

**Professional Development Committee
December 16, 2008 Minutes**

The Professional Development Committee met on December 16, 2008 with the following members in attendance: Crystal Ange, Pam Cummings, Donna Dunn, Carrie Peed, Libba Thomas, Cynthia King, Lori McNeil, Joy Landeck, Sue Brookshire, Jo Linda Cooper Guest – Emily Eddings

Members unable to attend were: Sandy Sauve', Carolyn Hughes, Almeta Woolard, Brenda Rogers, Lentz Stowe, Jeanne Martin

Faculty Upgrade Allotment (FUA) Program

The committee reviewed the 2008-2009 General Guidelines.

Pam announced the total amount of funds allocated to BCCC for the 2008-2009 fiscal year is \$7,394. Therefore, two-thirds of the allotted funds (\$4,929) are available for Faculty/Staff Upgrading (FSU) activities and one-third of allocated funds (\$2,465) are available for Return to Industry (RTI) training. The final report is due to system office on June 12, 2009.

There were a total of 18 FUA applications received requesting a total of \$23,745.78. Prior to the meeting Pam emailed a spreadsheet listing each of the requests and the dollar amount requested. The committee reviewed the Request for Professional Development Fund applications received and the spreadsheet during the meeting. The committee members also reviewed ratings given by supervisors.

A recommendation was made to approve the funding of the one application that was rated 1 = SACS related. This committee member also brought up the point that \$14,603.84 in requests were deemed personal by their supervisors and recommended that the committee forego personal development requests this year due to the number of applications and funding requested. This would allow the committee to focus on the applications rated by supervisors as job related.

A suggestion was made to remove transportation costs of the job related applications in order to fund all of these requests and meet the allowed budgeted amount.

A committee consensus was reached to fund the entire amount of the application rated 1 = SACS related. The committee also agreed to fund some portion of all applications rated 2 = job related. This would include removing the transportation costs which were defined as travel expenses including mileage, meals and lodging.

One application was rated by the supervisor as "between a 2 (job related) and a 3 (personal). It was the committee's consensus that the 3 rating (personal) was appropriate and the request would not be approved for funding.

The committee reviewed the guidelines to determine what activities were eligible for RTI funding. Several requests were identified as qualifying for RTI training funds. However, two requests would require additional information related to sponsorship of the activity. This would determine if the event met the funding guidelines for RTI. Pam will follow up with the applicants to request additional information.

The committee closed the meeting agreeing that Pam would update the FUA request spreadsheet to include the funding decisions made by the committee and email the revised spreadsheet to all committee members for review and further discussion. Once a consensus is reached by the committee regarding the updated spreadsheet and funds available, applicants will be sent approvals and denials.

Professional Development Training

The committee will discuss and plan Professional Development training for 2008-2009.

Next Meeting: Tuesday, January 27, 2009 at 12 p.m. in the Building 10 Board Room.*

With no further business, meeting was adjourned.

* Meeting was rescheduled for Wednesday, February 04, 2009 at 3 p.m. in Building 10 Board Room. The meeting was rescheduled due to a scheduling conflict on 1/27/09 at 12 p.m. (Same date and time of Faculty /Staff Meeting scheduled by the President.)

Note: See attached email dated 1/22/09. This email was sent to all 2008-2009 PDI Committee members and all BCCC employees that submitted funding requests for the 2008-2009 FUA Program.

>>> Pam Cummings 1/22/2009 4:52 PM >>>

Fwd: Re: Fiscal year 2009 Budget_Faculty Upgrade Allotment Funds

Hello everyone,

The budget restrictions stated in Phillip's memo below also apply to the Fiscal Year 2009 Faculty Upgrade Allotment (FUA) Funds. Therefore, the Professional Development Committee will not be able to fund the requests submitted for Faculty Upgrade Allotment for fiscal year 2009. We appreciate your participation and regret that we are unable to meet your request this year. I hope that future years will be brighter.

Please let me know if you have specific questions related to your Faculty Upgrade Allotment request.

Sincerely,

Pam Cummings

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>>> Phillip Price 1/22/2009 10:54 AM >>>

M E M O R A N D U M

TO: All Faculty and Staff

FROM: Phillip D. Price
Dean of Administrative Services

SUBJECT: Fiscal year 2009 Budget

DATE: January 22, 2009

The current economic slowdown has forced Governor Perdue to take additional steps to ensure that the budget is balanced this fiscal year. We received a memo from Dr. Ralls dated January 16, 2009 with additional budget reversions and additional spending restrictions for each community college. The following restrictions are effective immediately.

Travel -

1. All travel shall be limited to instances involving employees' routine job requirements and be within our service area. Examples of this include traveling to an off-campus site to teach a course.
2. Out-of-state travel is not allowable.

Supplies -

1. Only supplies, equipment, and materials required for classroom instruction should be purchased.
2. Only the amount of supplies to be used in the current fiscal year should be ordered.
3. All supply, equipment, and materials purchases not needed for classroom instruction must be approved by the President as an extraordinary and essential exception to item one above.
4. The business office will no longer be issuing E (Emergency) Purchase Numbers, reimbursing for items via petty cash, reimbursing for items purchased prior to completing a requisition, or using our various credit cards (Wal Mart, Office Depot). All purchases must be submitted on a requisition with the required approvals.

Payroll -

1. Vacant positions, except for which prior commitments have been made by the human resources office, shall not be filled except as specifically approved by the college President as an extraordinary and essential exception to the governor's directive.

Community colleges are often faced with tough budget years because our enrollments increase as the economy slows down. This year is no exception and without the dedication of our faculty and staff it would not be possible to continue to change lives the way we have for over forty years.

If you have any specific questions on how these restrictions will work in your areas, please contact the dean/director in your area.

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