

**TLC
MEETING MINUTES
November 19, 2009**

Present: Pat Poole, Chairperson: Marlene Slater, Kim Hensley, Dean Lucas, Katie Smith Cox, Shelby Long, Stephanie Daniel, Tehseen Irfan and Beverly White, Recorder.

Absent:

OPENING

Pat Poole, Chairperson, opened the meeting by advising that there is \$4000 to allocate for professional development. Pat passed out copies of the Professional Development Policy and Guidelines and proceeded by reading the policy pointing out that the approved amount is \$300 per request. She said that according to the previous minutes that new applicants would receive priority.

APPROVED GRANTS

Requests for grants were approved for the following applicants:

1. Stephanie Daniel.....\$383.02
2. Steven Hall.....383.02
3. Eva Hallis.....200.00
4. Jill Landis.....300.00
4. Shelba Long (1st).....712.58
5. Calisa Pierce (2nd).....430.34
6. Vernon Elkins.....300.00
7. Shirley Spriggs.....430.34
8. Tehseen Irfan..... .430.34
9. Martha Maynard.....430.34

POLICY

It was agreed upon by the committee that the applicants who did not apply for the previous semester would receive preference. A standard request will be up to \$300 and beyond if the fund allows for Professional Development. The remaining requests will be based upon the availability of funding.

TIMELINE CHANGE

Pat Poole advised that requests need to be in by Tuesday of general registration in August, by the 2nd Tuesday in November and by the 2nd Tuesday in April for the summer allotment.

There being no further business, the meeting was adjourned.

Respectively submitted by:

Beverly G. White, Administrative Secretary

Pat Poole, Chairperson

TLC
MEETING MINUTES
August 26, 2010

Present: Pat Poole, Chairperson: Marlene Slater, Kim Hensley, Stephanie Daniel, Tehseen Irfan, Verna Schwalb and Beverly White, Recorder.

Absent:

OPENING

Pat Poole, Chairperson, opened the meeting by advising the committee that an election would need to be held to elect a new chairperson and vice-chairperson. Tehseen Irfan was nominated by Kim Hensley for chairperson. The vote was unanimous for Tehseen Irfan as Chairperson. Kim Hensley was unanimously voted in as the new vice-chairperson. It was also decided that Tim Owens would be the contact person who would receive the PD applications from the faculty as he had done in the past.

Tehseen Irfan accepted the office of Chairperson, presided and followed the agenda that she had prepared with Pat Poole's assistance.

MINUTES OF 11/19/2009 MEETING APPROVED

Motion: Kim Hensley moved and Verna Schwalb seconded to approve the minutes as written including a spelling correction for the November 11, 2009 meeting.

Action: Motion passed unanimously.

PROFESSIONAL DEVELOPMENT FUNDS

Tehseen stated that the Professional Development funds totaled \$10,000 for the new year. This amount would allow \$4000 to be allotted for Fall 2010, \$4000 for Spring 2011 and \$2000 for Summer 2011.

Eight applications were reviewed for the grants. In reviewing the applications, Kim Hensley noticed that some had submitted the old application. She advised the committee that she would ask Marcus Gibbs to put the new application online along with the new guidelines. It was hoped that if someone did a search for PD funds that a window would pop up with the new application and guidelines.

POLICY MODIFICATION

It was agreed upon by the committee to reword or modify the policy for receiving PD funds and reporting the receipt of PD funds through the employee's division, etc. The new policy would state: The failure to do so may disqualify it's applicant from receiving Professional Development funds for the next 2 terms.

APPROVED GRANTS

Pat Poole advised that 2 applicants, Shirley Spriggs and Vernon Elkins, were previously awarded money to attend conferences which were cancelled. This money was returned to PD funds.

Requests were eliminated for Eva Hallis and Russell Saunders due to their receipt of other grants.

After review of requests for funds, grants were approved for the following applicants:

1. Vernon Elkins.....\$235.86
2. Shirley Spriggs.....829.71
3. Gail Hall.....345.00
4. Martha Maynard..... 300.00
4. Verna Schwalb.....330.00
6. Beverly Slone.....829.71
7. Tehseen Irfan.....300.00
9. Martin Codispoti..... .829.72

The fund requests for Gail Hall and Martin Codispodi were first requests.

