

**SPD Committee Meeting – November 5, 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, George Stalliard, Colleen Quinn, Patrick Ellingham, Mia Ocean, Emily Howard, Debbie Brecker. Guests included Elizabeth Black from the Office of Professional Development and Training.

**Approval of the Agenda**

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

**Minutes**

Colleen Quinn made a motion to approve the minutes. George Stalliard seconded the motion. The minutes were unanimously approved as submitted.

**Old Business**

No old business discussed.

**New Business**

Patrick Ellingham suggested a pop up screen that displays on the electronic SPD proposals until the approver submits the proposal. The suggestion was made to make priority level a required field. Leo Sloan suggested that an official agenda item be added to include IT forms and the chain of authority for SPD eForm travel proposal approval.

**Travel & Program**

Leo Sloan opened the floor to discussion of the proposals for November. Colleen Quinn questioned whether 18T-123 would require mileage. Colleen Quinn stated that 18T-126 did not have hotel costs associated with the proposal. Patrick Ellingham had a question regarding making separate electronic folders for the eForms for each meeting date. Mia Ocean had a question if 18T-122 car rental cost should be included in approved funding. An informal vote was taken on this issue, 2 members voted to approve the car rental cost for 18T-122 and 5 members voted to disapprove. Two committee members, Colleen Quinn and Patrick Ellingham did not vote on proposals 18T-116 and 18T-130. Leo Sloan made a motion to approve all travel proposals with the exception of 18T-122 which would be approved without the \$218 for a rental car, 18T-123 and 18T-128 will be approved for mileage at the state mandated rate if needed and 18T-126 will be approved for the cost of hotel if needed. Emily Howard made a motion to approve all the travel proposals with these exceptions. Debbie Brecker seconded the motion.

Leo Sloan opened the floor to discussion of program proposal #18P-4. Patrick Ellingham stated that he could answer questions related to this program proposal. Colleen Quinn had a question regarding the \$1,500 in giveaways. Patrick Ellingham stated the giveaways were environmentally friendly items such as pencils made out of blue jeans and posters made out of corn. Patrick Ellingham stated they were getting speakers from FIU for this program proposal, they were creating a platform for the President and that the Seminole tribe has been contacted to participate. Leo Sloan asked if there were any additional comments. George Stalliard made a motion to approve SPD program proposal #18P-4. Colleen Quinn seconded the motion. Program proposal #18P-4 was approved for funding. Leo Sloan stated that he would be contacting Ann Berman in IT regarding the electronic proposal process. He would address the following issues with Ann; separate folders for eForm proposals, a pop up window to notify approvers when their proposal has been sent, approval process and chain of command of eForm proposals, and deleting the comment section for approvers. Leo Sloan stated that if Ann is not able to get back to the committee then it will be added as an agenda item for the next meeting.

**Adjournment**

Mia Ocean made a motion to adjourn the meeting and Emily Howard seconded the motion. The meeting adjourned at approximately 2:28.