

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Update on Implementation of Banner Financial Aid – Audren Morris	<p>Audren Morris, Interim Financial Aid Director, provided an update on the upcoming implementation of Banner Financial Aid. She said that the plans are to move forward with the implementation. She said that preliminary work has been done with all three campuses. With this implementation, information on students with regard to financial aid will be shared easily.</p> <p>She said that the recent backlog has been minimized to a one month waiting period. Her department has streamlined processes and eliminated unnecessary processes.</p>			
Discussion on Enforcement of Prerequisites – Bea Herrera and Susan Bricker	<p>Bea discussed the issues counselors will be facing once the enforcement of prerequisites take effect in the spring. She asked the deans to determine an in-house process to determine the equivalent part of the prerequisite. She said that counselors will need to know who will be the year round designee in each of their departments to determine equivalency.</p>			
Discussion on Restoring the 10-unit Cap on Student Fees – Ramiro Sanchez	<p>There was a discussion on an email from Scott Lay regarding restoring the 10-unit cap on student fees. Ramiro wanted to know what kind of initial thinking there would be from the deans' part if this was implemented.</p>			
Faculty Retirements – Ramiro Sanchez	<p>Ramiro mentioned the recent email sent by President Calote asking if any faculty was considering retirement and to encourage them to notify her of their intentions by email. Deans were asked to let President Calote know who retiring as soon as possible. Ramiro mentioned that the district will be advertising new positions in January.</p>			
SIMS/NIMS Table Top Exercise – Jerry Mortensen	<p>The table top exercise will be this Friday. Jerry explained what he has planned for the training.</p>	<p>Contact Jerry with any questions.</p>		<p>Deans</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Distance Education Update – Heather Untalan	Heather mentioned that there was a migration from Blackboard to Desire 2 Learn over the weekend and that new shells are being created this week. She said that the majority of faculty have sought out training or are doing training on their own and feels the college is in decent shape for spring. She said that there will be training on Core Studio for faculty with web-enhanced classes this Thursday.			
Facilities Concerns	<p>There is a big hole on the concrete of the stairs leading from Student Services to the LRC.</p> <p>There is a light out by breeze way by the Math & Sciences building.</p> <p>There are some light out by U1 and U2.</p>	Will follow-up.		Dave Keebler
Budget Update – David Keebler	Dave mentioned that there is no change on fiscal 2011.			
Student I.D. Cards – David Keebler	Dave mentioned that during the last couple of months there has been dialogue regarding the appropriateness to charge students for ID cards. The DAC, through legal counsel, has determined that the cost is not appropriate but can be optional. The college can continue the current process in place to charge for certain classes. He said that he has a team to get together to see what can be done.			
Information Technology Update – Rick Shaw	Rick mentioned that each copier station will now have a scan station. He mentioned that they are currently working on the growing number of configuration issues with Microsoft Outlook. He said there will be a district outage on either the 26 th or 28 th to update the district firewall. He will send out an announcement. He also mentioned that the virtualization of servers will be completed by the 15 th of this month.	Forward any complaints to Rick.		Deans
Other	Nominations for “Better Award” are due this Friday.			
Next Meeting	Wednesday, December 9, 2009 Jerry Mortensen			