At 10:30AM, Chair Leonard called the meeting to order and requested the Secretary record those present.

Chair Leonard paused to recognize anyone under public comments. None sought recognition.

Chair Leonard directed the attention of the Committee to the draft Minutes of the previous meeting. Ms. LaMere moved, seconded by Mr. Donahue, to approve the Minutes. All in Favor. MOTION CARRIED.

Chair Leonard provided an update regarding the available funds to the Committee. Discussion was heard that in the next fiscal year a consideration may be made to segregate the funds according to semester.

Chair Leonard opened discussion of reconsidering those applications that were held due to funding availability or requests for information that was incomplete.

Ms. LaMere moved, seconded by Mr. Donahue, to approve the reimbursement request of Heather White in the amount of $1,000. All in Favor. MOTION CARRIED.

Mr. Donahue moved, seconded by Ms. LaMere, to approve the reimbursement request of Sarah Pavao in the amount of $1,000. All in Favor. MOTION CARRIED.

Ms. LaMere moved, seconded by Mr. Donahue, to approve the reimbursement request of Kokou Bessan in the amount of $1,000. All in Favor. MOTION CARRIED.

Mr. Donahue moved, seconded by Ms. LaMere, to approve the reimbursement request of Karen Bach, in the amount of $545. Ms. LaMere and Mr. Leonard noted that under the usual circumstance this was not a request that would meet with their vote of approval, however, considering the circumstances in which there were conflicting requirement instructions and conflicting previous positive reimbursement votes, they believed it appropriate at this time to vote in favor of the motion. All in Favor. MOTION CARRIED.

Ms. LaMere moved, seconded by Mr. Donahue to approve the reimbursement request of Jane Roberts in the amount of $1,000.

Ms. LaMere and Mr. Leonard noted that under the usual circumstance this was not a request that would meet with their vote of approval, however, considering the circumstances in which there were
conflicting requirement instructions and conflicting previous positive reimbursement votes, they believed it appropriate at this time to vote in favor of the motion. All in Favor. MOTION CARRIED.

Mr. Donahue moved, seconded by Ms. LaMere, to reconsider the motion to deny the reimbursement request of Julie Wiest. All in Favor. MOTION CARRIED.

Ms. LaMere moved, seconded by Mr. Donahue, to approve the reimbursement request of Julie Weist in the amount of $1,000. All in Favor. MOTION CARRIED.

Discussion was heard that the committee has made a positive impact on University Staff on campus and in shared governance. Discussion was heard that the committee fulfilled its task of providing reimbursement to staff utilizing all the funds at its disposal.

Discussion was heard that at the next meeting a demonstration should take place of what an online reimbursement form might look like. Discussion was heard that the committee should continue to examine what guidelines are necessary for applications and that a list of those who apply in the interim should be maintained.

At 11:15AM, Ms. LaMere moved, seconded by Mr. Donahue, to adjourn the meeting. All in Favor. MOTION CARRIED.

Minutes prepared and submitted by: J. Lease / Secretary