

**SPD Committee Meeting – June 2, 2008
Central Campus 17/419
Minutes**

Call to Order

Leo Sloan, chair, called the meeting to order at 1:34 p.m.

Members present:

Leo Sloan, Debbie Brecker, Patrick Ellingham, Colleen Quinn and Julia Vattiato; Jennifer Phoonkeao (PD&T) and Sue Rouse (PD&T) as Ex Officio.

Approval of the Agenda

A motion to approve the Agenda was made by Pat Ellingham and seconded by Debbie Brecker. The Agenda was unanimously approved as submitted.

Minutes

A motion to approve the May minutes, as amended, was made by Pat Ellingham and seconded by Colleen Quinn. Motion carried.

Budget Overview – Jennifer Phoonkeao

Jennifer Phoonkeao briefly went over the current SPD budget and stated we are still waiting to hear word on the approval of the 2008-09 SPD Plan Fund

Old Business

Jennifer Phoonkeao handed out an email from Anne Berman stating: currently each level supervisor/VP/Provost, has the option to reject the SPD travel request back to the originator. This still does not address the problem with the next level supervisor/VP/Provost not being able to review the proposal if it is rejected by the first (or second) level. A motion was made by Colleen Quinn and seconded by Pat Ellingham to request "IT to adjust the eForms system to reflect the previous SPD hard copy process in which every level supervisor/VP/Provost - to the top - has the right to review the proposal and approve/reject". In other words, if the first level (or second level) supervisor rejects, then it should still go through to the top level, instead of the originator.

The committee reviewed and discussed the resubmitted travel proposal 18T-251. The proposal was not recommended – with no comments, 5:4 (including emailed votes).

The committee reviewed and discussed the tabled program proposal 19P-1. The proposal was recommended for VPHR approval, 6:2 (including email votes).

Program

The committee decided to continue with the remaining program proposals and reviewed and discussed 19P-2, 19P-3, and 19P-4. 19P-2 was not recommended – with no comments, 6:2 (including emailed votes); 19P-3 was recommended for VPHR approval, 9:0 (including emailed votes); 19P-4 was not recommended – with no comments, 6:2 (including emailed votes).

Travel

There were six 2007-08 travel proposals and the committee recommended all for VPHR approval; 18T-255, 256, and 256 will need further clarification regarding hotel and car rental in their approval letter. There were fifteen 2008-2009 travel proposals and the committee recommended all for VPHR approval, pending the approval of the 2008-09 SPD Plan.

Adjournment

The meeting adjourned at approximately 2:33 p.m.