I. Call to order
George Kleeb called to order the regular meeting of the Committee at 11:00AM on October 3, 2014 in MH 114.

II. Roll call
George conducted roll. The following persons were present: Sonja Sibert, George Kleeb, Kara Coates, Cherie Jacques, Donald Jones, Mike Whitehead and Ed Nickel

Absent: none

Excused: Rita Bagwe (class trip), Tami Potter (leave), Robert Byram, (class)

III Professional Development Fund Requests
Mary Doucette $340.00* Conference Registration Approved

(*Includes $50 bonus for conference organizer and speaker)

Delene Volkert $350.00 Conference Registration Approved
Janie Moore $350.00 Conference Registration Approved
Mardell Wilkins $350.00 Conference Registration Approved

Discussion on Rita Bagwe 2nd request from the Science Department, tabled to the end of the application period.

IV New Issues & Projects for the 2014-2015 year

a) Merit Pay Proposal for those hired in the Fiscal Year (July/June)

A discussion was held in September and again in October. We have created the following DRAFT of a procedure.

We propose that we revise the Merit Procedures document to state:

Merit Pay increases can be given to those that have been hired before February 1, each fiscal year, based upon a pro-rata share of the award that would be given for annual service, per month for time served on the job.
b) Professional Development Funds Request Policies and Procedures

A discussion was held in September and October on the level of reporting that a person receiving professional development funds should make after attending the event.

*We propose that we revise the Merit Procedures document to state:*

*A person receiving Professional Development fund must provide the department with a written or verbal report of the meeting/event attended. The Department Chair shall submit a recap of the report to the Professional Development Committee Chair.*

V Adjournment -George Kleeb adjourned the meeting at 11:50 AM.

Minutes submitted by: George Kleeb

Minutes approved by: George Kleeb