

**Staff and Program Development Committee  
Meeting Minutes: Sept. 12, 2005  
Central Campus, Building 17, Room 315**

**SPD Committee members present:**

Patrick Ellingham, Kathy McGough, Michael Tenenbaum, April Townsend, Jorge Guerra, Kyra Belan, Blaine Browne, Jerry Enloe, Cynthia Betancourt (Student Representative), Pat Senior, Sue Rouse and Chris Gabettas (all ex-officio from the Office of Staff Development/Employee Relations).

**SPD MINUTES**

**Call to Order**

Patrick Ellingham, Committee Chair for 2005-06, called meeting to order at 1:45 p.m.

**Approval of the Agenda**

Ellingham asked the committee for any additions or changes to the agenda. Tenenbaum motioned to approve the agenda. Enloe seconded.

Vice President for Finance/Human Resources Ed Henn charged the committee. He thanked members for agreeing to serve.

**SPD Policy/Procedure, State Plan, Budget**

Pat Senior presented a general overview of the SPD budget, BCC policy/procedures relating to SPD travel/programs. She explained the 05-06 budget allocations, which includes a balance of \$217,429 for travel and \$130,000 for programs. She also reviewed new operating guidelines for this year—committee members can recommend up to \$1,500 per person for travel. The amount last year was \$1,000.

Senior explained the location and frequency of the meetings, which are the first Monday of each month usually in Room 315 of the U/C Library. However, the Oct. 3 meeting will be in Room 146. Ellingham questioned how BCC's new direct deposit for reimbursements would affect the disbursement of advance funds for travel. He pointed out many conferences prefer, if not require, a check issued by the institution to provide reduced rates. Senior told him to ask Ed Henn.

The full committee then broke into the travel and program subcommittees to consider proposals. Ellingham agreed to chair the travel subcommittee and April Townsend will chair the program subcommittee.

**Subcommittees**

The travel committee reviewed 62 proposals. All but two were recommended for funding. Those two were tabled because the trips were to New Orleans, and committee members feared the conferences would be canceled because of Hurricane Katrina.

The program committee reviewed and recommended one proposal.

The meeting adjourned at 4 p.m.