

SAN DIEGO MESA COLLEGE

Conference and Travel Committee

(FKA Staff Development Committee)

Agenda

October 20, 2016

1:00 pm – 2:00 pm, LOFT

1. Call to Order/Welcome new members
2. Review Committee purpose/role
 - a. Summarize general guidelines for funding
3. Review minutes from previous meeting
4. Review “Report on Conference & Travel” – revisions/changes?
5. “Request for Staff Travel Funds” – online form proposal
6. Awards to date (current budget status)
7. Action Items: request #11
8. Next meeting
 - a. November 17, 1:00-2:00
 - b. Is it customary to have a Thanksgiving Pie?
9. Meeting Adjourned