

MINUTES
AGRICULTURAL SCIENCES TEAM MEETING
Thursday November 12, 2015, 3:30pm
Building 80 Conference Room

Attendees: Brian Scott, Matthew Pawlak, Dawn Waters, Maya Padilla, Landon Sullivan, Jamie Phillips, Gary Uyeno, Tom Visosky, Audra Lopez, Jennifer Hinostroza, and Dena Juarez - Minutes

1. Classified items
 - a. Matt Judd
 - a. Classified roles
 - i. Didn't Discuss – Matt was unable to attend
 - b. Matthew Pawlak
 - a. First Aid class (4 hours)
 - i. First aid kits can be requested using an immediate needs safety request form to Risk Management
 - ii. Matthew suggested once we have first aid kits to direct students to the kit on their own and if they need assistance to send them to health services
 - b. Fire extinguisher training (90 minutes)
 - i. A and B – Discussed days that would work for the training. Everyone agreed that Fridays would work best in the winter. Once the training is scheduled, the time could be used towards the required flex hours.
 - c. Photography Policy
 - i. Employees taking pictures are responsible to not take inappropriate photos. If they do take an inappropriate photo and then post it on social media, that there can be action against them as an employee.
 - ii. Student workers sign a memo attached to the policy.
 - d. Trailer for Sale. Student that is selling is asking for \$1000. Whoever purchases the trailer is not automatically granted the live on space. If they are interested in living on campus, they would still have to apply for the space and be approved.

2. Important Dates:

- a. Fall Into Ag: EXCELLENT JOB EVERYONE!
 - i. We had approximately 600 attendees
 - ii. Associated Students was very pleased with the event and very excited about working with us for future events and assisting with the funding.
 - iii. Suggested that maybe the Ag Ambassadors can take the lead role in running the event.
 - iv. Landon suggested posted the flyers in other areas that make more sense and won't damage paint.
 - v. Landon also suggested playing more agriculture related music

- vi. Sri has the list of volunteers, so Matthew will send the list to Dena to send out to faculty.
 - vii. Matthew also asked for any outstanding receipts that need to be reimbursed.
- b. O.C. Farm Bureau Tours: 11/13 @ 9am
 - c. Mt. SAC Alumni Day – November 6
 - i. No one showed
 - d. RVT Career Night – April 27, 2016
 - i. Time has not been decided
 - e. Farm Day – Saturday, May 7, 2016 9am-2pm
 - i. Will discuss with Associated Students if there is any financial support they could offer to help support farm day.
 - f. Horticulture Advisory Committee Meetings
 - i. Thursday December 3, noon-3pm
 - ii. Thursday May 12, 2016 1:00-3:00 (tentative)
 - g. CATA – December 3rd-5th, 2016
 - h. STMA – January 18-22, 2016 (San Diego)
 - i. Ag Field Day – April 2, 8am-1pm
 - j. Debbie Boroch Science Day: May 14, 2016
 - i. Horticulture Topic was changed
 - ii. Asked if Horticulture would be interested in selling succulent plants. Per Matthew, they could provide flyers directing them to the farmers market and they would feature low water plants.
 - k. Horticulture Career Night –Thursday, May 12, 2016 (tentative)
 - l. Ag Banquet – Friday June 3, 2016: 6pm-10pm
 - m. Plant Sales
 - i. Poinsettias- order now! Begins November 23
 - ii. Salsa
 - 1. Sale in the Spring
 - iii. Green Scene- April 16-17, 2016
 - iv. Mother’s Day
3. Department items
- a. Replacement faculty hiring committee for Tom’s replacement
 - i. Jennifer, Audra, Dawn, Brian, and Jesus is who Brian is requesting for the committee
 - ii. Will start sometime after January
 - b. Annual Annual Christmas Potluck?
 - i. Last department meeting for the year., December 10th.
 - c. PIE and SLO winter meeting
 - i. Meeting in January 14th at 9am
 - d. EEO Training
 - i. Can do in January / February
 - e. Curriculum
 - i. DUE MAY 2016: AGAG 1, 99; AGOR 2,14,32,39,40,54,91; AGPE 71,74

- ii. We will approve all curriculum items at our December meeting so have it ready
- iii. We are looking really good at the division

4. Division Items

- a. Absences/Subs/Office Hours
 - i. Absence line: 909-274-5552. Call it. You can send an email too, but not in lieu of calling.
 - ii. Do NOT email Chris or one of the Dean's directly.
 - iii. Sub requests need to be ran through the division, even if you are getting your own sub. Make sure the chair knows too.
- b. School Dude- what is our process?
 - i. Notify Dena of the need for a work order and she will enter the order and forward the confirmation to Tom Visosky

5. Faculty Association

- a. 11/17 from 11:30am-10pm at El Torito West Covina.
- b. CCA Winter conference (2/19-21) Manhattan Beach Marriott and Spring Conference (4/15-17) Costa Mesa Hilton have spots available. All expenses are paid. Contact Eric Kaljumagi by 11/20 by email if interested.
- c. Academic Calendar for 2017-18. Option B or D. Council recommends B.
- d. Printed copy of the contract will be available any day now
- e. FA Negotiations Survey results are in. They will tabulate and come up with a prioritized list. I have a copy of those results if you are interested.

6. Tentative Meeting Schedule: December 10, 2015 @ 3:30 pm in 80 Conference Room.