

San Diego Mesa College
Conference and Travel Committee
Meeting Notes

Oct. 20, 2016
1:00 pm -2:00 pm, LOFT

MEMBERS	Andy MacNeill	
	Ed Helscher	
	Karen Geida (NOT HERE)	
	Mary Toste	
	Skyler Dennon	
	Georgia Laris	
	Gabriel Adona (NOT HERE)	
	Eva Parrill	

Agenda Item 1: Call to Order/ Welcome new members: By Andy at 1:00

DISCUSSION	Georgia Laris- from art department is a new member
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Agenda Item 2: Review Committee purpose/role

DISCUSSION	<p>Andrew summarized committee purpose/role for new members & all reviewed purpose statement online</p> <p>Discussion- What is our purpose?</p> <p>We no longer do first several points on the website -We do conference and travel funding request, and award based on review of committee -should we continue to fund events on-campus? Other resources provide this, should we focus only on off-campus conference and travel</p> <p>Workshopped 'purpose' to:</p> <p>"The conference and travel committee's primary function is reviewing and awarding funds for conference and travel requests from classified professionals, faculty, and administrators."</p>
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	<p>Discussion of Membership:</p> <ul style="list-style-type: none"> • Co-chairs will be <ul style="list-style-type: none"> ○ Dean of Learning Academic Resources ○ Professional Learning Coordinator, can be tie-breaker votes • 4 faculty (Ed, Karen, Georgia, Gabriel) • 4 classified (Mary, Skyler, Eva, + 1 more) <p>Summarize general guidelines for funding \$500 for presenter \$350 for attending If a committee member applies for funding, they excuse themselves from voting</p>
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Agenda Item 3: Review Minutes from last meeting

DISCUSSION	Minutes were approved
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Agenda Item 4: Review “Report on Conference & Travel” – Do we need revisions/changes?

DISCUSSION	Funds awarded (by conference and travel) committee Strike "description of conference"- description of activities at conference? what should be in "evaluation of conference"? (Most don't like this question)
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Update online form with suggested changes before next meeting 	<ul style="list-style-type: none"> • Eva 	<ul style="list-style-type: none"> • Nov. 17

Agenda Item 5: View online Request for Staff Travel Funds Form

DISCUSSION	“Request for Staff Travel Funds” – online form proposal Remove "Flex project proposal, etc." instead say "Must attach Pre-authorization Travel request and other supporting documents."
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Update online form with suggested changes before next meeting 	<ul style="list-style-type: none"> • Eva 	<ul style="list-style-type: none"> • Nov. 17

Agenda Item 6: Awards to Date

DISCUSSION	Committee tabled, Eva will send out link to google doc with minutes
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Send out link to google doc • Review google doc 	<ul style="list-style-type: none"> • Eva • everyone 	<ul style="list-style-type: none"> • Nov 10 • Nov 17

Agenda Item 7: Action items: request #11 & 12

DISCUSSION	#11- was approved by all #12- was tabled for email discussion
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Review request #12 	<ul style="list-style-type: none"> • Everyone 	<ul style="list-style-type: none"> • Oct 27

Agenda Item 8: Next Meeting

DISCUSSION	Is November 17, 1:00 pm -2:00 pm, LOFT People would like a Thanksgiving pie, but NO PECAN PIE
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Bring a pie 	<ul style="list-style-type: none"> • ? 	<ul style="list-style-type: none"> • Nov. 17

Agenda Item 9: Meeting Adjourned at shortly after 2:00 pm

Submitted by: Eva Parrill, Senior Clerical Assistant, LOFT

Approved 11/17/16 by committee