***Attendance:***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **✓** | Lianne Greenlee | **✓** | Mary Ann Gomez-Angel | **A** | Bruno Granillo | **✓** | Nan Shea | **✓** | John Lewallen |  |  |
| **✓** | Grace Hanson | **A** | Dan McGeough | **✓** |  Chris Schroeder | **✓** | Liesel Reinhart |  | ***Minutes:***  | **✓** | ***Maria Cardenas*** |

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| --- | --- | --- |
| **Item** | **Purpose** | **Outcome** |
| **Welcome**  | * Welcome
* Review minutes from prior meeting
 | Minutes from June 1, 2017 were approved. |
| **Conference and Travel Process Clarifications** | * Themed denials
* Online training and courses
* Out of State
* Non-continental
* International
* Groups
* Repeaters (year-to-year and within the year)
* Competitive Presenters
* Verification of required certifications
* Vendor Fairs & Shows
* Communication / white paper / Support for writing approvals? (The math for all employees, Funding availability, Dubious Conferences, new criteria, example of denial categories)
* High priority funding (larger grant amounts)
* Status Updates on Use of Funding (Approximate use of funding for year)
* Limited Resources Low Priority Approval Process for Reimbursement (need next year)
 | * Themed denials - means there is a consistent denial, we will write them on behalf of the group.
* Online training and courses – will be reviewed by PDC on a case by case basis for requests that are urgent where there is no comparable conference available.
* Out of state – is it sustainable to support the college
* Non-continental & International – must give justification for tourist destinations and reflect the necessity.
* Groups – If there is a group rate, explain pre-meeting & post meeting, coordination plan, will still need a group rationale and it can get reviewed by PDC as a group.
* Repeaters – Common pitfalls
* Competitive Presenters –
* Verification of required certifications –
* Vendor Fairs & Shows – Common pitfalls
* Communication –
* High priority funding -
* Status update on use of Funding - came in under budget of $28,733 for the year.
* Limited resources Low Priority Approval Process for reimbursement -
 |
| **Purpose and Function** | * Adding a student Member
 | * Purpose, Function & Membership updates were made, will include with the minutes. PDC will not consider adding a student member.
 |
| **Annual Goals** |  |  |
| **Professional Development Plan Update** |  |  |
| **Assessment** | * Tools
* Needs Assessments (multiple measures, scans)
* Outcomes
* Protocol for each group and report back to PDC
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|  |  |   |
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*Next Meeting:* TBA