



## PROFESSIONAL DEVELOPMENT COMMITTEE

OCTOBER 15, 2025, AT 1:00 PM, DON FISHBOWL & TEAMS

### 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 Raghieb**, 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 20250917
- Campus-wide PD Survey (Spring 2025) Results 20250728

#### Agenda

##### Approve Minutes

- September 17, 2025 – Amy motioned, Sevda seconded, approved.

##### Martin PD Application

- Avg score 35, 8 “Yes” votes, approved.
- Approx \$5,000 remaining for the academic year

##### Theater Games at HC – Marika

- Marika presented her work so far in planning a team building activity of theater games presented by Grandstreet. She has been working with Colleen Watson to develop the following proposal:
  - Employees will be divided into four groups (20-25 each) to complete the 1.5 hour activity. Groups will be randomly divided to ensure coverage and variety in the participant makeup. There will be two 1.5 hour sessions to accommodate all four groups.

- Three others from Grandstreet will join Colleen to lead the activities, with two people assigned to each group in each of the two sessions.
- Goals will be to promote connection and understanding across all areas of campus.
- The activity will take place during spring Institutional Development Days, either January 8 or 9.
- The committee proposed the following compensation structure

Item	Amount	Recipient	Subtotal	Notes
<b>Planning Stipend</b>	\$500	Colleen Watson	\$500	
<b>Activity Facilitators</b>	\$100/hour x 5 hours each	4 facilitators	\$2000	Prep work and workshop facilitation
<b>Meal</b>	\$100	4 facilitators	\$100	
<b>Total</b>			\$2600	

- Amy moved to offer \$2600 to a team from Grandstreet to facilitate the team building activity; Beau seconded; and the motion was approved.
- Jessie will talk to Sandy about scheduling during spring ID Days and funding to bridge gap between PDC's \$970 remaining for all-campus and the amount.

### Offerings for the Year

- No one has responded to our call for presenters.
  - Committee will continue discussion over email – everyone will pick at least one of the top topics to research ideas for PD available on LinkedIn or elsewhere.
  - Top Responses
    - ☐ Communication – 5 (team building activity covers this!)
    - ☐ Educational technology – 5
    - ☐ Student Mental Health & Wellbeing – 5
    - ☐ Data Literacy – 4
- [NISOD Fall Virtual Conference](#) October 22-23. October 17 is last day to sign up. Nine people have signed up so far
  - Sevda will email Academic Directors & faculty to encourage them to sign up for the conference, with a note that there is no obligation to attend the full conference – you can pick and choose, and you get access to recordings for up to a year after the conference

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

- Both the step-by-step and how-to, and a list of things to consider
  - 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

- Wednesday, November 19, at 1:00 PM in DON Fishbowl