The meeting was called to order at 3:10 p.m.

Guests: Beta Meyer, Jeff Archibald, Paul Kittle

1. **Review of December 11, 2013, Meeting Notes**

   Approved, as written.

2. **Budget Committee Update**

   No update given.

3. **ITAC Update**

   Vic Belinski reported that ITAC has met twice since the last update. Paul Kittle reported that they have finished the Technology Master Plan and are working on the next one. They are asking groups to put together, from their PIES, what technology needs they might have. ITAC is also looking at global systems, such as debit cards and the document management system. Two companies answered the document management RFP and the Committee will be interviewing both companies. Vic reported that April 8th is the final date Microsoft will support XP. ITAC recommended that IT find out how many XP machines we have on campus and find out how many of those machines can be updated or which need to be replaced. The analysis will be done in 2 weeks. The DLC and OLC are putting together a mock-accreditation report. The new version of MoodleRooms has a lot of additional tools. Vic gave some information on the State’s Technology Funded Grants are for system-wide online learning to create a unified portal so that
4. **Facilities Advisory Committee Update**

No update given. This Committee will not meet until beginning of February.

5. **IEC Update**

No update given.

6. **Professional Development Council Update**

Beta Meyer reported an update of the Professional Development Council. The POD secretary has been reassigned to the Administrative Assistant to the Vice President of Instruction. There will be a substitute POD Secretary training soon. PDC will be having an Open House once the POD area is remodeled in June. The workspace will be more functional, safe, and the wiring will be upgraded. The captioning software has moved to the OLSC area. There will be a networked computer with a printer and scantron reader available in the information area in Building 6 for faculty. PDC anticipates a new search for a POD manager before school starts next year. The On-Course Workshop is still open for registration. The FrontLine workshop is full and there is a waitlist. If the feedback for these workshops is positive, there will be additional trainings available.

7. **Accreditation Steering Committee Update**

Irene Malmgren reported that ACCJC has scheduled pre-accreditation training in the Spring. The entire team will be invited to attend.

8. **AP 4350 – Student Travel Guidelines**

This AP was presented for second reading. There was discussion on the possible use of an employee pool of drivers while keeping the driving age at 18 until a solution is reached. CSEA 262 and the transportation department are meeting to discuss this issue next week. Gary Nellesen will report the results back after discussions. It was recommended to advance this version of AP 4350 for posting as it is presented and to review it annually the next two years to see how we’re doing. It was also recommended to form a Task Force to investigate the employee-driver option that can be made available to faculty. Bill Rawlings will head the Task Force, Gary Nellesen will serve on the committee, and Dan Smith with appoint a faculty member. Motion, seconded, and carried. This AP will be presented to Board for information.
9. **AP 6700 – Campus Events and Use of Campus Facilities Review**

This AP was presented for annual review. The implementation of this revised AP last year was met with some issues and it was decided to review annually to determine if there are any changes needed. It seems that the AP has worked. There was discussion on events on the campus and the costs for them. There was discussion on modifying #5 to include others, not only athletics. Bill will take to Cabinet.

10. **BP/ AP Log Review**

The Log was reviewed. Bill Scroggins to check with James Czaja on the BP’s on the log that are in negotiations.

11. **Other**

   Bring CCLC BP/AP Updates to Cabinet.

The meeting adjourned at 4:30 p.m.

Future Agenda items:

- Formalizing Advisory Committees
- Substantive Change Update (Malmgren-Future Meeting)
- Expanded PAC (late May)
- Update on Smoking Policy (January 22nd)

**FUTURE MEETINGS:**

Typically, meetings are held on the second and fourth Wednesdays of each month, 3:00-4:30 p.m., in the Administration Building, Room 2440.