

**MNHS Division  
Meeting Minutes - February 6, 2008**

Day, Time, Place: Wednesday, February 6, 8:00 to 9:00 a.m.  
 Members Present: David Boyajian, Denise Rudy, Patty Deen, Ralph Ferges, Jay Wiestling, Judy Eckhart, Takashi Nakajima  
 Recorder: Debra McBrayer

Topic	Information/Discussion	Action/Response
<b>Call to Order</b>		
<b>Approval of Minutes</b>		
<b>Item</b>		
A. CERT Training	<ul style="list-style-type: none"> <li>To cover emergencies in the NS Building, the dean would like to six people to be CERT (Community Emergency Response Team) trained. The program will provide instruction about disaster preparedness including fire safety, light search and rescue, team organization, and other skills that will help trainees to take charge in emergencies and assist where necessary until professional help arrives. Will ask for volunteers among the ADAs and lab techs in the building.</li> </ul>	Chairs to discuss with ADAs and lab techs. Dean will send out invitation.
B. NS Safety Committee 2/8 meeting	<ul style="list-style-type: none"> <li>A Safety Committee responsible for the NS Building is being formed. The first meeting will be Friday, February 8. Safety needs and concerns will be discussed along with general safety and emergency safety procedures. Facilities and Safety Technician John Emerson will attend.</li> </ul>	
C. Institutional Review and Planning (IRP)	<ul style="list-style-type: none"> <li>Boyajian and Rudy have completed the IRP Report. Ferges has almost finished. Eckhart will use information from the accreditation self-study report. The reports will be included in the planning process and impact budgets. The report needs to include where you've come from and where you're going as a department. Equipment and position needs will also refer to the IRP report. Some position needs that should be included are Health Skills Specialist for Dental and Medical Assisting, upcoming retirements (two from Earth, Space and Aviation Sciences; three from Life Sciences, two from Nursing). The IRPs are not going to sit in a pile any longer--they will be used for and impact future planning.</li> </ul>	Remaining chairs need to complete IRPs and submit them to Candi and Institutional Research and Planning.
D. Budget	<ul style="list-style-type: none"> <li>There is a possibility of needing to cut the campus-wide budget by 10 percent. Waiting to see what the governor recommends. We expect more students and less dollars.</li> </ul>	
E. Material Fees	<ul style="list-style-type: none"> <li>Boyajian wants to see the chemistry breakage material fee reinstated.</li> </ul>	
F. Announcements	<ul style="list-style-type: none"> <li>Plans are being made to enclose the second and third floor breezeways of the NS Building. Security issues are being discussed. Quotes are being gathered for furniture for the part time faculty area and balcony/common areas.</li> </ul>	
G. Other	<ul style="list-style-type: none"> <li>Deen is concerned about the campus bookstore not having required texts for students at the beginning of the semester. Fall 2007 was the worst semester for students trying to purchase books. Wiestling indicated that summer 2007 was the worst semester for Math students needing books.</li> </ul>	Francis will relay textbook shortage concerns.
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>Meeting adjourned at 9:00 a.m.</li> </ul>	

**Next meeting: February 20, 2008**