

**SPD Committee Meeting – December 4, 2006**  
**Central Campus 17/315**  
**Minutes**

**Call to Order**

Patrick Ellingham, chair, called the meeting to order at 1:37 p.m.

**Members present:**

Patrick Ellingham, Jerry Enloe, Barbara Klemm, Kathy McGough, Leo Sloan and Jennifer Phoonkeao (also serving as Ex Officio on behalf of Pat Senior)

**Approval of the Agenda**

A motion to approve the Agenda was made by Barbara Klemm and seconded by Kathy McGough. The Agenda was unanimously approved as submitted.

**Minutes**

A motion to approve the November minutes was made by Jennifer Phoonkeao and seconded by Barbara Klemm. Motion carried.

**Budget Overview – Jennifer Phoonkeao**

Jennifer Phoonkeao reviewed the Budget Sheet noting that a \$130,338 balance remained in the Travel fund with \$19,667 (including hand carries) in requests pending for December as well as a \$1,500 request for the 2007-08 fiscal year. There was a Program fund balance of \$49,694 with \$7,374 in pending December requests.

**Old Business**

No Old Business

**New Business**

The committee discussed a request 17P-6) to purchase 3 additional computers out of money saved because IT saved them \$2,699 on purchase of an Apple Xserver. A majority of committee members voted not to recommend the transfer request.

There was discussion concerning the rules and regulations pertaining to the tax on hotels with Staff Development agreeing to provide information at the January meeting.

**Travel & Program**

There were 16 regular travel proposals and five additional hand carry travel requests plus one program proposal to be reviewed by the committee. After a short discussion, the committee decided to consider the program and one travel proposal submitted by the same individual separately. All but one of the remaining travel proposals were recommended in a "blanket" motion for approval and the motion carried. The other travel proposal was set aside since the original had not been received by Staff Development prior to the meeting. It was agreed that it could be presented at the next meeting if all is completed at that time.

17P-10 and 17T-156 "Fitzmaurice Voicework Certification":

The committee expressed concern about the cost of the two proposals and the fact that the program appeared to involve more professional rather than program development. They ultimately voted to not recommend either proposal with a suggestion that the travel be resubmitted requesting only travel-related expenses.

**Adjournment**

The meeting adjourned at approximately 2:30 p.m.