



## PROFESSIONAL DEVELOPMENT COMMITTEE

NOVEMBER 19, 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 20251015

#### Agenda

##### Approve Minutes

- October 15, 2025 – Some amendments made. Marika moved, Beau seconded, approved.

##### Budget Update

	Budgeted	Allocated	Remaining to Allocate	Spent	Remaining to Spend
All Campus	\$5,000.00	\$4,025.60	\$974.00	\$4,086.40	\$(614.06)
Summer/Fall	\$12,500.00	\$12,495.09	\$4.91	\$13,114.06	\$3,075.00
Spring	\$12,500.00	\$4,772.93	\$7,727.07	\$346.00	\$12,154.00
<b>Overall</b>	<b>\$30,000.00</b>	<b>\$21,293.63</b>	<b>\$8,706.38</b>	<b>\$17,546.46</b>	<b>\$12,453.54</b>

##### Update on Theater Games at HC – Marika

- January 8
- \$2,600 – how to fund?

- Our scenario does not qualify for purchasing a meal, as there is not a business meeting over a mealtime. Remove \$100 from offer.
- New total: \$2500. Use \$974 from all-campus PD and pull \$1526 from spring funds to pay the remainder. Beau motioned, Glen seconded, approved.
- 002/003 and 207 booked from 8-1 to ensure availability, time for cleanup and setup
- Two sessions: 9:00-10:30 and 11:00-12:30
- UM AI Innovation Symposium scheduled for same day, Cabinet is thinking there will not be significant interest from employees in attending that, but they would be able to do that instead if they wanted.
- Next steps:
  - May be some challenges with paying individuals who are not officially independent contractors. Beau will make sure we need to/can get each facilitator into Payment Works ASAP and Marika and Beau can begin working on that and the statement of work. Marika and Beau will meet with Cari first week of December to determine how exactly we can compensate the individuals providing the training for their time.
  - Jessie will work with Cabinet on messaging to campus about how best to schedule participation for each department, sending calendar invites, etc. Will also include messaging drafted by Marika and Colleen Watson (of Grandstreet).

## Offerings for the Year

- Nineteen employees registered for the NISOD Fall Conference
- Follow-up on the action item from last meeting: 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!)
      - Communication with coworkers, students, managing conflict, etc
      - LinkedIn Learning, NISOD
    - ☐ Educational technology – 5
      - AI Lunch & Learns, NISOD
    - ☐ Student Mental Health & Wellbeing – 5
      - NISOD Session: Empowering Community College Faculty & Staff to Support Student Mental Through Mental Health First
      - STAR-T Training about secondary trauma has been offered to gen ed and select others. Interest in another session for the rest of campus, but unsure about how to pay for it.
      - Ask Katelynn to present about student wellbeing, share about what she's been seeing from students and resources available? Beau will reach out.
    - ☐ Data Literacy – 4
      - Consider LinkedIn Learning, possibly also NISOD
      - Ask for more input on what kind of data literacy people would like to learn.
  - MacMillan Learning – free platform for PD
    - ☐ Sevda will put something together to share with campus



### 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 the meeting if we need to discuss or potentially deny

### Next meeting

- Wednesday, December 17, at 1:00 PM in DON Fishbowl