

MNHS Division
Meeting Minutes - April 16, 2008

Day, Time, Place: Wednesday, April 16, 8:00 to 9:00 a.m.
Members Present: David Boyajian, Denise Rudy, Patty Deen, Ralph Ferges, Jay Wiestling, Judy Eckhart, Takashi Nakajima
Guests: Steve Spear
Recorder: Debra McBrayer

Topic	Information/Discussion	Action/Response
Call to Order		
Approval of Minutes		
Item		
A. Class Cancellations Part 2	<ul style="list-style-type: none"> ● Fall schedule 2008 is to be cut by 8%. After the May revise, the spring schedule may also be downsized by 8%. The minimum expected class size will be 20. Department Chairs get to decide what classes are cancelled. Students are already complaining about the summer schedule. 	Have ADAs submit email cancellations as required by the Instruction Office.
B. Part Time Office Hours	<ul style="list-style-type: none"> ● Forms for office hours must be submitted to the dean by April 30th and Payroll Services by May 2nd. If not, they will not be included on the next payroll. Chairs need to verify the units and hours prior to submission. 	
C. Stop Spending Money Memo	<ul style="list-style-type: none"> ● The President has requested that spending be suspended where possible. FY 2008-2009 budgets are going to see a 25% across-the-board cut. This includes student, short-term, and hourly tutor accounts. 	
D. Block Grant Dollars	<ul style="list-style-type: none"> ● Computers for new faculty. MNHS will have two new Life Sciences faculty members. Offices are furnished, but computers will be needed. ● Day Loader. Dental Assisting needs Day Loaders for the temporary building. ● Newer computers for Math classrooms. Wiestling said newer USB compatible computers are needed. Dean Francis said there is a college plan to replace them but she didn't know the timeline. A Dental Assisting instructor also teaches in a math classroom and said students cannot use thumbdrives on some of the older machines. The data projectors are also not compatible with the old computers. One has to be moved around on a cart. The Math Learning Center needs at least five. Wiestling will get Candi a list of rooms needing upgrades. 	Francis will request funds. Wiestling to supply list of rooms and quantity of newer computers needed to operate data projectors and use thumbdrives.
E. Cost Cutting Ideas to Share	<ul style="list-style-type: none"> ● Gloves. Rudy stated that she may start having students supply their own gloves and masks. Ferges said that Life Sciences students know they are required to provide their own. They are told to expect to bring three boxes each for the semester. Boyajian said it would be good for students to supply their own to avoid latex allergies. ● Pay-For-Print. Wiestling would like to see Pay-for-Print come back. He said students would come to the Math Learning Center because they heard they could print anything free. It had to be eliminated. ● Copy Codes. Ferges and Boyajian said their departments have moved to individual copy codes and have seen a reduction in spending. They recommend each instructor be given a copy code and spending limit. The system is self-policing. ● Other. Wiestling suggested the lights and air conditioning be on timers and that instructors be reminded to keep doors shut so they don't let cool air escape. 	
F. Power Outage	<ul style="list-style-type: none"> ● The NS Building used 20% of the electricity on campus. The building's power is measured in mega-watts vs. kilo-watts. Nakajima said the building is not air tight. He had bees in a classroom. They came in under the eaves. 	
G. Other	<ul style="list-style-type: none"> ● PeopleSoft 9. Department chairs were asked to remind instructors to post grades as soon as possible. PeopleSoft is being upgraded. If grades aren't in on time, it will need to be completed on the new system. This would cause a longer delay for students wanting their grades. 	Send reminder to Department Chairs to remind Instructors about PeopleSoft upgrade.
Adjournment	<ul style="list-style-type: none"> ● Meeting adjourned at 9:00 a.m. 	

Next meeting: May 7, 2008