Cabinet met on Wednesday, March 5 and discussed the following.

1. **ASHE (Association for the Advancement of Sustainability in Higher Education) Conference.** CCCC’s sponsorship of the AASHE Conference would include sponsoring a student’s attendance at the conference. Phil will work to develop a selection process.

2. **Incident Assessment Team.** Reviewed team members. Dixie will post the Emergency Response Plan in Public Folders so it is readily available to the College community.

3. **Board Agenda.** Reviewed the agenda for the upcoming Trustee meeting and discussed the timetable for the NEASC visiting team.

4. **Institutional Research Director Search.** Discussed several options for filling this position including a possible interim appointment.

5. **Holiday Party Dates.** Agreed with the Professional Development Committee’s request to hold the Holiday Party on either Thursday, December 11 or Thursday, December 18.

6. **Daycare Center.** Dixie reported that she is putting out an RFP for the Daycare Center provider and is also investigating a modular building that would house the daycare center.

7. **FY09 Budget Forms.** Dixie reported that budget requests include a narrative section indicating how that area reflects the College’s strategic priorities. Forms are due by the end of April and training sessions will be scheduled.