Date: October 09, 2008  Time: 9:30
Chair: Soon Merz  Location: HBC 603.0
Attendees: Soon, Alice, Anna, Lina, Mike, Charlene, Roslyn, Swapna, Ziv.

Minutes

Agenda Item 1: Review of Minutes  Presenter: All

Discussion:
1. The minutes for September 11, 2008 were reviewed.

Decisions/Actions:
1. The minutes for September 11th, were approved with changes.

Follow Up Items and Responsible person:
1. Alice will make formatting changes to the minutes.

Agenda Item 2: Staff Updates and Discussion  Presenter: Soon

Discussion:
1. Technical Office Assistant/Clerk Job Description.
   a. Staff reviewed an hourly position job description for clerical assistance for OIEA.

2. IPC Notebook
   a. Staff reviewed the IPC notebook checklist.

3. Bosses Day Lunch

4. The DFW report was discussed.

Decisions/Actions:
1. Soon told Roslyn to add to the Technical Office Assistant/Clerk job description the following:
   a. Knowledge of standard office procedures, including filing, and operation of standard office equipment.
   b. List computer skills such as Excel, Word and Web Browser.

2. The status of the IPC notebook checklist items are as follows:
   a. Master Plan process and timeline – Soon is working on.
   b. President’s goals – Soon has the goals.
c. Institution priorities – Soon will revise.
d. Closing the Gap – Soon has in her office.
e. CCSSE – Use the same document as last year.
f. Noel – Levitz – Add report to notebook.
g. ISD Profiles – Charlene will update map to include Round Rock.
   Master Plan – In duplication.
h. Population projections – Charlene is working with Jim.
i. Withdrawal information – Ziv has completed.
j. Staff information – Need to add picture of Mike.
k. Cluster Group data – Add to notebook.
l. Master Plan development process 2010-2012 – Add to notebook.
m. Fact Book and Master Plan – To be handed out separately.
n. NCCBP reports – Add 2007 and 2008 to notebook.
o. DFW report – Swapna has completed.
p. MP developing initiatives – Mike will review and revise.
q. Additional tabs needed are:
   i. ACC Snapshot
   iii. Noel-Levitz
r. Remove Financial Aid tab.
s. Staff to have notebooks ready for review by October 28th.

3. Staff will take Soon to lunch for Bosses Day on October 15th at 11:30.

4. Charlene will post the DFW report and add link to the newsletter.

**Follow Up Items and Responsible person:**

1. Job description revisions – Roslyn
2. Compile IPC notebooks – Staff
3. Post DFW report and add link to newsletter - Charlene

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The meeting was adjourned at 11:30.

Next meeting: October 23, 2008