

- Soon asked staff to look at the OIEA staff pictures page that Carol produced.
- Everyone needs to lock their office door if they leave the office for any reason to maintain security for college information and personal items.
- The ACC Web template release was delayed while the Web Committee seeks input on which administrative departments and services links would be most useful on the internal pages.

Decision/Actions:

Follow-up assignments were made as follows:

- Alice will get pricing on a printer for Charlene’s office.
- Alice will shred documents.
- Alice will order keys for the existing file cabinets.
- Alice will send the three computers, the desk in the workroom and other unused or broken equipment to the warehouse.
- Alice will get pricing on a printer station allowing for multiple printers and a computer workstation.
- OIEA Staff need to review OIEA staff pictures page. Carol will send the links to everyone.
- Everyone needs to lock their office door if they leave the office for any reason to maintain security for college information and personal items.

Follow-Up items:

Person responsible:

- | | |
|---|-------|
| • Order printer | Alice |
| • Order workstation and printer station | Alice |
| • Order file cabinet keys | Alice |

Other Information

Next Meeting Date: July 27, 2006 **Time:** 9:30 **Location:** 603.0