

**SPD Committee Meeting – March 12, 2007
Central Campus 17/315
Minutes**

Call to Order

Patrick Ellingham, chair, called the meeting to order at 1:35 p.m.

Members present:

Patrick Ellingham, Judy Davidoff, Jerry Enloe, Barbara Klemm, Leo Sloan and Sue Rouse as Ex Officio.

Approval of the Agenda

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

Minutes

A motion to approve the February minutes was made by Judy Davidoff and seconded by Leo Sloan. Motion carried.

Budget Overview

Patrick Ellingham addressed the committee regarding the additional funds (\$301,445) available in the SPD F/B Contingency account and requested their recommendation on distribution. Although Jerry Enloe suggested that \$50,000 be allocated for Program funding and the balance to Travel, the committee recommended the entire amount be split between the two SPD Travel cost centers. Staff Development will handle the transfer and adjustments will be reflected in the Budget Overview presented in April. The committee was advised that there is no guarantee these funds will be available next year. Sue Rouse read the monthly Budget Overview for March noting the Travel fund had a remaining balance of \$10,635 with \$31,473 in pending March requests. The Program fund had a remaining balance of \$38,819 with \$24,100 in pending March requests.

Old Business

Adjunct Funding: A survey covering funding for Adjunct Faculty of Staff and Program Development, Tuition Reimbursement and Tuition Assistance from surrounding community colleges was discussed before the committee voted on the SPD Ballot Form for 2007-08 SPD Travel provided by Jennifer Phoonkeao. The results of the vote:

- 1) Travel: Adjunct funding for presenters – motion made and seconded to deny – motion carried
 - 2) Travel: Adjunct funding for attending – motion made and seconded to deny – motion carried
- Note: Once the college establishes a formula for rewarding Adjunct faculty, SPD can use it and readdress this issue at that time.
- 3) Full-time employees making presentation (travel twice) – motion made and seconded to deny – motion carried
 - 4) Individual funding amount – motion made and seconded to raise individual maximum for the 2007-08 AY to \$2,000 - motion carried
 - 5) Committee added a fifth item to ballot and made and seconded a motion to treat full-time temporary employees the same as full-time regular – motion carried

The committee reviewed the SPD General and Committee Operating Guidelines for 2007-08. Minor grammatical changes were recommended including deletion of item 6 under Travel Guidelines; increasing the individual annual limit to from the current \$1,500 to \$2,000. A reference to gift cards as ineligible for SPD funding will also be inserted in the General Guidelines. The guideline changes and affected SPD forms will be updated by the Office of Staff Development, presented to the committee and placed on the Web once approval is received.

Travel

There were 25 Travel proposals for March; Leo Sloan moved and Barbara Klemm seconded a blanket recommendation to approve all proposals. Motion carried.

Programs

The committee determined that proposal 17P-14 ("Customer Assistance Technology Certification") did not meet Program Guidelines and voted to not recommend.

Adjournment

The meeting adjourned at approximately 2:50 p.m.