Call to Order: Travis Gibbs called the meeting to order at 3:56pm

I. Roll Call:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>President</td>
<td>Travis Gibbs</td>
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<tr>
<td>Vice President</td>
<td>Sal Soto</td>
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<tr>
<td>Senator-at-Large</td>
<td>Nick Sinigaglia</td>
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<tr>
<td>Business &amp; Information Technology Systems</td>
<td>Cheryl Honore</td>
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<tr>
<td>Communications</td>
<td>Edd Williams (Absent)</td>
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<td></td>
<td>Valarie Zapata (Absent)</td>
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<tr>
<td>Health, Human &amp; Public Services</td>
<td>Bob Fontaine</td>
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<td>Kim Metcalfe (Absent)</td>
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<tr>
<td>Humanities &amp; Social Sciences/</td>
<td>Eric Thompson</td>
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<td>Donald Foster (Absent)</td>
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<td>LaTonya Parker</td>
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<td>Math, Science &amp; PE</td>
<td>Ellen Lipkin (Absent)</td>
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<td>Nicolae Baciuna</td>
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<tr>
<td>Public Safety, Education, &amp; Training</td>
<td>Natalie Hannum</td>
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<tr>
<td>Associate Faculty</td>
<td>Michael Schulz (Absent)</td>
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<tr>
<td>Vice President, ASMVC</td>
<td>Constance Hardin (Absent)</td>
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<tr>
<td>ASMVC-Student Government</td>
<td>Vincent Patterson</td>
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Visitors:

<table>
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<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Vice President, Academic Affairs</td>
<td>Robin Steinback</td>
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<tr>
<td>Dean, PSET/BCTC</td>
<td>Cordell Briggs</td>
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<tr>
<td>Library/Communication</td>
<td>Debbi Renfrow</td>
</tr>
<tr>
<td>Classified Staff Liaison</td>
<td>Akia Marshall</td>
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<tr>
<td>ICC Co-Director</td>
<td>Ronald Johnson</td>
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<tr>
<td>Disabled Student Services</td>
<td>Joe Gonzalez</td>
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<tr>
<td>Director Cooperative Title V</td>
<td>Maureen Chavez</td>
</tr>
<tr>
<td>CIPR Coordinator</td>
<td>Carolyn Quin</td>
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II. Approval of Agenda: Unanimous Approval/Discussion: Akia Marshall requested agenda item (VII. a. be moved to item IV. c) and Carolyn Quin requested item (VII. c. be moved to item IV. d.).

Motion: Sal Soto
Second: Cheryl Honore
III. Approval of Minutes: 3/4/13 Unanimous Approval  
Motion: Cheryl Honore  
Second: Bob Fontaine

IV. New Business:  
   a. Master Grants—Senate input: Maureen Chavez  
      May 4, 2013 is the deadline date to apply for the Title V Coop grant for spring 2014.  
      Grant seeks to transition Moreno Valley campus outdoor spacing into a “living lab”  
      (13 acres). Institutional sustainability is needed after the grant expires. UCR is on  
      board. STEM club will pilot a hummingbird garden in front of Student Services  
      building.

   b. Title V & Public Media Funds and Budget—Senate input: Maureen Chavez  
      $99,900.00 Vision Maker Media Fund-sent forward

   c. Classified Staff Liaison: Akia Marshall  
      - Issue with College Police Equipment - Radio equipment not working  
        properly. College officers are currently using push-to-talk technology but  
        must contact dispatch via phone.  
      - Currently in the process of planning Confidential/Classified Staff retreat -  
        scheduled for June 13, 2013. Dr. Mayo will make the Classified Staff retreat  
        an annual event.  
      - Also in the process of planning Classified School Employee Week - scheduled  
        for May 20th through 24th.  
      - Staff layoffs/movement - board minutes reflected the loss of two employees  
        via resignations (Food Services, Financial Aid). Layoff meeting conducted  
        with College Police Personnel.  
      - CSEA looking into the process of how the college determines the staffing  
        needs (hiring staff as opposed to faculty and vice versa).

   d. Comprehensive Instructional Program Review Coordinator: Carolyn Quin  
      District accepted all 2012 Comprehensive Instructional Program Reviews.  
      Kinesiology approved by APC will be on the April 2, 2013 agenda (see handout).

   e. AoE updates: Natalie Hannum (see handout)  
      It is important the senators take the Areas of Emphasis to discipline to ensure courses  
      fit with your discipline. Natalie is requesting feedback regarding the pros and cons of  
      the AoE.  

      Sal Soto suggested not blocking or creating hurdles for students to receive a degree.  
      And the need for faculty to be “student centered”.  
      Travis Gibbs reminded senators of the 80% Rule. MVC is held to complete eighty  
      percent of the AAT or AST degrees that are listed [on the college’s submitted list].  
      Cheryl Honore question: Is the Business 80 course causing more problems?  
      Natalie Hannum response to Cheryl’s question: More to choose from.

   f. Faculty Offices:  

See the MVC Academic website for document attachments| RCCD
Travis Question: How we going to prioritize the list?
Major consideration if we are going to close down portables/ criteria for moving.

