

**SPD Meeting – November 14, 2005
Central Campus 17/315
Minutes**

Call to Order

Chair Patrick Ellingham called the meeting to order at 1:40 p.m.

Members present:

Kyra Belan, Blaine Browne, Pat Ellingham (Chair), Jerry Enloe, Kathleen McGough, Colleen Quinn, Michael Tenenbaum, April Townsend, and Ex-Officio: Lindsay Bartels, Sue Rousse, and Pat Senior, from the Office of Staff Development.

Approval of the Agenda

The Agenda was unanimously approved as submitted.

Minutes

Patrick called for a motion to approve the October 3rd minutes. Jerry Enloe moved to approve and April Townsend seconded. Motion carried.

Budget Overview – Pat Senior

Pat referred to the Budget Overview sheet noting that there was \$98,271 remaining in the Travel fund with \$4,393 in requests approved by the VP of Finance and HR due to Hurricane Wilma and an additional \$22,339 in requests for November. There was also a Program fund balance of \$124,807 with two large proposals (\$25,750 and \$15,105), one small proposal (\$1,000), and one tabled proposal (\$10,877) pending for November.

New Business

Travel Changes Due to Hurricane Wilma

The committee was informed of numerous changes in travel plans and funds awarded due to the hurricane. They were told SPD would fund any additional charges as long as the participants put the request in writing.

The full committee reviewed all travel and program proposals for this meeting only.

Large Program Proposals –

Tabled from October, 16P-2 Denise Brown – The Multilanguage Café Program

Pat Ellingham asked for a motion to untable the program. April Townsend motioned and Blaine Browne seconded. After much discussion, Jerry Enloe motioned that the proposal be funded for everything minus the laptop. Blaine Browne seconded and the motion was carried. Patrick Ellingham said he would talk to Terry Justice, LRC, South, regarding a laptop for the Multilanguage Café.

16P-4 Shirley Gainey-Dollar – Supplier Diversity Training

Pat Senior gave an overview of the proposal and noted the Board of Trustees was in favor. Jerry Enloe was interested in where they found a vendor to do this training and mentioned there are some Continuing Education programs that could be linked to the program. Colleen Quinn questioned whether or not Shirley could do the training herself and Pat Senior informed the committee that the department does not have training skills. Pat Senior suggested a pilot program before making it mandatory for all procurement card holders to attend the training. Patrick Ellingham suggested making the training online like the Sexual Harassment program. Blaine Browne motioned and Michael Tenenbaum seconded not to recommend the proposal. Vote was unanimous. Committee felt there would be better, more efficient ways to accomplish the task without spending so much money. They suggested sending all procurement card holders a list of minority vendors to use.

16P-5 Shouan Pan/Trish Joyce – Participate in the 8th Nat'l Summer Institute on Learning Communities at Evergreen State College

Jerry Enloe requested an agenda from the conference. Patrick Ellingham questioned whether this program has reached a point of benefiting students? Kyra asked if they had been collecting data so far and Pat Ellingham said that they have. Pat Senior mentioned that they should have attached an evaluation from last year's proposal. Pat Ellingham proposed

the committee table the proposal for more information. Blaine Browne motioned, Kathy McGough seconded and the motion was carried.

16P-3 Neil Plakcy – Readers Make Better Writers

After very little discussion Kyra Belan motioned to fund the proposal. Blaine Browne seconded and the motion was passed unanimously.

Travel subcommittee met to review 25 new proposals for November. All travel proposals received committee recommendation.

Adjournment

The meeting adjourned at approximately 3:30 p.m.