

Date: 4/13/05
Location: web camera EGF and TRF

Time: 1300

Chair: Chad Sperling
Recorder: Sue Field
Members Present: Stacey Hron, Sue Field, Mary Fontes, Karleen Delorme, Chad Sperling

Members Absent: others

Guests:

Team Minutes

Agenda item #1: Class cancellation office
Presenter: Stacey Hron
Discussion: Telephone updates at 9, 12, and 3. Will be done at TRF campus as well. Stacey is checking with Jeff on class cancellation.
Request for transcripts: Check with Rocky

Conclusions: Stacey will keep on checking on these items.

Action items	Person responsible:	Deadline:
✓ Check on class cancellation and transcripts requests	Stacey Hron	Next meeting
✓		
✓		
✓		

Agenda item #2: CD on best practices for online student services
Presenter: Mary Fontes
Discussion: Has gone through 1/2 of CD and is working on finding the best practices on it that we can use.

Conclusions: Mary will see how she can incorporate best practices from CD. From our Goal #1 Objective C the website will be used to enhance the services we provide to students online, financial loans, application to college, etc.

Action items	Person responsible:	Deadline:
✓ Continue to research from best practices CD	Mary Fontes	Next meeting
✓		
✓		
✓		

Agenda item #3: To sell sweatshirts/ tshirts online **Presenter:** Mary Fontes

Discussion: An approved vendor has been selected to sell apparel online for the college.

Conclusions:

Action items **Person responsible:** **Deadline:**

✓

✓

✓

✓

Agenda item #4:

Presenter:

Discussion:

Conclusions:

Action items **Person responsible:** **Deadline:**

✓

✓

✓

✓

Other Information

Resources:

Special notes: Action plan updated.