

**Present:** Erick Akins, Maureen Cartledge, Mary Cottier, Burton Crow, Ruth Dalrymple, Ruben Izaguirre Julius Gordon, Matari Gunter, Ben Kraft, Adena Williams Loston, Christopher Pate, Mecca Salahuddin,, Phyllis Traylor, Jorge Trevino.

**Absent:** Karen Sides, Paul Borrego

	Action	Resp Party	Due Date	Notes
<b>Accountability and Transparency</b>	<p><b><u>Marketing Update</u></b>  <b>Matari-</b> Provided update on advertising on Big Read, Homecoming and Hispanic Heritage Month. Thanked cabinet for participation in news conference. Discussed upcoming nursing photography shoot. Department logos created by PR – using proprietary font. Deans, departments, and others will receive logos, to use for t-shirts, letterhead and other advertising. Big Read was a great success. Author signed over 200 books.</p>			
	<p><b>Dr. Loston</b> suggested that <b>Dr. Crow</b> assign a division to remaining president lectures.</p>	<b>Dr. Crow</b>	<b>Oct 6</b>	
	<p><b>Dr. Loston</b> would like for divisions to own different events.</p>	<b>Deans</b>	<b>Oct 6</b>	
	<p><b>Dr. Loston</b> charged <b>Ruth</b> to schedule a time to speak to new faculty about promotion and tenure.</p>	<b>Ruth</b>	<b>Oct 6</b>	
	<p><b>Dr. Loston</b> charged every dean to institute a record or monitoring system for faculty evaluations providing something definitive and hard core to substantiate and support content of evaluations.</p>	<b>Deans</b>	<b>Oct 6</b>	
	<p><b>Matari</b> asked about certificates for awards for volunteers. Was charged to provide (develop template).</p>	<b>Matari</b>		
	<p><b>Matari</b> spoke about the need to update the all college brochure including list of programs, and phone numbers deadline to get updates back to Matari - this Friday.</p>	<b>Cabinet &amp; Matari</b>	<b>Sep 25</b>	
	<p><b>Professional Development Day</b> – Ruth reported update for <b>Dr. Sides</b>.</p>			
	<p><b>Ruth</b> suggested - Extend invitation to <b>Dr. Silva for Scott Lewis</b> presentation during Employee Development.</p>	<b>Ruth</b>		
	<p><b>Dr. Loston</b> charged <b>Dr. Lang</b> to post notices that classes and services will be suspended on September 29.</p>	<b>Dr. Lang</b>	<b>Sep 28</b>	
<p><b>Dr. Loston</b> charged everyone to put messages on office phones for staff development day.</p>	<b>Cabinet</b>	<b>Sep 28</b>		
<p><b>Dr. Loston</b> – Staff appraisals due November 13<sup>th</sup>. Send in list of everyone who is evaluated to safeguard against employees not being evaluated (Sep 30, 2008 – Oct 1, 2009) finished by October 23, 2009. Send a list to Kitty by October 23, even people on grant money need to be evaluated.</p>	<b>Cabinet</b>	<b>Oct 23</b>		



