



PROFESSIONAL DEVELOPMENT COMMITTEE

MAY 1, 2025, AT 9:00 AM, DON FISHBOWL

MINUTES

Helena College Mission: Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

Professional Development Committee Mission: The Helena College Professional Development Committee distributes allocated professional development funds in order to maximize individual professional development and educational/instructional benefit for the college.

Professional Development Committee Objectives:

1. Improve campus-wide professional development
2. Enhance quality of education and help maintain currency of course curriculum
3. Allocate funds in a consistent, equitable manner

Attendees

☑ **Marika Adamek**, Assistant Registrar
☑ **Bill Hallinan**, Computer Science Instructor
☑ **Beau Howard**, Accounting Associate IV
☑ **Amy Kong**, Director of eLearning & Faculty Development

☑ **Jessie Pate**, Chair, Director of Institutional Research & Effectiveness
☑ **Larry Taylor**, Anatomy & Physiology Instructor
☑ **Mary Twardos**, Human Resources Generalist

Pre-Reads and Supplemental Materials

- PDC Minutes 20250403
- DRAFT PDC Bylaws
- DRAFT PDC Funding Guidelines
- PDC Funding 5-Year History 2021 to 2425
- PDC Voting History 2021 to 2425
- Theatre games at Helena College_onepage_proposal

Agenda

1. Approve April minutes - review by EOD 5/2
2. Renew NISOD Membership? \$1000 to renew – YES, more regular reminders/promotion of events. Also figure out how to clean up employee list. Subscribe all employees to newsletter? Or send an email out at beginning of school year to encourage everyone to sign into NISOD and look at offerings. Mary *does* tell every new employee about it.

	AY24	AY25 to Date
Total Unique Events	24	14
Total Unique Employees	25	17
Online Conference Registration	15	16
Total learning activities (employee + event)	52	35

3. Offerings
 - a. Update on theater team building activity

- i. Marika presented a proposal to Colleen and Mary Ann at Grandstreet. August may be tricky with their schedule, but no firm decision either way yet.
 - ii. Need an informal contract (Statement of Work in Grizmart/Procurement Services) – dates, scope of work, terms of pay (lump sum, per hour, per event, per employee)
 - iii. Plan for 1/8 - 1/9/2025 (August is very busy, coming up so quickly)
 - b. PD interest survey – another week in the MMM (Amy will do it)
- 4. AY26 Budget
 - a. Sandy has allocated \$30,000 for the committee. Tentative
 - i. \$2,000 for Vector PD tracking
 - ii. \$4,000 for all campus (NISOD Online Conference)
 - iii. \$12,000 each semester
 - b. Jessie and Beau will continue investigating where NISOD and Vector PD are paid from before we officially decide on this allocation
- 5. Bylaws - done!!!!
 - a. DRAFT bylaws include proposed changes to mission and objectives
 - i. Consideration: faculty members not expected to participate over summer – we still have a quorum to vote on funding, but do not have faculty representation – is this a major issue? If so, what's the alternative? No apps until semester starts?
 - ii. Do we need a treasurer to track PD spending?
 - b. Do we want to keep bylaws and funding guidelines separate? How do these documents work together? *General consensus to keep these separate*
- 6. Application and scoring - TABLED
- 7. Expense tracking
 - a. Do we need to change procedure to require applicants submit expense reports to support better tracking? YES
 - b. Do we need a treasurer to track actual PD spending? YES
 - c. Or just return to practice of chair actually signing documentation, rather than allowing the letter to serve as signature (would then be a reminder for signer to record expenses ALSO YES
- 8. Guidelines
 - a. Need to make updates to guidelines based on conversations about feedback, application, scoring, and bylaws.
- 9. Do we need a procedures document to help new chairs, members, etc?
 - a. For example, our new procedures for prepay – how do we make sure we remember this?
 - b. Timeline of activities, including recruitment of new members
 - i. Veronica has expressed interest
- 10. Next meeting June 5 at 9:00