

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

Call to Order

Patrick Ellingham called the meeting to order at 1:33 p.m.

Members present:

Lisa Badolato, Patrick Ellingham (Chair), Michael Tenenbaum, Colleen Quinn and the Office of Staff Development representatives - Jennifer Phoonkeao and Sue Rouse

Votes were submitted by absentee members Caterina Lynch, Kathleen McGough and April Townsend

Approval of the Agenda

A motion to approve the Agenda (moving the eForm presentation before Old Business) was made by Lisa Badolato and seconded by Michael Tenenbaum and the Agenda was unanimously approved as submitted.

Minutes

Patrick called for a motion to approve the February 6th minutes. Michael Tenenbaum moved to approve and Colleen Quinn seconded. Motion carried.

Budget Overview – Sue Rouse

Sue Rouse reviewed the Budget Overview sheet noting that a \$23,085 balance remained in the Travel fund with \$24,467 in requests pending for March. There is Program fund balance of \$55,490 with \$24,856 pending in March requests. Sue pointed out if all travel requests are recommended there will be a deficit in the Travel fund. She also stated so far there is approximately \$2,500 in pending travel requests for April. There was discussion by all members about whether or not to move money and by how much from the Program fund into the Travel fund. A motion to approve a \$15,000 transfer from Program to Travel monies was made by Michael Tenenbaum and seconded by Lisa Badolato. Motion carried.

eForms [Karen Peruzzi and Todd Alexander]

Karen and Todd handed out a flowchart with its purpose being to determine data about the travel form to be created. They would like to separate things such as data, workflow and rejections or exceptions to the norm. They also asked the committee to think about anything out of the ordinary that may happen with regards to the travel proposal process.

Old Business

Patrick pointed out that discussion had previously taken place brought with Pat Senior about changing the travel proposal process and stated that the way the committee handles its SPD proposals is archaic and time consuming. The committee discussed the eForm system presentation and agreed to support it since it would eliminate multiple copies and save time. Colleen suggested the committee still vote on the travel proposals as a group to provide oversight and input on trouble spots. After the first eForm goes live, Patrick also suggested the committee should meet, discuss, and proceed with an evaluation of how things should be handled.

The committee reviewed and agreed to all amendments to the 2006-2007 SPD forms which will be finalized and uploaded to the web by Staff Development personnel.

New Business

Patrick Ellingham opened discussion on "Learning Vacations" in the absence of Jerry Enloe. It was agreed that it is okay for employees to submit applications under "Learning Vacations" and recommendation will be considered on a case-by-case basis to determine if the request provides job development or is related to the curriculum.

Subcommittees: Travel & Program

There were 23 travel proposals reviewed and recommended for approval by the committee.

There were three program proposals presented - one was approved, one was approved pending results of a second grant application due on March 31, 2006, and the third proposal was tabled for additional information. Staff Development will send the applicant specific questions raised by committee members and the proposal will be revisited at the April meeting.

Adjournment

The meeting adjourned at approximately 3:33 p.m.