**Minutes of the**

**Professional Development Committee Meeting**

**April 25, 3 – 4:30 p.m., FM110**

1. Call to Order: The meeting was called to order by co-chair Crystal Morse at 3:05 pm.
2. Members Present: Crystal Morse, Kerry Mayer, Mark Bernards, Kintay Johnson, Tatiana Robinson.
3. Members Absent: Dan Calderwood, Wendy Riggs

2. Action Items

2.1 November 15 Meeting Minutes approved.

3. Discussion

3.1 The committee reviewed the results of the Needs Assessment Survey from Fall 2016. Due to the return of the PDC to the HR department, the committee came to consensus that the HR structured committee would determine scheduling of future PD opportunities based on these findings.

3.2 The committee discussed the possibility of a PD activity during Classified School Employees Week (May 22-26) for the classified staff. Co-Chair Crystal Morse will take this to CSEA for discussion, PD requests.

3.3 Co-Chair Kerry Mayer spoke with the committee regarding the upcoming Accreditation Site Visit in Fall 2017. She encouraged all members to be prepared in case they are interviewed regarding the work of the Professional Development Committee.

3.4 The current Professional Development Committee returns to Human Resources effective June 1, 2017. The co-chairs offered that anyone currently serving on the committee who wishes to remain to please go through HR. The committee discussed recommending a revised membership structure of one representative from each constituent group and the possibility of holding a quarterly meeting schedule. Co-Chairs Kerry Mayer and Crystal Morse thanked each of the committee members for their support and hard work over the past year.

4. Reports/Old Business – none.

5. Future Agenda Items: Committee members are encouraged to request to place an

item on a future agenda.

6. Announcements/Open Forum

7. Adjournment at 4:03 pm

**Next Meeting: TBD under revised Professional Development Committee structure through HR.**