

SPD Committee Meeting – March 9, 2009
Central Campus 17/419
Minutes

Call to Order

Chair Leo Sloan called the meeting to order at 1:35 p.m.

Members present:

Leo Sloan, Shelly Reasbeck, Colleen Quinn, Julia Vattiato, Debbie Brecker, Trish Joyce, Kyra Belan. Pat Senior and Elizabeth Black from the HR-PD&T office were present to assist the committee.

Approval of the Agenda and Minutes

A motion to approve the agenda was made by Kyra Belan and seconded by Julia Vattiato. Motion carried. A motion to approve the minutes was made by Colleen Quinn and seconded by Shelly Reasbeck. Motion carried.

Budget

Pat Senior reviewed the budget. The budget shows that there is \$87,000 available in travel and \$12,000 in requests for the March SPD meeting. Employees requesting travel for July and August are told any request will be pending availability of funding for 2009-10 and not accepted for review until the May meeting. There were no requests for program funds for the March meeting. There is a possibility that funding will be cut in fiscal year 2009-10.

Travel & Program

- Julia Vattiato made the motion and Shelly Reasbeck seconded the motion to approve all travel proposals. Motion carried. Discussion followed.
- Colleen Quinn stated that 19T-229 was ineligible for funding due to the fact that the proposer is full time temporary; the employee must be full time regular to be eligible for SPD funding.
- Colleen Quinn stated that 19T-222 would not be eligible to receive funding for meals as the travel is within the tri-county area.
- Colleen Quinn stated that 19T-231 and 19T-232 had previously been funded for fiscal year 2008-09 and that the total award amount could not exceed \$1,500. Department funds would be paying the difference.
- Colleen Quinn stated that 19T-227 and 19T-228 had already been approved for \$479.00 in SPD funding for fiscal year 2008-09. Department funds will be paying the overage.
- Colleen Quinn stated that 19T-226 had already been approved for \$448.00 in SPD funds for fiscal year 2008-09. 19T-226 is requesting \$735.57, total amount approved should not exceed \$1,500.
- Colleen Quinn stated that 19T-220 had already been approved for \$598.00. The requested amount for 19T-220 is \$1,241.18. The proposer has stated that any funds over \$1,500 will be paid from personal funds. The total amount approved should not exceed \$1,500.
- Colleen Quinn stated that 19T-218 had already been approved for \$257.00. The request for 19T-218 is for \$697.92 and the total combined award amount should fall under the \$1,500 limit for fiscal year 2008-09.
- Julia Vattiato stated that 19T-219 had a typographical error on the travel dates (March 6-7 rather than May 6-7) and appeared that the trip had already taken place. Pat clarified that it was for May.
- Trish Joyce asked if 19T-221 is eligible for SPD funds to attend a fundraising conference. Pat Senior stated that the employee is an assistant and will be learning how to fundraise.
- Trish Joyce stated that 19T-224 needed a conference agenda or an itinerary for her visit to FSU outside of the conference. She stated that she would also need more information regarding the specifics of her hotel and FSU visit.
- Leo Sloan stated that 19T-224 be recommended pending the detailed information requested which includes the conference agenda, itinerary for the visit to FSU and hotel confirmation and reservation information.
- Leo Sloan stated that 19T-233 should not be recommended because it was not received within the deadline guidelines.
- Leo Sloan stated that all the travel proposals should be recommended for approval pending the requested information listed above and with the caveats listed above. The travel proposals were unanimously recommended for approval with these caveats.

New Business

- Leo Sloan stated that the discussion of the SPD committee guidelines was open to the floor.
- Kyra Belan stated that presenters should have preference for SPD funding. She stated that the first come first serve policy deluded the presenters preference. She stated that there was not the option to present more than once and be eligible for SPD funds over the \$1,500 limit.
- Julia Vattiato stated that there is a paragraph in the guidelines which states that priority will be given to presenters.
- Trish Joyce stated that a hierarchy of coordination of conference participation would be needed to include those people who are chairpersons, organizers and board members. She stated that active presenters should be the only category for additional funding over the \$1,500 limit.
- Leo Sloan stated that the more far reaching the request to fund presenters and conference participants, the less likely the proposal will be approved.
- Trish Joyce stated that the college does not pay taxes for hotel stays. Leo Sloan stated that an explanation of why the college will not pay the taxes for hotel stays will be requested to be researched by the Professional Development and Training office.
- Leo Sloan stated that #8 of the guidelines should have the additional statement for the American Express card in parentheses that it requires a personal credit check. He stated that the statement regarding the P-card should have the statement in parentheses that it requires a supervisor's approval.
- Trish Joyce stated that some kind of evaluation for the conferences should be made available online. Pat Senior stated that the evaluation is not available online yet. Julia Vattiato suggested something online that would summarize the conference evaluations so that participants can view others comments. Wendy Clink stated that you can create a form on the forums directory also. The committee members requested that the Office of Professional Development and Training email the old copy of the evaluation to the committee members.
- The suggested change in the wording of the guidelines to include additional funding for presenters is the following: "Employees who are selected to present a paper in their discipline/field and/or chair a panel and who have already received \$1,500 are permitted to submit additional proposals to present papers or chair panels; the total fiscal year award for that employee shall not exceed \$2,500." This statement will be recommended as a new #4 in the guidelines and all statements thereafter will be renumbered.
- A motion to approve this wording and create a new #4 was made by Kyra Belan and seconded by Julia Vattiato. The motion carried unanimously.
- Pat Senior summarized the SPD plan and stated that some professional development programs and strategic initiatives may be cut in the near future.

Adjournment

Colleen Quinn made a motion to adjourn. Shelly Reasbeck seconded the motion to adjourn. The meeting adjourned at 3:30 p.m.