

SPD Committee Meeting – February 4, 2008
Central Campus 17/419
Minutes

Call to Order

Leo Sloan, chair, called the meeting to order at 1:32 p.m.

Members present:

Leo Sloan, Colleen Quinn, Mia Ocean, Emily Howard, Julia Vattiato, Debbie Brecker and ex-officio members Pat Senior and Elizabeth Black from the Office of Professional Development and Training.

Approval of the Agenda

A motion to approve the agenda was made by Emily Howard, Mia Ocean seconded the motion. The agenda was unanimously approved as submitted.

Budget

Pat Senior reviewed the budget and stated that the second budget cut has not happened and it was taken out of the budget summary. Pat Senior stated that there has not been a lower than average number of SPD eForm proposals. Julia Vattiato asked if we could send out an email to encourage people to apply for SPD funds. Pat Senior stated that we have done this in the past. Possible reasons for the lower number of applicants may be higher cost for conferences and the need to pay more out of pocket as well as the new eForms. Pat Senior stated that last February we included on the agenda an item for reviewing the SPD guidelines. We will discuss the recommendations at the next meeting.

Travel & Program

Leo Sloan opened the floor for discussion of SPD travel proposals. Colleen Quinn had a question regarding 18T-178 and 18T-180 and if the proposers had received SPD earlier in this fiscal year. Elizabeth Black stated that 18T-180 had received funding previously but was still eligible for \$887 and that 18T-178 had not been approved for prior funding.

Leo Sloan had a question about registration fees for 18T-171 and 18T-172, they were attending the same conference but had different registration fees. Elizabeth Black stated that the differences were due to member registration fees and non-member registration fees.

Pat Senior stated that 18T-173 would not be able to receive funding for a hotel stay in the tri-county area without prior approval from the supervisor which would be submitted to accounts payable.

Leo Sloan asked if there were any other problems with any other SPD travel proposals. Julia Vattiato moved to recommend all of the SPD travel proposals. Emily Howard seconded the motion. All of the SPD travel proposals were recommended with the exception that 18T-173 would have to have their supervisor provide justification to accounts payable for the tri-county hotel stay.

Adjournment

Colleen Quinn moved to adjourn the meeting. Mia Ocean seconded the motion. The meeting adjourned at 2:31 p.m.