

**San Diego Mesa College
Conference and Travel Committee
Meeting Notes**

February 16, 2017
1:00 pm – 2:00 pm, LOFT

ATTENDEES	Andy MacNeill	
	Ed Helscher	
	Mary Toste	
	Skyler Dennon	
	Eva Parrill	

Agenda Item A: Call to Order: By Andy MacNeill at 1:00 pm

DISCUSSION	<ul style="list-style-type: none"> • Meeting was called to order and committee reviewed the minutes from the previous meeting on November 16, 2016
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Agenda Item B: Old Business

DISCUSSION	<ul style="list-style-type: none"> • Draft "Goals" as a group <ul style="list-style-type: none"> ○ "Encourage and make accessible funds for conference travel." ○ "Identify and rectify obstacles that inhibit conference participation" were approved by consensus as committee goals • "Report on Conference & Travel" Online Form <ul style="list-style-type: none"> ○ http://www.emailmeform.com/builder/form/T9c58vfh6Sm5 • Send them to all in the committee, keep electronic copies • Eva will report back at the end of the semester <ul style="list-style-type: none"> ○ If people don't respond- what are the consequences? No additional funding? We will discuss further at the next meeting • Ed initiated conversation- what happens with department funds that have not
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	<p>been used? Can they be donated to CAT, used for faculty not in that department?</p> <ul style="list-style-type: none"> ○ Ed will attend Chair of Chairs meeting and propose in a conversation among faculty <ul style="list-style-type: none"> ● Awards to date/ current budget status <ul style="list-style-type: none"> ○ Committee reviewed budget spreadsheet
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> ● Fill out governance form ● Investigate additional funding sources 	<ul style="list-style-type: none"> ● Eva ● Ed 	<ul style="list-style-type: none"> ● 3/17/17 ● At chair of chairs meeting

Agenda Item C: Pending items:

DISCUSSION	<ul style="list-style-type: none"> ● Request #18: Do we award funds after-the-fact? <ul style="list-style-type: none"> ○ Approved for \$500 ● Request #20: Does this qualify as a “conference” <ul style="list-style-type: none"> ○ This event does not meet funding qualifications ● Requests #23 & 24: both have 3 votes toward awarding \$350 each <ul style="list-style-type: none"> ○ Both were approved at \$350 level
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> ● Notify requestors of funding status 	<ul style="list-style-type: none"> ● Eva/Andy 	<ul style="list-style-type: none"> ● asap

Agenda Item D: Next Meeting

DISCUSSION	<ul style="list-style-type: none"> ● Scheduled for March 16, 1:00 pm – 2:00 pm, <ul style="list-style-type: none"> ○ This is during accreditation week- should we reschedule for March 9 or March 23? ○ When we have the deadline for NCORE, we can hold the next meeting based on that
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Agenda Item E: NCORE Conference

DISCUSSION	<ul style="list-style-type: none"> ● We send people every year, 8-10 people will go, equity funds, we have a rubric to score applications, Andy will send rubric to all. ● Do we want to all read & score? Or have a small focus group read the application? <ul style="list-style-type: none"> ○ We will discuss via email when we know the deadline for NCORE
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Agenda Item F: Topics For Next Meeting:

DISCUSSION	<ul style="list-style-type: none">• Discuss funding for tuition/salary advancement activities
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Agenda Item G: Adjournment

DISCUSSION	<ul style="list-style-type: none">• Meeting was adjourned at 2:00 pm.
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Next Meeting: Thursday, March 16, 2017; 1:00 pm – 2:00 pm

Submitted by: Eva Parrill, Senior Clerical Assistant, LOFT

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