# Minutes – October 23, 2018 9-10:30am, Topp Room

## Provost Council

<table>
<thead>
<tr>
<th>MEMBERS</th>
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<tbody>
<tr>
<td>Sue Opp, Graham Benton, Don Maier, Kevin Mandernack, Francelina Neto,</td>
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<td>Michele Van Hoeck, Julia Odom, Priscilla Muha, Marc McGee, Katie Hansen,</td>
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<td>Mike Kazek, Gary Moser, Veronica Boe, Matt Tener, Tom Nordenholz, Sam</td>
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<td>Pecota, Rhonda Pate</td>
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<th>GUESTS</th>
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<td>Jessica McGinley, Marianne Spotorno, Bob Arp</td>
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<td>Marc McGee</td>
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## 1. Approve Minutes from October 9, 2018

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## 2. Incident Command System (Spotorno)

- A brief overview of proper procedures given by Marianne Spotorno, Safety & Risk Coordinator
  - Depends on the severity of the situation, different reporting systems: Maxient, blackboard, occupational safety, etc.
  - Immediately report the incident, no matter how minor
  - Barbara Reece handles the HR side
  - Any incident that requires an ambulance MUST be reported to your VP ASAP
  - Natural disasters/active shooter – notify the campus police department ASAP, the campus will immediately go into “Lockdown” mode & all the VP’s will gather and create a plan
  - Method of spreading the word around campus: Emergency Operations Center (EOC), Blackboard notifications, cell phone notifications, VP’s will notify their individual departments, etc.
  - Look into a lecture capturing system – use to have one, outdated technology (Swivl = a cheap recommendation)
  - Faculty & Staff should make sure their offices are earthquake-ready: secure bookcases, etc.

1) We need to take an inventory of courses that can be taught online or elsewhere in the case of a natural disaster.
2) We need to create our own EOC for Academic Affairs – share cell phone #’s & emergency contact information w/ Jessica McGinley & she will create a database and distribute to the Provost Council members. Each Dean should consider doing the same.
3) Marianne will send the Business Continuity Plan template to each of the Deans.

## 3. Advising, Registration & Scheduling (Opp)

- A work in progress, have had to push things back
  - Advising begins on Monday, November 5th
  - Registration: Monday, November 12th through Tuesday, November 20th
- Familiarize yourself w/ the tools available: smartplanner, passport, etc.
- Faculty schedules are interfering w/ course scheduling (even fulltime lecturers)
  - Set limitations on Faculty schedules
  - Fulltime Faculty should not have conflicting schedules w/ other colleges
  - Restrictions (no 4 classes in a row, 12 hrs. between last class of the day and first class of the next day) need to be looked at
Need to look into standard scheduling block times
- 75/75 vs. 50/50
- Goal = standardize the final exams schedule – fixed time blocks from year to year
  - Must decide final exam schedule before semester begins to avoid Financial Aid issues
- How do we make the schedule better & more consistent? – so we’re not scrambling each year to fit everything in
  - Look into block enrollment as we get larger

Efforts will continue to improve scheduling & registration practices.

4. Campaign Priorities (Arp)

VP Arp gave a brief overview of the campaign priorities:
- 4 Foundation Buckets
  - Endowment – 8.5 mil
    - Earn interest through investments
    - Restricted use/scholarships
  - Trust Funds
    - Restricted gifts account
    - Usually spent within the year received
    - Donated w/ particular purpose in mind
    - One-time money
  - Marine Development Fund
    - Boat donations (must keep boats for 3 years)
    - 13 vessels under charter now
  - Maritime Fund
    - Unrestricted money
    - In & Out money
    - Food Security Program
    - Day on the Bay
    - Gala
    - Receptions at Ports

VP Arp welcomes input and is available for further discussion.