



## PROFESSIONAL DEVELOPMENT COMMITTEE

AUGUST 18, 2025, AT 2:00 PM, DON FISHBOWL & TEAMS

### MINUTES

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**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

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☒ **Marika Adamek**, Assistant Registrar  
☒ **Beau Howard**, Accounting Associate IV  
☒ **Amy Kong**, Director of eLearning & Faculty Development

☒ **Jessie Pate**, Chair, Director of Institutional Research & Effectiveness  
☒ **Larry Taylor**, Anatomy & Physiology Instructor  
☒ **Mary Twardos**, Human Resources Generalist

### Pre-Reads and Supplemental Materials

- PDC Minutes 20250729
- DRAFT PDC Funding Guidelines

### Agenda

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#### Approve Minutes

- July 29, 2025 – Beau motioned, Marika seconded, approved

#### Approve Guidelines

- Larry motioned, Beau seconded, approved
- Next steps: Finalize and publish new guidelines and rubric (finally!) to web/Vector and share

#### Discussion of Current Applications

- Feig: 4 Yes, 2 Discussion - approved
- Reeves: 4 Yes, 2 Discussion - approved
- Kiesling/Hunthausen: 5 Yes, 1 abstain – approved
- Funding Options
  - Goss & Kiesling/Hunthausen both applied for activities that last the whole year – take half from fall and half from spring to fund? Yes
- Move \$310 from spring to fall – Mary motioned, Beau seconded, approved

- Committee decided to continue accepting applications this fall, using funds allocated for spring as needed. Advertise to campus “Half of annual budget has been expended”

#### Resources to Support Supervisors in Approving PD Apps

- Robyn mentioned that it would be helpful for supervisors to have guidelines to follow when approving PD for their department before it comes to the PDC.
  - Would be helpful, especially for new supervisors
  - Supervisors should be looking at time away/coverage, regularity of attendance, benefit to department
  - Consider inviting supervisors to meeting if we need to discuss or potentially deny

#### Next meeting

- After classes start and have new members
- Welcome new members
- Treasurer to track PD spending
- Offerings for the year
- Consider feedback regarding repetitive questions from VR?