

# COUNCIL OF CHAIRS & COORDINATORS MEETING

Monday, October 11, 2010

11:00 am-12:20 pm, Room 325

- I. **ROXANE BENVAU**—Utilizing **Intelecom Video Clip Database** in the classroom—presentation carried over from our September meeting (11:00-11:10)
- II. **BRIAN NATH**—Navigating a couple of sites with which most of us are unfamiliar in order to track room utilization on campus as well as the relationship between our classroom maximums vs. course maximums (11:10-11:30pm)
- III. **TIM FLOOD**—**Information on the Budget**—specifically, the allocation of an additional \$1 million in one-time-only monies for Grossmont. Adding sections back into our Spring schedules is just one aspect of this allocation; Tim will explain the surplus as well as other ways in which the money will be allocated (11:30-12:00)
- IV. **JANET GELB**—**Updates to Microsoft Office 2010** (12:00-12:10)
- V. **ORALEE HOLDER**—Distribution of a **summary** and **links/handouts** from the two September CCC Orientations on Hiring and Evaluations; information on the final Fall Orientation (12:10-12:20)

**NEXT CCC MEETING: Monday, November 8, 2010, 11:00-12:20, Rm. 325.**

## Ground Rules:

- We will stick to the time allotted for each issue/presentation;
- We will allow the person giving a presentation to finish before asking questions; and
- If we have further questions or comments and we run out of time with regard to a particular issue, we will choose from the following options: continue with the current presentation/discussion if the majority approves; address the issue in an e-mail forum following the meeting; address the issue at the next available CCC meeting; forward the issue to Academic Senate for further discussion; or schedule a special 4<sup>th</sup> Monday CCC meeting to continue discussion.

