



PROFESSIONAL DEVELOPMENT COMMITTEE

APRIL 15, 2026, AT 1:00 PM, DON FISHBOWL & TEAMS

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 funds to support both individual growth and campus-wide initiatives, ensuring the greatest impact for the college's educational, instructional, and professional development goals.

Professional Development Committee Objectives:

1. Allocate professional development funds based on clearly defined criteria to ensure consistent and equitable distribution among applicants.
2. Strengthen campus-wide professional development by offering targeted workshops and training sessions that address the diverse needs of all employees.
3. Enhance the quality of education by supporting faculty, staff, and directors in incorporating current best practices and updated industry standards into their curriculum and operations.

Attendees

☒ **Marika Adamek**, Assistant Registrar
☒ **Beau Howard**, Accounting Associate IV
☒ **Amy Kong**, Director of eLearning & Faculty Development
☒ **Jessie Pate**, Chair, Director of Institutional Research & Effectiveness

☒ **Sevda Raghieb**, Director of Nursing
☐ **Larry Taylor**, Anatomy & Physiology Instructor
☒ **Mary Twardos**, Human Resources Generalist
☐ **Glen Zeigler**, Welding Instructor

Pre-Reads and Supplemental Materials in Team Files

- PDC Minutes 20260318
- Support Resources for Supervisors

Agenda

Approve Minutes

- March 18, 2026. Marika motions to approve, Sevda seconded. Approved.

Budget Update

- About \$3,000 remaining to allocate.

Offerings for the Year

- ACUE Commons – ACUE is sending reminders, so we don't need to for a bit.
 - In April, consider a reminder to faculty/adjuncts about Deliberative Dialogue, as it's separate from the teaching certification that many faculty are doing.
 - Reminders are still coming from ACUE to participants, so committee will not send any additional reminders.

Planning for AY2627

- Growth/Resilience Trainings – Dates and Times - Sept, Oct, Nov
 - First preference – Third Tuesday at noon
 - Second preference – Third Thursday at noon.
 - Mary can now submit the requests, for in-person, will ask if we can do Teams and record. Mary will book the Lecture Hall once the dates are confirmed. Advertise, put in Vector, and send calendar invites early in fall. Amy can do Vector.
- PD Interest Survey
 - Did not get this together. Volunteers?
 - We will wait to do the survey until later in fall after we've had at least one growth/resiliency training.
- NISOD Early Renewal:
 - 2026-27 rates: \$1,150
 - Save \$150 if paid by June 30, pay only \$1,000
 - Seeing a downward trend in participation. Committee members have not seen especially valuable content in recent years. Possible that employees sign up for conference just in case they have time, but we aren't sure how much content is actually viewed. Especially with ACUE continuing into the fall (which has better content, according to Amy, Sevda, and other faculty), committee recommends not continuing membership at this time. Jessie will run the recommendation by Sandy and possibly Cabinet to ensure there are no strong feelings to keep it.
 - Would like to find some resources for the business side of a two-year college, as that is not really present in either NISOD or ACUE.

	AY24	AY25	AY26
Unique Participants	25	17	23
Unique Activities	21	9	10
Total Learning Activities	51	31	37
Conference Registrations	15	14	19

- Emily Gage, RN Simulation Manager, is becoming a BLS instructor as part of her position, and would be available to provide CPR training to employees at no additional cost. She could be teaching a class to campus as early as this summer, coordinating with Safety Committee on that. Could PD Committee pay for books for participants to borrow? They are about \$45 a piece, anticipate needing 12 at the most, for about \$540. Tommi is also applying for a grant to pay for supplies for the course, and books may be able to be included.
 - Jessie motions that the PD Committee pay for 12 books if the grant cannot or does not cover the expense. Marika seconded. Motion passes.
 - Sevda will provide official cost information to the committee once she has it.

Resources to Support Supervisors in Approving PD Apps - Tabled

- Support Resources for Supervisors – where to click



Meetings over the summer? Third Wednesdays in June, July, and August.

- Will be getting at least one new faculty. Check with Glen about continuing for at least one more year.