Minutes

Feb. 19, 2013
1-3 PM, Winlock

Present: Alice Taylor (chair); Bob Sprague; Mary-Jo Apigo; Adrienne Foster; Rebecca Tillberg; Fran Leonard; Judy Chow; Ken Lin

I. Jan. 15 minutes approved

II. Statement on report preparation revised to stress the use of standing committees.

III. Review the timeline and tasks for getting the report to the Commission by March 15
   1. Board Institutional Effectiveness presentation Feb. 20, 11:45
   2. Completion of documentation
   3. Formatting
   4. Printing (4 copies)
   5. Mailing to Sacramento

IV. Revised the summary of the draft for the Institutional Effectiveness Committee, reducing it to the required 2 pages, eliminating West jargon, focusing on the higher-level concerns of Board members.

V. Bob, Judy, Ken and Alice finished a revision of the response to Rec. 6, focusing on the use of established planning procedures and reporting that the library collections will benefit from more than $200,000 in this fiscal year.