**Leadership Minutes**

**October 22, 2018, 12:30-2pm**

**Attendees:** Dr. Jeff Passe, Dr. Hend Gilli-Elewy, Dr. Christina Chavez-Reyes, Dr. Jann Pataray-Ching, Dr. Dennis Quinn, Dr. Sandy Dixon, Dr. Betty Alford, Dr. Nancy Hurlbut, Mrs. Rebecca Briseno and Ma. Sheena Huang, Zeida Garcia (guest)

1. **Welcome.** The dean welcomed all attendees.
2. **All-College Meeting Schedule.** The Monday 11 am block was to be left open for Spring semester. Chairs will check to see if any tenure-tenure track faculty are scheduled for that time and get back to the dean. It was agreed that that block should continue to be used for all-college meetings.
3. **Travel Policy.** Approved as submitted, by consensus, to be distributed immediately.
4. **Renovations Update.** There will be delays in ordering benches due to fire marshall regulations. The conference room renovations are proceeding. It was agreed that the student lounge should have a door with a window.
5. **Survey regarding community engagement.** In order to facilitate better responses, the dean will let the chairs know who has responded and the chairs will follow up with those individuals who are doing community engagement.
6. **Brown-Bag Report.** The quality of discourse and the degree of enthusiasm for this type of intellectual activity was noted.
7. **Strategic Planning Debriefing.** The top priorities were shared. It was agreed that all were achievable this academic year.
8. **Lecturer Gathering Agenda.** Chairs with lecturers attending should greet them, if possible, then withdraw. Due to the fact that mostly veteran lecturers are attending, the agenda will focus on feedback regarding strengths and and needs rather than orientations.
9. **Dean’s Advisory Board recommendations.** The dean requested that chairs consult faculty for recommendations of individuals to serve on his advisory committee. They should be friends from outside the university who can offer expertise and/or connections to influential members of the community.
10. **Update on curriculum committee work.** Catalog edits are needed, especially pre-requisites, by 11/14. December 1st is the last date for catalog changes.
11. **Department budgets.** Budget Analyst Zeida Garcia presented a draft of departmental budget reports for feedback on their usefulness. Discussion ensued regarding copier costs. The dean will organize a meeting to work out an equitable arrangement for cost-sharing.
12. **Other.** Chairs requested a workshop on using MailChimp. The dean will consult Ashley Jones to see if she would be able to conduct a session at a future meeting.

**17. Next meeting – November 19th**

Meeting adjourned 1:40 pm