

ANTELOPE VALLEY COLLEGE

Archives Task Force Meeting

April 9, 2014

Minutes

The Task Force met and heard reports from members concerning the estimated costs for a professional archivist. Sue Malek reported that she had gotten estimates from two vendors and was seeking a third. When all bids were in, the Task Force would review them.

Carolyn Burrell showed the group the new Archives Task Force website. This website will provide a place to store documents, agendas and minutes, along with anything else the group would like to post.

The Task Force members discussed visiting other archives at community colleges to gather information on their size and management. Bakersfield CC and Valley College, and College of the Canyons were suggested as sites to visit. Scott Lee will contact COC, Rosa Hall will contact Valley College and Carolyn Burrell will contact Bakersfield. Times and dates for visits will be discussed at the next meeting.

The next meeting will be May 14, 2014.

Members present:

Rosa Hall

Carolyn Burrell

Scott Lee

Matthew Koppers

Winnie Brunston

Sue Malek

Jane Cwayna