

**SPD Meeting – May 1, 2006
Central Campus 17/315
Minutes**

Call to Order

Pat Senior called the meeting to order at 1:45 p.m.

Members present:

Jorge Guerra, Caterina Lynch, Michael Tenenbaum, April Townsend, Colleen Quinn and Ex-Officio: Pat Senior and Jennifer Phoonkeao from the Office of Staff Development.

Approval of the Agenda

Pat Senior changed the date on line three of the agenda from March, 6 2006 minutes to April 3, 2006 minutes. A motion to approve the Agenda was made by Mike Tenenbaum and seconded by Jorge Guerra and the Agenda was unanimously approved as submitted.

Minutes

Pat Senior called for a motion to approve the April 3, Minutes. Mike Tenenbaum moved to approve and Colleen Quinn seconded; motion carried.

Budget Overview – Pat Senior

Pat Senior reviewed the Budget Overview sheet noting that a \$-2,589 balance remained in the Travel fund with \$16,761 in requests pending for May and a Program fund balance of \$16,730 with \$3,330 in pending May requests. Pat pointed out the SPD budget had approximately \$80,000+ in approved funds, that have not been utilized, due to people not submitting their travel vouchers or not using all their approved funds. She told the committee they shouldn't worry about approving certain proposals over another; there is still money left in the overall SPD budget.

Old Business

The committee discussed pending SPD Program Proposal 17T-1. The applicant also applied for a mini grant, but was denied. The applicant decided to increase the requested amount from \$3,750 to \$4,375. April Townsend asked if the program would be reoccurring and if it could later become a PD Program utilizing "off the top" funds and Pat Senior said yes to both. April Townsend moved to approve 17T-1 for the 06-07 fiscal year and recommended it become a PD program (off the top) for future years starting 07-08. Jorge Guerra seconded; unanimously approved.

New Business

Pat Senior spoke to the committee about a proposed new Program Evaluation Form. This form would not only ask for SPD committee approved evaluations but would also incorporate "off the top" PD Programs and SI Programs in the evaluation as well. All funds should be accounted for and the results will be presented to President's cabinet for review. Jorge Guerra asked if any attachments would be supplied with the evaluations. Pat stated each individual evaluation/registration would not be attached, only a *summative evaluation* of the program from the program manager. Colleen mentioned the return rate probably will be low, and wanted to know what the plan would be to get the evaluations back. Pat said she will have to tell President's cabinet the program manager had a month to reply but did not respond to the evaluation. Mike Tenenbaum moved to approve the new evaluation form and was seconded by Jorge Guerra.

Next, there was discussion of the transfer or reassignment of previously approved SPD proposals. The committee decided the recipient must turn in a new budget sheet and recommendation form before an email to committee members can be sent asking for their approval.

Jorge Guerra and Colleen Quinn deliberated the "neediness" of the current SPD travel and program recommendation/process. This brought on discussion from the rest of the committee. Jorge Guerra made a recommendation for the 06-07 fiscal year; the committee should be supplied with a spreadsheet of all requests in lieu of paper copies. One original proposal and one electronic copy will be submitted to Staff Development by the deadline. All original proposals will be brought to the meeting in the event of in-depth review by committee members. Another recommendation was made to modify the SPD guidelines with the new changes. Mike Tenenbaum seconded; motion carried.

Finally, the committee discussed the possibility of providing adjuncts who are presenting with SPD funding. Colleen Quinn liked the idea but stated we should be very careful with the wording and how we approve it; she doesn't want to set a precedent. Mike Tenenbaum moved to approve the adjuncts per recommendation by Ken Ross's, stipulating a one-time exception to the guidelines; seconded by April Townsend. All in favor-none; Motion not carried. Jorge Guerra made a motion stating the adjuncts are worthy of approval, but recommend funding from the President's Special Opportunity Fund. If they do not receive funding from this fund, they will receive funding from SPD with the stipulation of a one-time exception to the guidelines. Mike Tenenbaum seconded; motion carried.

Subcommittees: Travel & Program

There were 17 travel proposals for May, nine for the 06-07 fiscal year and three hand carry proposals (2 travel & 1 program). All travel proposals were reviewed and recommended by the committee. One program proposal was put on a continuance until answers to several questions are provided to committee members.

Adjournment

The meeting adjourned at approximately 3:05 p.m.