

**SPD Committee Meeting – October 6, 2008**  
**Central Campus 17/419**  
**Minutes**

**Call to Order**

Chair Leo Sloan called the meeting to order at 1:39 p.m.

**Members present:**

Leo Sloan, Julia Vattiato, Colleen Quinn, Ellen Slaymaker, Jennifer Genus, and Kyra Belan; Elizabeth Black and Pat Senior from the HR-PD&T office were present to assist the committee.

**Approval of the Agenda and Minutes**

A motion to approve the agenda was made by Kyra Belan and seconded by Julia Vattiato. Motion carried. A motion to approve the minutes was made by Julia Vattiato and seconded by Colleen Quinn. Motion carried - the minutes were approved as submitted.

**Budget**

Pat Senior reviewed the remaining travel and program budget.

**New Business**

Leo Sloan opened the floor to discuss all SPD travel proposals. Pat Senior asked for a motion.

**Travel & Program**

Kyra Belan made a motion to approve all submitted SPD travel proposals. Julia Vattiato seconded the motion. Leo Sloan asked for any discussion.

- Colleen Quinn stated that 19T-122, 19T-118 and 19T-116 were tri-county travel and that meals should not be included in these proposals.
- Colleen stated that 19T-120 was classified as a full time temporary employee and should not be eligible for SPD funding. Pat Senior said her office will follow-up to see if there is a problem or if it's possible for IT to change the form so that FT temps are not allowed to continue to complete the process or are alerted in some way to check their status and the SPD guidelines.
- Colleen Quinn stated that 19T-103 needed to clarify funding for pre-conference workshops.
- Julia Vattiato asked if Professional Development and Training had contacted the conference attendees who were eligible for Title V funding for the prior months group who had applied for the Black and Brown conference. Pat Senior stated that Professional Development and Training was not responsible for notifying applicants regarding Title V eligibility.
- There was a unanimous vote to approve all SPD travel proposals with the caveats mentioned above.

Leo Sloan asked the committee to address the program proposals.

Julia Vattiato made a motion to approve program proposal 19P-006. Kyra Belan seconded the motion to approve. Leo Sloan asked for any discussion.

- Colleen Quinn stated that there were no music faculty members involved.
- Pat Senior stated that the proposer had 18 graduate hours in music and a B.A. in theater and/or music and many years experience in the performing field. The proposer is asking for a supplement to spearhead the program.
- Kyra Belan stated that a summer camp never existed before this and asked if it was a non credit program. Kyra Belan stated that the proposer did not articulate with other departments. Kyra Belan asked that as a courtesy that the proposer was encouraged to articulate with the other campus music departments.
- SPD Program proposal 19P-006 was voted on and approved with a unanimous approval.

Program proposal 19P-007 was put forth for discussion. Leo Sloan asked for discussion.

- Kyra Belan questioned whether the proposer was qualified in this area of expertise - music. She questioned whether the proposer should be paid for something not in his area of expertise.
- Leo Sloan stated that the proposer will put this program together using his MacIntosh.
- Pat Senior stated that the proposer has applied in previous semesters for similar programs but has not supplied the evaluation of the success of the past SPD-funded programs.

- Colleen Quinn asked for the priorities of the signers of the proposal. Liz Black stated the original signed proposal had not yet been received by the PD&T Office and does not know the priorities checked.

Leo Sloan called for the vote on the motion on the floor to approve this proposal. The committee voted unanimously against the motion to approve 19P-007. Leo Sloan stated that the following are the reasons why this proposal was recommended not to approve.

- The response to the question of articulation was not clear.
- There is confusion as to whether or not previous SPD funding had been granted for a similar program by this proposer, and, if so, the success of previously funded SPD programs had not been established.
- It is unclear as to who is attending the program – the instructor’s (proposer’s) class and other instructors’ classes? During class time?
- It is unclear if this program is already confirmed and slated to be given on South campus and if the proposer is simply looking to be paid extra for his work.
- It is unclear if this program could possibly have a student life connection for funding, as it’s a program primarily targeted for students.
- The \$1,200 requested for the SPD program for the proposer’s work in putting the program together is listed under ‘employee’ and not under ‘faculty supplement’ on the SPD budget page; and, as a faculty member, the proposer should be listing it as a supplement.
- Fringe benefits were not calculated and, as indicated on the SPD form, fringe benefits must always be added to any amount paid to any employee.
- The original proposal had not been received by the PD&T Office prior to the SPD meeting and the committee members were not privy to the priority levels assigned this proposal by campus administration.

## **Adjournment**

Colleen Quinn made a motion to adjourn. Leo Sloan seconded the motion. The meeting adjourned at 2:30 p.m.