

**NOTICE OF A MEETING OF THE CSU CHANNEL ISLANDS
MATERIALS, SERVICES, FACILITIES, TECHNOLOGY COMMITTEE**

NOTICE IS HEREBY GIVEN, to the general public and to all of the members of the CSU Channel Islands Materials, Services, Facilities, Technology Committee that:

A meeting of the CSU Channel Islands Materials, Services, Facilities, and Technology Committee will be held on Monday, December 02, 2013 from 8:00 a.m. until 9:00 a.m., at California State University Channel Islands, Student Union Building, Coville Conference Room 1080, located at One University Drive, Camarillo, CA 93012, to consider and act upon the following matters:

I. Call to order: 8:17am

II. Attendance.

Present:

Adams, Virgil
King, Grier
Michael, Paul
Mozingo, Nancy

Absent:

Casimiro, Esau

Member of Public:

Wei, Dianne

Rico, Ricardo
Yepez, Alex
Wakelee, Dan

III. Approval of Agenda Agenda was discussed.

MOTION to approve:
Paul Michael

APPROVE:
ALL

DECLINE:
0

ABSTAIN:
0

SECOND:

Rico, Ricardo

IV. Public Forum N/A

V. Outstanding Business N/A

VI. New Business

- Discuss Agenda items
 - o Approval of November 4 Minutes

MOTION:
Alex Yepez

SECOND:
Rico, Ricardo

APPROVE:
ALL

DECLINE:
0

ABSTAIN:
0

- o **MOTION to discuss and amend application form --- add AVP Signature:** Virgil Adams

SECOND:
Yepez, Alex

APPROVE:
ALL

DECLINE:
0

ABSTAIN:
0

This meeting will be utilizing parliamentary procedure according to Robert's Rules of Order for the purposes of ensuring equal speaking rights to all committee members and maintaining order of the meeting.

- **MOTION** to discuss and amend application form --- adjust/broaden dissemination process: Virgil Adams

SECOND:

Yepez, Alex

APPROVE:

ALL

DECLINE:

0

ABSTAIN:

0

Spring 2013 MSFT applications were disseminated at the VP/AVP level. For Spring 2014, did the committee want to broaden this pool to send to VP, AVP, Associate Directors, Academic Program Chairs, Student Government?

~ Further suggestions for the application form are to add bullet#2 "Priority" clause and "No Substitutions" --- these edits can be made by Dan Wakelee prior to form distribution.

- **DEADLINE for FY 2014-2015 Submissions** --- February 15th 2014

MOTION:

Virgil Adams

SECOND:

Alex & Ricardo

APPROVE:

ALL

DECLINE:

0

ABSTAIN:

0

VII. Adjournment:

8:48 am.

Next MSFT Meeting:

Monday, 02/03/2014

SUB 1080

* discuss current submissions and progress