

**SPD Meeting – April 3, 2006
Central Campus 17/315
Minutes**

Call to Order

Patrick Ellingham, Chair called the meeting to order at 1:38 p.m.

Members present:

Lisa Badolato, Joy Vaughan Browne, Patrick Ellingham, Chair, Caterina Lynch, Kathleen McGough, Michael Tenenbaum, Colleen Quinn, and Ex-Officio Pat Senior; Sue Rousse 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 Colleen Quinn and the Agenda was unanimously approved as submitted.

Minutes

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

Budget Overview – Pat Senior

Pat Senior reviewed the Budget Overview sheet noting that a \$14,064 balance remained in the Travel fund with \$17,727 in requests pending for April. There were two hand carry travel requests totaling \$3000. There is a Program fund balance of \$31,990 with \$16,356 in pending March requests. A \$3,750 program request for the 2006-2007 FY was submitted.

There was discussion regarding the budget shortage in the Travel Fund; the committee unanimously decided to use the remaining Program Funds for either Travel or Program requests until the fund becomes depleted.

New Business

Pat Senior mentioned sending a college wide email for the remaining 2005-2006 funds, plus a call for 2006-2007 program proposals. The committee decided to word the email as "limited" funds available for the 2005-2006 FY. Pat Senior then addressed the proposed 2006-2007 Staff & Program Development Plan. She discussed in detail the new allotment of funds. Caterina Lynch inquired about the Employee Development Master Plan (EDMP). Pat Senior gave an overview of the plan and stated it was constructed in July 2004 and is currently still in the draft phase.

Subcommittees: Program and Travel

All committee members voted and recommended April's tabled program 16P-8 (Winston Thompson). The committee also reviewed a 2006-07 FY program request, 17P-1 (Cheryl Graziose). The committee decided to put the program recommendation on hold, since Cheryl had also applied for a mini-grant and will know the outcome April 19, 2006. Colleen suggested if the mini grant does not get approved that Cheryl should increase the amount of individual awards to \$75.00 each, to cover fringe benefits and still give the recipient a \$50 reward/gift card. All April travel requests were approved.

Adjournment

The meeting adjourned at approximately 2:56 p.m.