

**Professional Development Committee Agenda (Monday, November 25, 2019)**

Generated by Felipe Wilson on Friday, December 6, 2019

## 1. Opening Items

Present: Marla, Felipe, Kimm, Blanca, Autumn, Casey, Pak

Absent: David, Mark, Rupinder

Motion to approve agenda/minutes: Kimm first, Marla seconded, unanimously approved

## 2. Action Items

2.1. Funding Requests: Cynthia Mahabir approved for \$175. Meryl Siegal approved for \$400, but committee will re-vote at our next meeting if the funding amount is increased

## 3. Information Items

3.1. Budget: committee's budget has increased significantly due to a roll-over amount that was never loaded into our budget. \$32,678 has been added to the budget. As a result, we believe it is appropriate to increase the funding maximum for spring 2020. We will also attempt to increase funding for those that were approved in the fall for events occurring in the spring if the amount is increased. The committee also believes it is necessary to "save" some of our current budget for next fiscal year.

Follow-up: at our next meeting we will decide on the new amount for spring 2020. Pak will provide us with the amounts the committee spent in the last few years.

3.2. Sabbatical process: the members of the committee that evaluate the sabbatical applications were informed of their responsibilities. The committee decided to allow Irina Rivkin one more week to finalize her application. The applications will be "housed" in Karen Tellegen's office and the members of the committee that evaluate them will go to Karen's office to review the applications.

Follow-up: The applications will be evaluated using the "step one" rubric. At our next meeting we will determine who will advance to step two.

## 4. Closing Items