application process and materials for both programs.
      - Action Item: Work with HR on an advanced orientation program.

8. **Sub Committee reports:**
   a. Professional Development Offerings -
      - Cliff and Bryce handed out a calendar for future offerings. They will be added to the outlook calendar.
      - Action Item: Registration for events will go through Bryce when Karen is on vacation.
   b. Institute of Living on-campus: Helping College Student with their Mental Health, Tuesday, March 24, 2015
      - The registration fee for this event is $50.00 for anyone interested.
   c. Retreat:
      - The Retreat currently scheduled for May 20th.
      - The schedule will have a keynote in the morning and offer conference style options in the afternoon followed with an outdoor social.
      - The budget allocated will be $7,000, if more is needed a request can be put in with Walter.

9. **Next Meeting** - Wednesday, February 11th at 2:00 p.m., Gelsi-Young room 322.

Minutes respectfully submitted by Amelinda Vazquez