

SPD Committee Meeting – September 8, 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, Shelly Reasbeck, Julia Vattiato, Colleen Quinn, Ellen Slaymaker, Judy Srygler, Kyra Belan, Wendy Clink, Debbie Brecker, Trish Joyce, Elizabeth Black (PD&T) and Pat Senior (PD&T) as Ex Officio.

New Business

Leo Sloan asked the committee members to introduce themselves. Dr. Edna Chun chaired the committee. Dr. Edna Chun stated that SPD was one of the most meaningful committees. She stated that the budget expedites those who apply early. The program proposals are looked at in the light of the Education Master Plan. She stated that if there are any questions regarding SPD program proposals to go to the Education Master Plan. Leo Sloan stated that permanent full-time faculty/staff can receive up to \$1,500 per year for travel. He stated that now is the time to apply and that earlier is better.

Kyra Belan had trouble using a MacIntosh computer to fill out the SPD travel proposal. Pat Senior stated that if there are problems with attaching the electronic documents that you can send the attachments by email to Elizabeth Black. Additional new business addressed the issue of meeting dates. The SPD meetings fall on the first Monday of every month. The meeting is at 1:30 pm. Next year's guidelines will be worked on in February through April. Pat Senior stated the 2% set aside for SPD is not a requirement and that the SPD fund can be cut at any time. The committee operating guidelines were brought to last year's committee in February/March 2008 to see if they wanted to suggest any changes. Leo Sloan asked if anyone had questions regarding the procedures. He stated that if anyone has suggestions throughout the year that they can be brought up and will be addressed in February 2009 when the 09-10 guidelines are formed.

Travel

A motion was made to open the floor to discussions of the SPD travel proposals and recommend approval. Judy Srygler made a motion. Julia Vattiato seconded the motion.

- Colleen Quinn asked about 19T-061 and if approving this travel would go over the \$1,500 limit because the proposer had stated that they had received prior funding. Liz Black would follow-up.
- Colleen asked about when 19T-022 and 19T-023 were approved. Pat Senior mentioned that were previously approved by the VPHR over the summer when the SPD committee was not convening.
- Colleen asked whether 19T-051 as tri-county travel will include funding for meals – the answer is No, you cannot receive funding for meals in the tri-county area.
- Colleen asked if 19T-073 can be eligible for SPD funding if on sabbatical? Pat Senior replied, Yes; however, they should state their need to travel in their sabbatical request.
- Colleen asked if 19T-071 could use the balance of the ETC to pay for the difference of the travel. The answer is Yes.
- Colleen Quinn stated that she will not be voting on 19T-078.
- Wendy Clink stated that she would not be voting on 19T-040 and 19T-027.
- Proposal 19T-070 needs to be sent back for editing because the wrong taxes were stated on the proposal.
- Trish Joyce stated that 19T-085 and other travelers were being funded by ATD. 19T-092 and 19T-045 should consider applying for Title V funding.
- Julia Vattiato stated that the airfare seemed low for 19T-058 and 19T-026.

The Committee voted unanimously to recommend approval with the exceptions as stated above.

Program

The committee was asked to approve budget changes for 19P-01 – American Democracy. Kyra Belan made a motion to approve and Wendy Clink seconded the proposal. All voted in favor of adjusting the budget.

The new program, 19P-05 – Multi-cultural Institute, was discussed. Several committee members felt it was not a program proposal but read more like a group travel proposal. There was some concern that there were no names of the other 3-4 faculty travelers. A suggestion was made to send it back to the proposer with suggestions that they apply for SPD travel rather than an SPD program proposal. There was unanimous approval of this suggestion.

Adjournment

The meeting adjourned at approximately 3:30 p.m.