Division of Student Affairs  
Professional Development Committee Meeting Minutes  
Wednesday, June 18, 2014

Attendees: Walter Diaz, Cliff Marrett, Chris Ambrosio, PJ Rossitto, Jackie Nelson, Casey Bandarra, Edili Lopez

Absent/Excused: Ricardo Barrett, Bryce Crapser, Karen Mason, Julie Alexander, Amelinda Vazquez

1. Minute/Note Taker Volunteer:  
   Jackie Nelson

2. Approval of Minutes from Thursday, April 24, 2014:  
   Motion to approve: Casey; Chris seconded

3. Budget Line 2014-15:  
   There will be a separate budget line item for the Professional Development Committee. The University is still in the process of reviewing and finalizing budgets for FY15, but Walter is estimating the figure to be in the $10-$15,000 range.

4. Professional Development Webinar, June 20th:  
   The last webinar for the academic year will take place on Friday, June 20. The webinar is entitled, “Introduction to Using Developmental Theory in Student Affairs Practice. There are 3-4 people registered. Cliff will attend and will facilitate.

5. Soft Skills Pros – Vendor Assessment – Cliff:  
   Cliff was in contact with a representative from Soft Skills Pros. The company offers workshops on topics such as, organization culture, communication skills, teamwork, diversity, time management, etc. They offer either full day or half day sessions. They also offer webinars at a per person cost.

   Walter suggested discussing the possibility of creating a subcommittee to facilitate the curriculum/calendar for professional development opportunities for the academic year. To be discussed further at next meeting.

6. Updates:  
   a. Summer Retreat-Reflection/Survey results:  
      PJ read the survey results from the retreat. Based on the results, the majority were satisfied with the summer retreat. There were some suggestions that the committee will take into consideration when planning the next retreat.

   b. Soft Skills Pros-Vendor Assessment-Cliff:  
      See #5 above
c. **Update from University professional Development Committee (Dr. Close)-Walter:**
   No update

d. **Website-Chris:**
   Chris continues to work on the website. New anticipated completion date is July 30, 2014

e. **Survey results-Close our for June 30th – Chris:**
   Professional development survey results will close for current academic year on 6/30/14 and the new year will open on 7/1/14. Chris will move to using Campus Labs.

f. **Review of TAs for Professional Development & Survey Follow Up – Ami/Julie:**
   Ongoing

7. **Training on Title IX, Interpersonal Violence-Compliance requirements (state & federal):**
   Walter anticipates there will training and/or workshop opportunities (some mandatory) on Title IX, Interpersonal Violence, Sexual Assaults, etc

8. **Goals & Objectives for 2014-2015 – August meeting**
   Professional Development Committee goals & objectives will be established at the next meeting

9. **Announcements**
   None

10. **Other Business:**
    PJ is working with Candace (Technology & Social Media Committee) and expects that there will be a workshop on technology/social media in the near future.

11. **Next Meeting:**
    To be determined