Present: Deborah Paulsen, Jolie Scheib, Denise Marrin, Walter Bortman, Daniel Villanueva, and Joe Ramirez

Absent: Michael Allen, Joe Cascione, Richard Delgado, Jose Maldonado, Barbara Kerwin, Sherrie Loper, Victor Renolds, Jim Liko, Tara Ward

1. Co-chair Walter Bortman convened the meeting at 12:39 pm.

2. Although there was no quorum, meeting was still on.

3. Jolie Scheib stated there is a need for a copier machine at the East Campus for student use. The nearest copier for student use is at the Library/Learning Resource Center. Daniel Villanueva stated that a staff member need to watch over the machine and that in the LRC a staff member is available for maintaining the machine or to address any problems. Putting the machine in an area, such as a socialization area, poses a problem because there is no staff member nearby. Walter Bortman suggested copier with vending capability would be best. Deborah Paulsen suggested contracting with an outside company to supply and maintain the copier and to see if other campuses have done the same. Daniel Villanueva will speak with Zoila Rodriguez-Doucette after meeting to discuss putting a machine in the Eagles’ Landing C-Store, to resolve the issue of a staff member being nearby, but a funding source will need to be discussed due to the high cost of a copier (> $9,000).

4. Jolie Scheib inquired about the status of the shades/blinds in the Instructional Building, Collaborative Studies Building and Center for Math and Science. Students have trouble seeing projected images in Smart Classrooms because of the light coming into the classrooms. Daniel Villanueva stated that estimates are being requested between now and summer and funding sources are being located.

5. Jolie Scheib requested that Walter Bortman or Daniel Villanueva attend Work Environment Committee Meetings to help resolve issues brought to the WEC.

6. Walter Bortman will have signs for designated smoking area at the CMS installed. A sign designating the smoking area behind the I.A. Building needs to be installed.

7. The meeting was adjourned at 1:08 pm.