



PROFESSIONAL DEVELOPMENT COMMITTEE

SEPTEMBER 17, 2025, AT 1:00 PM, DON FISHBOWL

MINUTES

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

☒ **Marika Adamek**, Assistant Registrar
☒ **Beau Howard**, Accounting Associate IV
☒ **Amy Kong**, Director of eLearning & Faculty Development
☒ **Jessie Pate**, Chair, Director of Institutional Research & Effectiveness

☒ **Sevda Raghib**, Director of Nursing
☒ **Larry Taylor**, Anatomy & Physiology Instructor
☒ **Mary Twardos**, Human Resources Generalist
☐ **Glen Zeigler**, Welding Instructor

Pre-Reads and Supplemental Materials in Team Files

- PDC Minutes 20250818
- [NISOD Fall Virtual Conference](#)
- Campus-wide PD Survey (Spring 2025) Results 20250728
- Theatre games at Helena College_onepage_proposal

Agenda

Approve Minutes

- August 18, 2025: Amy motioned, Marika seconded, approved

Welcome New Members

- Treasurer to track PD spending – Beau has volunteered
- Someone to take minutes – No volunteers

PDC Annual Plan Goals - Suggestions:

- Update PD application process
 - Resources to support supervisors in approving apps
 - Update app questions to reduce repetition

- Host an all-campus team-building professional development activity (ideally theater games)

Offerings for the Year

- [NISOD Fall Virtual Conference](#) October 22-23, \$1,000 before 9/17/2025 (increases to \$1,500 after)
 - Sevda motioned, Larry seconded, motion passed
 - Jessie and Beau will register the college today!
- Teambuilding with Grandstreet
 - Marika has been experiencing trouble communicating with contact at Grandstreet. Will try Grandstreet one more time, may also reach out to the Myrna Loy or Carroll College.
- Review survey
 - Top Responses
 - Communication – 5
 - Educational technology – 5
 - Student Mental Health & Wellbeing – 5
 - Data Literacy – 4
 - Already in the works
 - Theater games promote team building & communication
 - LMS training with CTE faculty in summer 2025
 - Emergency response tabletop exercises in October for staff, later for faculty
 - STAR-T (secondary trauma & resilience) with Gen Ed in August, plans to bring to rest of campus later in the year
 - Employee Wellbeing & Engagement has a many wellness activities/events planned
 - Amy will draft a “call for presenters” to see if any HC employees want to share their knowledge about these requested topics. Will create a form for those interested to complete, ask to be done by October 3.
 - Share in MMM, HC Main Team, everyone can remind in senate/committee/division meetings

Application Questions

- Received feedback that questions 4 & 5 are repetitive. Committee agrees. New language:
4. PLEASE PROVIDE YOUR AREA'S MISSION STATEMENT OR LINK TO IT HERE.
5. DESCRIBE HOW THE PROPOSED ACTIVITY SUPPORTS YOUR AREA'S MISSION AND BENEFITS THE DEPARTMENT AS A WHOLE.
- Beau motioned, Larry seconded, approved
- Amy will update Qualtrics form
- Jessie will update rubric

Resources to Support Supervisors in Approving PD Apps - TABLED

Next meeting

- Wednesday, October 15, at 1:00 PM in DON Fishbowl