

**SPD Meeting – February 6, 2006  
Central Campus 17/315  
Minutes**

**Call to Order**

Pat Senior called the meeting to order at 1:45 p.m.

**Members present:**

Lisa Badolato, Jerry Enloe, Caterina Lynch, Kathleen McGough, Michael Tenenbaum and Ex-Officio: Pat Senior, Sue Rouse and Jennifer Phoonkeao from the Office of Staff Development.

**Approval of the Agenda**

A motion to approve the Agenda was made by Michael Tenenbaum and seconded by Jerry Enloe and the Agenda was unanimously approved as submitted.

**Minutes**

Pat Senior called for a motion to approve the January 9<sup>th</sup> minutes. Michael Tenenbaum moved to approve and Kathleen McGough seconded. Motion carried.

**Budget Overview – Pat Senior**

Pat Senior reviewed the Budget Overview sheet noting that a \$51,749 balance remained in the Travel fund with \$32,433 in requests pending for February and a Program fund balance of \$55,490 with \$0 in pending February requests. Pat mentioned that it might be necessary to move Program monies to Travel by the April meeting and that any travel during July, August and early September will come out of next year's 2006-07 budget.

In response to a request from Michael at the January meeting, Pat provided an in-depth budget breakdown of the Professional Development and Strategic Initiative program funds listed on the Budget Overview sheet. She also mentioned that a collegewide email was sent out in January to let employees know that there were still travel and program funds available in the 2005-06 SPD budget as suggested by Patrick at the last meeting.

**New Business**

The committee reviewed the SPD Forms, Committee Operating and General Guidelines for 2006-07 updates. It was brought up by Kathleen McGough that the conference programs attached to applications are extremely lengthy and there was discussion about changing the wording in the guidelines and Travel Proposal forms from *conference program* to *one-page conference program overview*. It was also suggested that the *one-page* limitation be extended to airfare estimates and other attachments when possible. This would condense the amount of paperwork that is received by Staff Development and the Committee. Michael motioned to adopt the "one-page" wording where applicable and it was seconded by Lisa Badolato. Motion carried. Also, page 7 of the Program Proposal Application will be changed from *Articulation Form* to *Recommendation Form* to match the Travel Proposal Application.

Group travel proposals are to continue with one additional requirement: a separate completed signature sheet for each applicant will need to accompany the proposal when travelers report to different supervisors. Staff Development personnel will make the necessary updates and bring the revisions to the March meeting so the final 2006-07 forms can be approved and online prior to the April meeting.

The maximum limit per individual for 2006-07 fiscal year was discussed and Pat, speaking on Kyra's behalf, raised the issue of additional funding for presenters. Although this led to a lengthy debate with mixed feelings expressed by committee members, there was no motion put forth and the amount of funding per individual for 2006-07 was not revised. Suggestions of ways to enhance the travel process by promoting sharing/feedback from participants included evaluation forms, printed articles in *On Target*, and some form of web posting that the entire college community could access.

**Subcommittees: Travel**

There were 24 travel proposals (29 participants) reviewed and recommended for approval by the committee.

**Adjournment**

The meeting adjourned at approximately 3:30 p.m.