

Publications Committee Meeting Minutes  
October 31, 2007  
M201

Present: Helene Dunkelblau, Ruth Fontana-Griggs, Eugene Harris, Pat Spradley

The meeting was called to order at 2:00 pm by the Chair, Eugene Harris. Committee members provided updates regarding the status of the Faculty Handbook. They reported on the editing of their respective sections. There were discussions regarding committee members' decisions to edit specific information from the Handbook. Once the Faculty Handbook is complete, it will be sent to the campus Print Office and the Office of Marketing Communication. In addition, the document will be forwarded to College Source, which will convert it to a linked PDF file.

Eugene shared with the committee members his consistent unsuccessful attempts to get Liza Larios to complete the sections of the Faculty Handbook that her department has jurisdiction over. Ruth volunteered to speak with V.P. Rosemary Zins to seek her assistance in facilitating Liza's completion of her section. Ruth will follow up with Eugene to discuss the outcome of the meeting with VP Zins.

The Chair indicated, based on the committee members' editing feedback, he would do some editing of the Faculty Handbook for the next meeting on November 29, 2008 at 4:00 PM in M201.

Respectfully submitted,  
Dr. Pat Spradley