

**Professional Development Committee
Meeting Minutes
August 1, 2007**

Meeting called to order at 3:05pm by Jillian Jones, the Chair of the PDC.

Member Attendance

Jillian Jones, Sabrina Williams, Kathy Garrison and Svetlana Soroka.

Meeting minutes

Agenda for the meeting was supported by all attended members of the committee.

1. Budget report:

Jillian gave report on the committee's budget funds for FY 2008 that comprises of \$15,000.

\$5,000 will go toward the end of year speaker

\$3,500 – to cover requests for individual training, certifications, workshops, and etc. (up to \$400 each)

\$6,500 – to cover supplies, training materials, videos

Additional funds might be possible from fundraising.

2. Business:

A copy of the bylaws was reviewed. Some minor corrections were taken towards Authorization form and Procedures for Disbursement of Staff Development Funds as to change name of the person in charge for the forms collection.

Discussion on procedures for approval of individual requests took place.

11 requests were left from the last fiscal year and one third of them was approved at the meeting. The remaining requests were left to perform some eligibility check as the requestors' names were not sound familiar to PDC members.

3. Survey:

Committee went over the conducted in the spring of 2006 on-line survey for preferable speaker or seminar. Avaya Phone System and Project Management were the most desired topics for training according to the survey.

Members brainstormed for topics and times for the seminars. 7 seminars / trainings are possible for FY 2008 that would take place in the following months: October through May, excluding December.

Avaya Phone System training and Organizational Skills will be possible topics for the first seminars.

4. Book Scholarship:

Book Scholarship for CSU Staff members comes from Staff Council funds. PDC can help with fundraising for Book Scholarship. Jillian has brought ideas for fundraising – calendars.

After covering the agenda for the meeting location for the end of the year speaker event was discussed.

Next meeting scheduled for September 5th at 3pm. Location will be announced.

Meeting adjourned at 3:49pm