

**SPD Meeting – June 5, 2006
Central Campus 17/315
Minutes**

Call to Order

Pat Senior called the meeting to order at 1:35 p.m.

Members present:

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

Approval of the Agenda

A motion to approve the Agenda was made by Pat Senior and the Agenda was unanimously approved as submitted.

Minutes

Pat Senior called for a motion to approve the May 1, 2006 minutes. Jorge Guerra moved to approve and Colleen Quinn seconded. Motion carried.

Budget Overview – Pat Senior

Pat Senior reviewed the Budget Overview sheet noting that a negative balance of \$-17,729 remained in the Travel fund with \$9,733 in requests pending for June and a Program fund balance of \$16,690 with \$3,330 in pending June requests. Pat told the committee not to worry about the negative balance in Travel funds since some money could be transferred into the account from the Program funds account. Pat also pointed out that many people still have not submitted their travel vouchers or used all their funds; there is still money left in the overall SPD budget.

Old Business

The committee discussed and reviewed May's continued program, 16P-10: Broward County Connection. Jorge Guerra made a motion to recommend; Mike Tenenbaum seconded; floor open for discussion. Kathy McGough noted the Program manager should share all the program information with South Campus; Motion unanimously approved.

New Business

Jennifer Phoonkeao began to review all amended 2006-07 SPD forms: General/Operating Guidelines(Word and Adobe), Travel/ Program proposals (Word and Adobe). Jennifer reiterated the new submission procedures: One original hardcopy and one electronic copy of the proposal will be submitted to Staff Development by the monthly deadline date; a spreadsheet and CD (RW) of all proposals will be submitted to the committee two weeks prior to each meeting. Next the committee clarified the 2006-07 Committee Organization (Subcommittees). Upon a recommendation made by the standing committee, Travel and Program subcommittees may combine and proposals will be reviewed by entire committee.

Subcommittees: Travel / Program

Twelve June Travel proposals and seventeen 2006-07 Travel proposals were reviewed. A motion to recommend was made by Kathy McGough with a stipulation that 17T-17(a,b,c) use IT funds for conference/travel next time. Mike Tenenbaum seconded; unanimously approved.

The committee then reviewed and discussed 17P-2. Kathy McGough made a motion to recommend; Jorge Guerra seconded; floor open for discussion. The Committee debated on whether or not the program should be looking for other sources of funding. Since the program is now in its fifth year, the committee does not feel operational expenses (Administrative Assistant) should come from SPD funds. All in favor? Nay; motion not carried.

Adjournment

The meeting adjourned at approximately 3:09 p.m.