## ATTENDEES:
- Carol Farrar
- Joe Eckstein
- Beatriz Vasquez
- Tom Wagner
- Fernando Salcedo
- Bob Prior
- Sheryl Tschetter
- Todd Wales
- Andy Robles
- Dawn Lindsay
- Mike Cluff
- Ruth Smith

## BUDGET
- Dr. Lindsay asked everyone to review their faculty member’s budget location and make sure that they are reflected in the correct area.
- Reviewed make-up of the 5 new departments and placement of disciplines for next year’s budget.
- Proposed that each department have supply money in each department area instead of locating money in small amounts in each discipline.
- Dr. Lindsay asked for the first draft of next year’s proposed budget from department chairs by April 8, if possible. Otherwise, April 22 is the due date.

## FACULTY HIRING PRIORITIES
- Need to start working on 06/07 hiring list with priority. Should be 10-15 new hires. Faculty need to decide if one year temps will move to the top of priority list.

## CAPITAL EXPENSES
- Prepare your requests for next year’s capital funds and e-mail them to Dr. Lindsay.

## DEPARTMENT MASTER PLAN
- Discuss with your department and send updates to Dr. Lindsay. Due in August.

## GUIDANCE CLASSES
- Discussion on what area does scheduling of Guidance classes. Dr. Lindsay said she will do the scheduling of classes with counselors. Student services will monitor the counseling duties of the counselors.

## NEXT DEPARTMENT CHAIR MEETING
**WEDNESDAY, MAY 18**

**2:00-3:00**

**ST 107**