



**Minutes – October 23, 2018 9-10:30am, Topp Room
Provost Council**

MEMBERS	Sue Opp, Graham Benton, Don Maier, Kevin Mandernack, Francelina Neto, Michele Van Hoeck, Julia Odom, Priscilla Muha, Marc McGee, Katie Hansen, Mike Kazek, Gary Moser, Veronica Boe, Matt Tener, Tom Nordenholz, Sam Pecota, Rhonda Pate
GUESTS	Jessica McGinley, Marianne Spotorno, Bob Arp
ABSENT	Marc McGee

1. Approve Minutes from October 9, 2018	
	APPROVED
2. Incident Command System (Spotorno)	
	<ul style="list-style-type: none"> • A brief overview of proper procedures given by Marianne Spotorno, Safety & Risk Coordinator <ul style="list-style-type: none"> - 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 - Look into a lecture capturing system – use to have one, outdated technology (Swivl = a cheap recommendation) - Faculty & Staff should make sure their offices are earthquake-ready: secure bookcases, etc.
	<ol style="list-style-type: none"> 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)	
	<ul style="list-style-type: none"> • A work in progress, have had to push things back <ul style="list-style-type: none"> - 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) <ul style="list-style-type: none"> - 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

	<ul style="list-style-type: none"> • Need to look into standard scheduling block times • 75/75 vs. 50/50/50 • Goal = standardize the final exams schedule – fixed time blocks from year to year <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - Look into block enrollment as we get larger
	Efforts will continue to improve scheduling & registration practices.
4. Campaign Priorities (Arp)	
	<p>VP Arp gave a brief overview of the campaign priorities:</p> <ul style="list-style-type: none"> • 4 Foundation Buckets <ul style="list-style-type: none"> ○ Endowment – 8.5 mil <ul style="list-style-type: none"> ▪ Earn interest through investments ▪ Restricted use/scholarships ○ Trust Funds <ul style="list-style-type: none"> ▪ Restricted gifts account ▪ Usually spent within the year received ▪ Donated w/ particular purpose in mind ▪ One-time money ○ Marine Development Fund <ul style="list-style-type: none"> ▪ Boat donations (must keep boats for 3 years) ▪ 13 vessels under charter now ○ Maritime Fund <ul style="list-style-type: none"> ▪ 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.
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