

SPD Committee Meeting – November 3, 2008
Central Campus 17/419
Minutes

Call to Order

Chair Leo Sloan called the meeting to order at 1:40 p.m.

Members present:

Leo Sloan, Julia Vattiato, Trish Joyce, Ellen Slaymaker, Wendy Clink, Shelly Reasbeck; Elizabeth Black from the HR-PD&T office was present to assist the committee.

Approval of the Agenda and Minutes

A motion to approve the agenda was made by Julia Vattiato and seconded by Trish Joyce. Motion carried.

A motion to approve the minutes was made by Julia Vattiato and seconded by Shelly Reasbeck. Motion carried - the minutes were approved as submitted.

Budget

Pat Senior was not present at the meeting and therefore the budget was not reviewed.

New Business

Julia Vattiato made a motion to open the floor to discuss all SPD travel proposals. Shelly Reasbeck seconded the motion.

Travel & Program

- Julia Vattiato stated that 19T-145 could not be approved due to the fact that the date of travel took place before the date of the SPD committee meeting that was considering the travel proposal. She questioned whether airfare, car rental and mileage should be covered for 19T-138.
- Ellen Slaymaker stated that 19T-138 would help support the college's mission to support the professor's publishing efforts.
- Leo Sloan asked if the originator of 19T-138 could communicate with the SPD office to clarify his expenses and to clarify mileage issues.
- Julia Vattiato stated that 19T-139 could not be approved as the travel already took place before the meeting that was considering the proposal. She stated that 19T-162 should be approved provided that the employee is classified as full time permanent.
- Trish Joyce, Wendy Clink and Shelly Reasbeck stated that they are not receiving notification of eForms being forwarded to their inbox automatically. Elizabeth Black stated that she would notify the IT department to resolve this issue.
- Julia Vattiato stated that some attendees to the Mosby Faculty Development Institute conference had a preconference workshop listed but no dollar amount. Proposal 19T-133 had a preconference listed but no price included. She also stated that the mileage for the multiple proposals to the Mosby Faculty Development Institute was different for each attendee. She stated that 19T-141 and 19T-144 were traveling with other people and the mileage was different. Elizabeth Black stated that she would request a mapquest from each of the attendees to find out why there were so many different mileage amounts requested.
- Trish Joyce made a motion to approve all the travel proposals with the stipulations listed above. Shelly Reasbeck seconded the motion. All the travel proposals submitted were unanimously approved with the stipulations listed.

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

- Julia Vattiato asked if the articulation question has been answered. Julia Vattiato made a motion to approve, Shelly Reasbeck seconded the approval. The floor was opened for discussion of SPD program proposal 19P-007.
- Julia Vattiato stated that the supplement must conform to the supplementary schedule. The suggestion was made to approve the program proposal with the stipulation that the supplement be approved within the zone supplement amounts. There was a unanimous vote to approve SPD program proposal 19P-007.

Adjournment

Trish Joyce made a motion to adjourn. Wendy Clink seconded the motion. The meeting adjourned at 2:45 p.m.