I. CALL TO ORDER
Present: Roland Bernard, Susan Cassidy, Cheryl Chavez, Ellen Dambrosio, Alice Giagou, MaryBeth Gish, Brian Greene, Allan Jaramillo, Jakki Jordan, Sheri Lima, Prasad Mathai, Linda Occhipinti, Kim Schrader, Natasha Sligar, and Yia Vang
Absent: Debra Budding, Iris Carroll, Jillian Daly, Kathleen Ennis, Todd Mathias, Mark Rodriguez, Jon Torkelson, and Manuel Vargas

II. APPROVAL OF ORDER OF AGENDA ITEMS
A. Education Master Plan Charrette
   Jenni Abbott came and spoke about the MJC Education Master Plan Development Initial Data Elements, 2016 that she handed out.

III. APPROVAL OF THE MINUTES
Clarification was asked for regarding item VI. D. Processing Textbooks of the August 25, 2016 minutes. Does the “60¢ processing fee per book placed on Reserve” apply when a certain amount of textbooks are placed on reserve and is it only for textbooks with a loan period of the whole semester?

1st motion: Susan; 2nd motion: Ellen; Minutes approved with clarification outstanding

IV. MANAGER’S REPORT
A. ALICE Training – January 5
   This training has been rescheduled for Thursday, January 5 from 8 a.m. – 12 p.m.

B. SI Training
   Sheri is going to the University of Missouri Nov. 7 – 9 to learn about SI training.

C. Setting Up Staff Meetings
   Sheri will set up monthly classified staff meetings two weeks from our division meetings. Separate meetings will be held for each campus.

V. ACTION/DISCUSSION ITEMS
A. Reserve Policy Revision Approval
   Ellen led us through revising our Reserve policy.
   Ellen will make the changes that were agreed upon.
VI. COMMITTEE REPORTS
   A. Assessment Committee
      We will soon be handing out separate surveys to students each time they use the reserves, tutoring, or
      computer lab service areas. They will be handed out as the students leave. The survey will run for one
      week. Students will be able to win Amazon gift cards for filling out the survey.

   B. Budget Committee
      We didn’t get to this item

   C. Marketing & Outreach Committee
      We didn’t get to this item

   D. Safety Committee
      We didn’t get to this item

VII. ANNOUNCEMENTS

VIII. ITEMS FOR FUTURE AGENDAS

IX. COLLEGE SHARED GOVERNANCE REPORTS
   A. YFA Report
   B. CSEA Report

X. ADJOURNMENT