

Publications Committee Meeting
January 29, 2008

Present: Eugene Harris, Ruth Griggs Fontana, Pat Spradley

The Publications Committee members met in the Marketing Office, Administration Building, and discussed the draft copy of the Faculty Handbook. Eugene reported that Dr. Marti, Diane Call and Liza Larios saw the draft of the Faculty Handbook and completed their sections of the handbook. He indicated that the President would like for the Faculty Handbook to be ready for distribution during the Spring 2008 semester.

Committee members reviewed the draft of the handbook with the suggested revisions and made minor changes in format and content. Ruth offered suggestions for the cover that included perusing available photographs from the marketing department's collections of faculty members and students. Committee members suggested that photographs of faculty are on the cover and back of the handbook.

Ruth agreed to make changes in the handbook and have it ready for the meeting on February 5th in the Marketing Office.

Respectfully submitted,
Pat Spradley