

**Faculty Professional Development Committee**  
**2 February 2007**  
**2:15PM, Thomas Fieldhouse Annex**

Present: S. Boland, J. Foor, D. Gales, K. Kline, A. Kutay, D. Roberts, D. Timmons,  
and J. Topper

- I. Minutes from December 12, 2006 were approved (Foor, Roberts)
- II. Administrative Items
  - a. Treasurer's report - \$21,860 was allocated as of the last meeting leaving \$10,140 for Travel, \$6,000 for Annual Campus Grants, and \$2,000 for Small Campus Grants (before this meeting's approvals).
  - b. The University has a purchase card for local supplies to be purchased for Small Campus Grants. The card will be renewed.
  - c. Two grant reports were given to Timmons (Report Tracker).
  - d. Gales gave Roger Johnson 6 PASSHE grants. Gales signed 5; the 1 that was not signed did not follow the correct format on page 1. Johnson has 3 weeks to sign, and grants will come back to Gales for final submission to the State.
  - e. There was discussion about how to ensure funding for summer travel. Roberts suggested somehow tying the FPDC to the University's Capital Campaign.
- III. Grant Applications
  - a. Travel Grants
    - i. Baylor, Timothy (Kutay, Timmons): \$700 passed unanimously.
    - ii. Myers, Robert (Foor, Topper): \$700 passed unanimously.
    - iii. Gruber, Elizabeth (Kline, Boland): \$337 passed unanimously.
    - iv. Khalequzzaman, Md. (Foor, Timmons): \$900 passed unanimously.
    - v. Satya, Laxman (Kutay, Timmons): \$900 passed unanimously.
    - vi. Williams, Steven (Boland, Timmons): \$700 passed unanimously.
  - b. Small Campus Research Grants
    - i. Myers, Robert (Timmons, Foor): \$500 passed unanimously contingent upon more specific information about the actual research activities being completed on the trip. Details will be via email for final approval of the grant application.

Meeting adjourned at 2:55PM.

Respectfully Submitted,

Amy Kutay