



2014-4-3

April 3, 2014

Chair: Terri Johnson (Prof/Tech)

Note Taker: Wendy Chevalier (Prof/Tech)

Team Reps: Nancy Menard (Support Staff)
Dorothy Moller (Support Staff)
Carol Browder (Directors)
Jerry Jenkins (Superintendent)

Joanne Johnson (Prof/Tech)
Kyle Bunker (Directors)
Kara Moore (Support Staff)

Call to Order

Terri called the meeting to order at 1:02 p.m.

Approval of Minutes

Joanne moved and Kara seconded to approve the minutes as presented. All agreed.

Old Business

Kara replaced Anne Knott as LCC representative for Support Staff.

New Business

Facility Use/Coordination: Jerry reinforced the current procedures and requested that everyone follow the same guidelines when we have large groups using our facilities and there are break-out sessions. If the break-out sessions last 30 minutes or less, there should be no charge for the extra rooms used. If they last over 30 minutes, there should be a charge. The Admin Assistant responsible for the meeting should clean all the rooms involved.

Team Reports

1. **Support Staff:** Kara shared some printer etiquette guidelines. Remove colored paper from the big trays when you've finished printing. Use your local printers for jobs of less than 20 pages and the workroom printer for jobs of 20 pages or more.
2. **Prof/Tech:** Nothing to report.

3. **Directors:** Nothing to report.
4. **Superintendent:** Nothing to report.

Adjournment

The meeting adjourned at 1:20 p.m.