MEMBERS PRESENT: K. Runge, P. Donahue, M. Johnson

MEMBERS ABSENT: J. Leonard (Excused Absent), K. LaMere

OTHERS PRESENT: None

At 2:00PM, in the absence of the Committee Chair, the Secretary of the University Staff called the meeting to order and recorded those members present.

The Secretary paused to accept public comments. None sought recognition.

The Secretary directed the attention of the Committee to the draft Minutes of the previous meeting. Ms. Runge moved, seconded by Mr. Johnson, to approve the Minutes. All in Favor. MOTION CARRIED.

Secretary opened discussion on applications for reimbursement that are on a wait list as they arrived after the funds available to the committee had been expended.

Discussion was heard that a message could be sent to applicants informing them that the committee cannot take affirmative action on their requests at this time.

Discussion heard that application forms should be removed from the website. General agreement heard that the Secretary should instruct the web editor to do so.

General agreement heard that discussion of the disposition of the four outstanding requests currently on file should be put on the agenda for the next meeting when the full committee is present.

Secretary opened discussion regarding the revisions of the application forms.

Revision edits were presented for discussion and viewed in an online format. Discussion was heard regarding the inclusion of calendar option to facilitate the user importing the date of the event or class. Discussion was heard to allow the inclusion of a website link to the school or event involved in the application.

Discussion was heard regarding the need or not to include the estimated cost breakdown information from the previous form. General agreement heard that it would not be necessary to transfer this information from the print form to the online form.

Discussion heard regarding the inclusion of dates and the inclusion of number of credits. Discussion heard that a notation should be added that a ‘department contribution is not required but if required or received the amount should be indicated.’

Discussion that the personal enrichment option should include name of course or event and dates.
Discussion heard that the webpage count include a counter that indicates the amount of remaining funds available which is routinely updated after each meeting.

General agreement heard that the agenda of the next meeting should include a review of the application form drafts based on the suggested edits.

At 3:15PM, Ms. Runge moved, seconded by Mr. Donahue, to adjourn the meeting. All in Favor. MOTION CARRIED.

Minutes prepared and submitted by: J. Lease / Secretary