***Attendance:***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **✓** | 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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*Next Meeting:* TBA