

**SPD Committee Meeting – February 5, 2007  
Central Campus 17/315  
Minutes**

**Call to Order**

Patrick Ellingham, chair, called the meeting to order at 1:37 p.m.

**Members present:**

Patrick Ellingham, Kyra Belan, Judy Davidoff, Jerry Enloe, Barbara Klemm, Kathy McGough, Leo Sloan and Sue Rousse and Pat Senior as Ex Officio.

**Approval of the Agenda**

A motion to approve the Agenda was made by Barbara Klemm and seconded by Jerry Enloe. The Agenda was unanimously approved as submitted.

**Minutes**

A motion to approve the January minutes was made by Kyra Belan and seconded by Kathy McGough. Motion carried.

**Budget Overview – Pat Senior**

Pat Senior reviewed the Budget Sheet and pointed out a budget reduction, authorized by President's Cabinet, had appeared in CID sometime during mid December. The Travel fund had a remaining balance of \$33,981 and \$24,815 in pending February requests. The Program fund had a remaining balance of \$41,974 and \$27,155 in pending February requests. Pat S. mentioned the possibility of recovering \$23,000 from the Diversity On-Line Program, which was previously funded, but is not currently being used. Jerry Enloe had suggested moving the rest of program monies into travel and sending out a college-wide notification email. Pat S. would need to verify with Dr. Chun before committing the \$23,000.

**Old Business**

17P-12 "Seminoles Arts and Culture Symposium". Program manager spoke and offered to get letter from Bryan Young that addressed concerns mentioned in Dr. Chun's letter and will submit to appropriate administrators.

17P-13 "Conversation Café". Committee recommended unanimously. Stipulation: Program manager must utilize funds within 4 months (by June 15, 2006) and understand this funding is for one-time only.

Adjunct Funding: Awaiting feedback from surrounding community colleges.

**New Business**

SPD Forms (Travel/Program). Committee did not review hard copy travel/program forms. Anne Berman, IT, presented a laptop overview of eForms and circulated a copy of a completed travel eForm and asked for future committee involvement in hands-on testing. Judy Davidoff reserved a computer lab (17/219) for the next SPD meeting (March 12) for this testing.

2007-08 Committee Operating & General Guidelines / Adjunct Faculty Funding. Extensive discussion centered on Travel Guidelines #1-#4 (full-time regular vs. adjuncts; maximum individual award; priority to presenters; frequency of travel per individual). Kathy McGough suggested a checkbox ballot be circulated to committee members to simplify voting on these topics. Tally would be shared with committee, rather than spending meeting time discussing such topics resulting in no conclusions. SPD will provide ballot.

**Travel**

There were 18 travel proposals and the committee recommended 16 for approval. One was not recommended since the off-site workshop provides training in an area that is offered in-house at BCC. The other was a group travel proposal involving one full-time faculty and one full-temp faculty member. Only the full-time faculty member was recommended. The letter of support recommending temp funding offered no compelling reason to make an exception, i.e. participant was presenting or in a leadership role.

**Adjournment**

The meeting adjourned at approximately 3:40 p.m.