

Summary:

1. Minutes - November approved.

2. Travel Procedure

Rocky: Handouts: Current Board Policy for Travel, Travel Request and Reimbursement Form, Conference/Business Travel Procedure

Capri: Forms have not been updated since 1997. Provide input to Lillian within next two weeks. CASBO Meeting – contracts and POs should include 7% withholding language. Rocky and Capri will review. Terms listed on website for POs(?). Is there a per diem? If so, what/where do we find it? Recommendations? Limits/Restrictions should be included.

Linda: Decide to use either the Travel Reimbursement Form or a Requisition – not both. Also, include lodging.

3. Area Council - Lillian

Meeting was mostly about budget. 3 Options presented to Planning & Budget Committee, College Council and Management. The District is closer to Option 3. May not have a budget before June ballot. Student fee increase from \$26 to \$36 for Fall. May be higher. Reviewing curriculum for classes that have “abcd” requirements, athletics, basic skills, fine arts, and etc as not being “academic” courses. Pell Grants and Bogs not impacted. President Fallo will hold town hall meeting Thursday. There is no cut on supplies or special allocations for funds 15 and 11. Jo Ann asked people not to “hoard” supplies just for the sake of “stocking up”. She will be walking through areas looking for such. Do not expect the economy to change within the next four years. Management is working on Unit Plans.

Miriam reported that things are slow. Patrick reported things are good in the Bookstore. Food issue regarding the different locations, and pricing. There was a roofing leak reported in the Humanities Building after the last rain. Jo Ann was not aware of it. Arlene reported that department fee for parking permits rescinded. Remind people to call 3100 or 911 for emergencies. Not Chief Travis. Also need cashiers to be present with cadets so that student questions can get answered. There was a question about replacing the shrubbery that burned by the Child Development Center.

4. Division Issues - Roundtable:

Office communications/interactions

Meeting adjourned 10:13