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| **Professional Development Committee** **Meeting Minutes** |

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| Location:  | <https://fsw.zoom.us/j/94411446259>  |
| Date:  | September 2, 2022 |
|  | 1:00-1:30pm |
|  | Present | Excused | Absent |  | Present | Excused | Absent |
| Krissy Cabral | x |  |  | Sarah Lublink | x |  |  |
| Jason Calabrese | x |  |  | Lauren Madak | x |  |  |
| Robert Capetta | x |  |  | Sabine Maetzke | x |  |  |
| Ronald Doiron |  |  | x | Sonji Nicholas | x |  |  |
| Brandi George | x |  |  | Alexandra Nikishin | x |  |  |
| Ed Hooks | x |  |  | Katie O’Connor | x |  |  |
| Ivana Ilic | x |  |  | Scott Ortolano | x |  |  |
| Rozalind Jester | x |  |  | Lenny Owens | x |  |  |
| Sindee Karpel | x |  |  | Kelly Roy | x |  |  |
| Monica Krupinski | x |  |  | Sandra Seifert | x |  |  |
| Raymond Lenius | x |  |  |  |  |  |  |

1. Call to Order: 1:00 pm Sarah Lublink
	1. Attendance
	2. Approval of April minutes: Motion to approve as presented Sindee Karpel; second Alexandra Nikishin.
2. Information Items
	1. 3 FPD Travel Applications were approved for April, May, June 2022 after March’s meeting.
	2. 4 FPD Travel Applications were approved for July, August, September. One of those applications were voted on by email in the summer; in the post-contract period.
3. TLC Coordinators Updates – Will be done in the October 2022 meeting.
4. Action/Discussion Items
	1. FPD Travel Requests for October, November, December:
		1. The FPD budget is the only one that was not cut for the 2022/2023 year. The Committee discussed and agreed that budget permitting, the policy from 2021/2022 allowing individual faculty to receive up to $1,000.00 in additional funds over the standard $2,000.00 allotment per year for travel, will continue. There were 2 requests submitted that are over $2,000.00. Sarah Lublink moved that the (2) requests exceeding the $2,000.00 limit be funded up to $3,000.00. Lenny Owens seconded. All were in favor and none were opposed.
		2. Late Applications:

The committee discussed and agreed that budget permitting, the policy from 2021/2022 of accepting applications after the due date, will continue. There were (2) applications submitted after the deadline this quarter. Sarah Lublink moved that the (2) requests be funded. Scott Ortolano seconded. All were in favor and none were opposed.

* 1. Ancillary Funds
		1. Ancillary Fund Proposal – We received the exact same funding this year as last year though it’s unclear how much was for ancillary funds. The Committee discussed and agreed to maintain the $5,000 budget for Ancillary Funds for the Fall 2022 semester. Based on usage in Fall, we can re-evaluate and adjust as needed for Spring 2023. Sarah Lublink moved to maintain a $5,000.00 budget for Ancillary Funds. Brandi George seconded. All were in favor and none were opposed.
	2. Workshop certificate requirements (Dr. Jester) – This will be discussed at the October 2022 meeting.
	3. Review Committee Charge and plan for 2022-2023 – This will be discussed at the October 2022 meeting.
1. New Business:
	1. Sarah Lublink announced that she will be leaving FSW at the end of the month. The committee expressed gratitude for her service to the College and to the Committee. Sarah Lublink moved that Scott Ortolano serve as Interim FPD Committee Chair until Committee members nominate and elect the next Chair. Sonji Nicholas seconded. All were in favor and none were opposed.

1. Adjournment: Next meeting October 7, 1:00-2:00.