OTHER

The next meeting will be held on November 11, 2010.

There being no further business, the meeting was adjourned.

Respectively submitted by:

Beverly G. White, Administrative Secretary

Tehseen Irfan, Chairperson

TLC
REVISED DISBURSEMENTS OF PROFESSIONAL DEVELOPMENT FUNDS
September 1, 2010

Chairperson: Tehseen Irfan

On September 1, 2010 Emma Baisden contacted Tehseen Irfan to inform her of the amount of funding that will be available for this year (2010) for professional development. The total amount of funding for the year is \$5,774. This revised available amount will be divided into Fall, Spring and Summer terms as follows:

Fall - \$2309.60
Spring - \$2309.60
Summer - \$1154.80

The disbursements (grants) were adjusted as follows:

	<u>From</u>	<u>To</u>
1. Vernon Elkins.....	\$235.86	\$136.19
2. Shirley Spriggs.....	\$829.71	\$479.07
3. Gail Hall.....	\$345.00	\$199.20
4. Martha Maynard.....	\$300.00	\$173.22
4. Verna Schwalb.....	\$330.00	\$190.54
6. Beverly Slone.....	\$829.71	\$479.07
7. Tehseen Irfan.....	\$300.00	\$173.22
9. Martin Codispoti.....	\$829.72	\$479.09

The email of September 1, 2010 verifying the revision of the current available Professional Development funds is attached.

Respectively submitted by:

Beverly G. White, Administrative Secretary

Tehseen Irfan, Chairperson

Tehseen Irfan

From: "Kimberly Hensley" <kimkh@southern.wvnet.edu>
To: <stephanied@southern.wvnet.edu>; <vernas@southern.wvnet.edu>; <tehseeni@southern.wvnet.edu>; <kimkh@southern.wvnet.edu>; <patm@southern.wvnet.edu>; <marlenes@southern.wvnet.edu>
Cc: <kimkh@southern.wvnet.edu>
Sent: Wednesday, September 01, 2010 12:16 AM
Subject: Professional developpe please give your immediate attention

Hello,

I am writing you on behalf of Tesheen and myself. Emma Baisden contacted Tehseen today to let her know the amount of funding that is available this year for professional development. The total for the year is \$5,774.

During our meeting last week, we had discussed the fact that we might not get the full \$4,000 for the Fall term. We had discussed that the money would be appropriated according to the percentages that had been determined during the last meeting. Taking the money allotted for this year and dividing it according to the traditional manner for the Fall, Spring and Summer terms, we get the following amounts:

Fall \$2,309.60

Spring \$2,309.60

Summer \$1,154.80

Taking the allotted amount for Fall the percentages work at as follows:

Amount based on \$4,000 for the fall Term Amount based on

\$2,309.60 for the Fall Term

Martha Maynard \$300.00 \$173.22

Gail Hall \$345.00

\$199.20

Vernon Elkins \$235.86

\$136.19

Martin Codispoti \$829.72

\$479.09

Shirley Spriggs \$829.71

\$479.07

Beverly Slone \$829.71

\$479.07

Tehseen Irfan \$300.00

\$173.22

Verna Schwabb \$330.00

\$190.54

I believe the computations to be correct, but please feel free to double check them.

At this point we are asking for your input about this. We are asking the committee members if we are all still in agreement about the way these funds should be distributed? If you have any other ideas please send them to Tehseen and the other members of the committee. We need to get our responses in as soon as possible, so the funds that are immediately needed can be disbursed. If necessary, we may need to have a meeting to manage this issue.

Thanks so much for your time, Kim Hensley

TLC
MEETING MINUTES
January 26, 2012

Present via ICR: Shirley Spriggs, Chairperson, Pat Poole, David Ermold, Anna James, Verna Schwalb, Roger Stollings and Beverly White, Recorder.

