

SPD Meeting – January 9, 2006
Central Campus 17/315
Minutes

Call to Order

Chair Patrick Ellingham called the meeting to order at 1:30 p.m.

Members present:

Kyra Belan, Patrick Ellingham (Chair), Jerry Enloe, Jorge Guerra, Caterina Lynch, Kathleen McGough, Colleen Quinn, Michael Tenenbaum, April Townsend, Joy Vaughan-Brown and Ex-Officio: Sue Rouse and Pat Senior from the Office of Staff Development.

Approval of the Agenda

A motion to approve the Agenda was made by Michael Tenenbaum and seconded by April Townsend and the Agenda was unanimously approved as submitted

Minutes

Patrick called for a motion to approve the December 5th minutes. Michael moved to approve and Colleen Quinn seconded. Motion carried.

Budget Overview – Pat Senior

Pat Senior reviewed the Budget Overview sheet noting that \$63,820 remained in the Travel fund with \$19,745 in requests pending for January and a Program fund balance of \$55,442 with \$19,068 in pending January requests.

Patrick suggested sending a collegewide email to let employees know there are still available funds in this year's SPD budget.

Michael Tenenbaum also requested a breakdown of the Professional Development and Strategic Initiative program funds listed on the bottom of the monthly Budget Overview Sheet. It was agreed that a short report would be created providing initial allocations and current balance for each program listed.

Old Business - Approval of Supplier Diversity Training, SPD 16P-4

Pat Senior explained that Vice President Ed Henn, acting on behalf of the President, approved the Supplier Diversity Training program despite the lack of recommendation by the committee at the December meeting. Pat explained to the committee that Dr. Henn approved to be in compliance with recommendations approved by Board of Trustees relating to minority vendors.

New Business

The full SPD committee reviewed the large program proposal: *Learning through Podcasting*, submitted by Robert Buford jointly with five South Campus faculty members. April Townsend asked if enough students would have Video iPods and Patrick Ellingham explained the measures they would use to provide accessibility for the students which might include format adjustments for those who already own iPods. He was able to offer details concerning the wide ranging potential uses of Video iPods in the classroom and beyond. As one of the five faculty members involved in the project, Patrick recused himself from voting. Jorge moved to approve and April seconded. The program was unanimously recommended for approval.

Patrick suggested that committee members consider recommendations for changes to the forms, the Committee Operating/SPD General Guidelines for 2006-07 at the February meeting. That would allow time to incorporate changes maximums, procedures, etc. prior to the April or May meeting when proposals paid out of the 2006-07 budget (travel in July, August and early September) are considered. It was suggested the committee might address the ways to share information provided at successful conferences without sending all members of a given department. Pat Senior mentioned that years ago an evaluation sheet was required from those receiving SPD funds under travel proposals and was made available to the committee but rarely impacted the decision-making process and eventually was eliminated as a requirement. It was agreed that a link would be sent to the committee so they could print copies of the forms involved and recommend possible changes at the February 6 meeting.

Subcommittees: Travel

There were 18 travel proposals reviewed and recommended for approval by the committee.

Adjournment

The meeting adjourned at approximately 3:00 p.m.