

SAN DIEGO MESA COLLEGE

Conference and Travel Committee

(FKA Staff Development Committee)

Agenda

November 16, 2016

1:00 pm – 2:00 pm, LOFT

1. Call to Order
2. Review minutes from previous meeting
3. Draft “Goals” as a group
 - a. Why? “Governance Group Form” from President’s Office asks all committees to report their purpose and their goals.
 - b. Our purpose is: "The conference and travel committee's primary function is reviewing and awarding funds for conference and travel requests from classified professionals, faculty, and administrators."
4. Briefly review “Report on Conference & Travel”
5. Briefly review “Request for Staff Travel Funds”
6. Awards to date (current budget status)
7. Action Items: request #16 & #17
8. Next meeting
 - a. December 15, 1:00-2:00 p.m.
9. Meeting Adjourned