Absent: Shawn Riggins, Rick Thompson and Chuck Keeney

OPENING

Shirley Spriggs, was elected as Chairperson and David Ermold was elected as Vice Chairperson. Shirley reported \$4620 available for 2011-2012 and that \$1478.95 has been spent. The balance of \$3141.05 is available for Spring and Summer 2012. Shirley abstained from the disbursement agreement involving her request.

The group agreed to use \$2311.05 for Spring 2012 and the balance of \$830 for Summer 2012. The decision was unanimous.

The committee discussed options for division of funds, with one being to divide the Spring 2012 allotment equally to the 11 requestors @ \$210 per person. A second option discussed was to allocate the maximum \$300.00 to those requestors who did not apply the previous semester.

It was decided by the committee to follow the policy in place and to award the maximum of \$300 to those who did not apply the previous semester.

Sharon Davis, Shelba Long and Shirley Spriggs were awarded \$300.00 each. The amount of \$176.38 each was allotted to 8 requestors as follows:

Dena Barker
Candice Bishop
Kathy Deskins
Karen Evans
Russell Saunders
Eva Hallis
Tehseen Irfan
Carla Ramey

A total of \$2311.04 was awarded. The amount left in the budget for Summer 2012 will be \$830.00. The committee was 100% in agreement.

OTHER

Motion: Pat Poole moved and Anna James seconded to adjourn the meeting.

Action: Motion passed unanimously.

There being no further business, the meeting was adjourned.

Respectively submitted by:

Beverly G. White, Administrative Secretary

Shirley Spriggs, Chairperson

**TLC
MEETING MINUTES
May 3, 2012**

Present via ICR: Shirley Spriggs, Chairperson, Pat Poole, David Ermold, Anna James, Verna Schwalb, Roger Stollings, Rick Thompson and Beverly White, Recorder.
Absent: Shawn Riggins and Chuck Keeney

OPENING

Motion: Anna James moved and Pat Poole seconded to call the meeting to order.
Action: Motion passed unanimously.

APPROVAL OF JANUARY MINUTES

Approval was tabled, pending edits and amendments to the minutes. They will be sent via email to committee members for approval at the next meeting.

TLC BUDGET

Shirley Spriggs advised the members that the TLC budget for Summer 2012 is \$830.00. The Fall 2011 budget was \$2310.00 and the Spring 2012 budget was \$2311.05.

Shirley stated that the committee could possibly have \$1535.53 to distribute for summer if the spring recipients don't claim their awards. Shirley has emailed the spring recipients to determine their intentions. Shirley advised the members that Kathy Deskins has not claimed the \$176.38 allotted amount for Spring 2012. Also, Candice Bishop had no receipt to claim the same allotted amount for Spring 2012. Sharon Davis and Shelba Long decided to use their allotted amount of \$600.00 at a later date for their conference. Russell Saunders and Eva Hallis decided to use grant money instead of the allotted \$176.38 each, adding \$352.76 to the amount of the available balance of \$830.00 for Summer 2012 budget making it \$1182.78. After some discussion from the group as how to handle the unclaimed awards, the following motions were made

1st Motion: Roger Stollings moved and David Ermold seconded to leave unclaimed money in budget and use if not claimed by Graduation.

Action: Motion passed unanimously.

2nd Motion: Pat Poole moved and David Ermold seconded to leave allotted money for conference until 30 days after conference.

Action: Motion passed unanimously.

3rd Motion: Roger Stollings moved and Anna James seconded to allot \$300 to Thad Stupi and \$294.26 to the remaining 3 requestors for Summer 2012.

Action: Motion passed unanimously.

The members agreed that the allotments of the Summer 2012 budget in the amount of \$1182.78 be split among the requestors in the amounts that follow:

Barker, Dena	\$294.26
Irfan, Tehseen	294.26
Ramey, Carla	294.26
Stupi, Thaddeus	300.00

OTHER

Shirley advised the members that she would contact them in the fall for a meeting.

There being no further business, the meeting was adjourned.

Respectively submitted by:

Beverly G. White, Administrative Secretary

Shirley Spriggs, Chairperson