

**SPD Committee Meeting – September 10, 2007**  
**Central Campus 17/419**  
**Minutes**

**Call to Order**

Leo Sloan, chair, called the meeting to order at 1:45 p.m.

**Members present:**

Leo Sloan, Julia Vattiato, Colleen Quinn, Patrick Ellingham, Mia Ocean, Emily Howard, Mariana Coanda, Debbie Brecker. Guests included Pat Senior and Edna Chun as Ex Officio for Professional Development and Training, Anne Berman and Elizabeth Black.

**Approval of the Agenda**

A motion to approve the Agenda was made by Patrick Ellingham and seconded by Julia Vattiato. The Agenda was unanimously approved as submitted.

**Minutes**

First 2007-08 committee meeting.

**Old Business**

First 2007-08 committee meeting. No old business discussed.

**New Business**

Leo Sloan introduced himself as the chair of the committee and stated it will be a challenging year because the new president brought up budget cuts and the SPD committee. Leo Sloan stated that the theme this year will be civility and cooperation and that the people who submit proposals are important. Each committee member introduced themselves as well as the guests and Ex Officio representatives for Professional Development and Training. Edna Chun stated that there will be budget cuts this year and there will be an increased demand for SPD funding and that the committee will have to make tough decisions.

Chun charged the committee and stated that the committee has a lot of authority with its recommendation. The policy is that the president has the final authority for the spending plan. The president has stated that there will be 2% set aside this year; however budget reductions will occur. Chun stated the SPD guidelines and procedures establish the committee's role in the process and the committee has the option as to how they want to vote. Chun stated that 4% has already been taken out for budget cuts, ie. \$59,534 and an additional \$91,000 cut may possibly be taken out at a later date.

**Budget Overview – Pat Senior**

Pat Senior addressed the committee and stated that SPD used to break into subcommittees but that last year they decided to do one full committee. Pat stated that we try to stay consistent with a meeting on the first Monday of the month except when there is a holiday. She stated that the SPD committee will be meeting at 1:45 in the Holcombe Institute so that we can use the laptops. Pat summarized the SPD Plan and how the Staff and Program Development budget is allocated. Pat summarized the SPD program and travel budget for this year. She stated that the SPD program budget started with \$150,000 and there is a program request for today's meeting for \$2,100.

Pat also summarized the proposed changes to the SPD guidelines and asked for the committees approval of the proposed changes. Leo Sloan asked why the President's cabinet had made recommendations to the guidelines and Pat Senior stated that the president's goals needed to be represented. Leo Sloan asked if the guidelines needed to be sent to the Faculty Senate. Pat Ellingham stated that the faculty senate has never questioned the SPD recommendations. Chun stated that the president makes the final decision. Leo Sloan asked if the committee accepts the proposed changes to the guidelines. Pat Ellingham asked if we should include a statement about the order of priority or place a statement about first come first served. Julia Vattiato suggested a statement encouraging people to submit early. The suggestion was made to include the sentence: "**As long as funds are available**, priority will be given to those who are presenting, chairing a panel, organizing a conference or serving on a professional organization board with an active role in coordinating the conference; receiving an award on behalf of the college, attending job-related certification programs or other travel deemed essential by the college, particularly travel that addresses the college's goals of student success, increased access, and economic development and partnerships. Faculty member will also be given priority when their proposal includes activity for professional development credit, **however, all travel proposals will be considered.**" Pat Ellingham moved to

approve the SPD guidelines as amended and Mariana Coanda seconded the motion. The motion passed unanimously.

## **Travel & Program**

Pat introduced Anne Berman from IT who handed out instructions to SPD committee members for SPD eForms procedures. Pat discussed the SPD eForms process. Pat and Anne fielded questions from SPD committee members regarding the new eForms process. Leo Sloan discussed the approval process for travel and program proposals last year and opened the floor to discussion of the proposals for September.

Pat Ellingham stated that it was a unique nature of destination for travel proposal 18T-58 to the Galapagos Islands. Colleen Quinn asked if the traveler was visiting a BCC site and if there was another fund for that. Discussion of out of the country proposals continued.

Colleen Quinn stated that she was not sure if BCC should be paying for 18T-63 travel to Bolivia. She asked if he had asked the museum where he will be working in Bolivia if they would pay for any of his travel. Pat stated that we are getting more and more unique proposals submitted to the SPD committee. Emily Howard stated that we are one of the few community colleges to do cutting edge research. Pat stated that it is possible to do a continuance for approval of this proposal until the next meeting. It was stated that if there are questions that can be answered via email then we will do that. Colleen Quinn made a motion to table 18T-63. Pat Ellingham seconded this motion.

Travel proposal #18T-73 needs a letter stating that SPD can only be paid for events that have not occurred. Leo Sloan made a motion to accept all travel proposals with the exception of 18T-73 which was not recommended and 18T-63 which was tabled for more information.

Pat Ellingham stated that we need to get an answer regarding tabled program proposal 18P-2 for Russ Adkins for "MapleSoft Mathematics Teaching and Learning Initiative".

There was discussion regarding program proposal #18P-3, "Non-Discrimination in Employment Training". The question was asked if in-house expertise can share their knowledge and conduct the trainings. Mia Ocean stated that the EEOC has access to databases and that we could check into them providing a training for free. Colleen Quinn made a motion to table program proposal #18P-3 with the following questions raised for a response, 1) are there in house personnel with expertise in this area? 2) does the EEOC have a grant for outreach to provide this service for free? 3) is this information available online to cover the same material? Motion stands until the three questions are answered.

## **Adjournment**

The meeting adjourned at approximately 4:00 p.m.