* Safety
* ADA Issues
* Substandard offices not going for seniority
More information forth coming in regards to faculty offices.
General Discussion regarding cost and double faculty office moves.

Natalie Hannum- Do we want to look at this in regards to program review?
Travis: Response to Natalie’s question-Yes

Quorum issues: Travis Gibbs: Noted nothing has happened with HSS appointing a spring interim senator.
Motion: Nicolae Baciuca
Second: Natalie Hannum
Acknowledgements from MVAS to lower quorum- remove Don Foster from Academic Senate Spring 2013- personal matters.

Senate VP nominations:
Senate Vice President nominations needed for the next senate meeting (4/1/13).
Natalie Hannum question: Does the V.P. position automatically come with chair of APC? Travis Gibbs response: Yes
Natalie recommended previous chair experience for the nominated individual(s) for the Vice President.
- You can self nominate and no surprise nominations (meaning discuss with nominee for their approval).
- Electronically submit nominations to Travis.
Cheryl Honore question: Are nominations for senators or everyone? Senators vote for the positions.
Travis Gibbs: Will send out email soliciting nominations MVC All.

Faculty graduation speaker:
Travis Gibbs: Not certain if the selection process is under way for this year’s full-time faculty graduation speaker.

Five-to-Thrive: Chris Nollette, May 21st: Sept. 2013 Presenter or backup for 5/21:
Travis Gibbs: Nominations needed for the Five-to-Thrive (September 2013) and back up speaker.
Dr. Steinback: District strict about board documents submission two weeks in advance and no revisions expected at the board meeting.
*Deadline May 7th – Chris Carlson to board- & April 30th deadline to President’s office.

New Basic Skills Coordinator: Request for nominations:
Travis Gibbs: Will send out e-mail solicitation for nominations for the position.

Procedure for joining the MVCFACC:
Sal Soto: An account has been established. If, funding being deducted from current monthly payment to district, stop payment and complete new statement for fund to be submitted to MVC Faculty Association and identify amount and submit to payroll. 

Sal Soto: Will send out email with attached form.

V. Old Business
   a. BP/AP 4020: Program, Curriculum, and Course Development-Vote next meeting
   b. Faculty-authored or compiled texts, papers, packages required for students. Per Travis “profit margin may be dicey” according to legal counsel. Other concern ADA compliance for publishing.
   c. RCCD Accreditation Function Map: Discussion and input (attachment was sent out) Unanimous Approval- Discussion: Uniform process to place colleges by alphabetical order. District Academic Senate (DAS) should look at the document. Cheryl H. question: Who wrote? Dr. Steinback response: The format is set by ACCJC and Vice Chancellor and Silvia Thomas led discussion.
      Motion: Nick Sinigaglia
      Second: Eric Thompson
      Dr. Steinback suggestions regarding district narratives- There are some responsibilities that are now MVC responsibilities. Dr. Steinback has frequent conversations reminding colleges are accredited not districts. Accreditation update: Three drafts will be completed by spring 2013. The president’s office is looking at hosting an on campus Town Hall meeting achievement date around April 1, 2013. Per Dr. Steinback the District Academic Cabinet stated they are impressed.
   d. DSPC Operational Guidelines (attachment was sent out)
      Item tabled for next meeting agenda.
   e. Committee appointments: Ongoing
      Committee appointments will be coming forward. SPC/Standard IV recommends placing committee or faculty assignments on Web Advisor.
   f. Accreditation updates: Ongoing
      Sal Soto - “Many thanks to Cheryl and Sheila Self Study Report incredible progress”.

VI. Officer and Student Liaison Reports
   a. President: Travis Gibbs
      • Dr. Briggs requested retreat rights to return to teaching English effective fall 2013. This request does not impact the three hiring positions. Dr. Briggs reasons for return 1). To teach & 2). To continue his scholarship/linguistic study commitment.
      • Were hiring practices followed at Norco in filling the Psychology faculty position? 7120c Admin. Procedures require discipline input in the job description and in the composition of the hiring committee. Psychology faculty determined discipline faculty wasn’t represented in the hiring procedure. Norco’s arguments 1). They are an independent college. 2). Previous job description used 4 years ago. Travis discussed a 4 year old job description is not valid.
• Request for help of MVC Treasurer to have secretary treasurer work with staff.

• **Dr. Steinback question:** Was geography faculty included in the position description at MVC? **Travis response:** Correctable

b. **Vice President: Sal Soto**
   - Urgent item Early Alert! Deadline is 3/26/2013. Early Alert is part of Title V. regulation. **Mr. Soto:** *At 19.5% of completion. Recommend faculty participate to see if the Early Alert system is working or data collection to determine efficacy.

c. **Secretary/Treasurer: LaTonya Parker**
   - No Report

d. **Senator At-Large: Nick Sinigaglia**
   - No Report

e. **College President (or designee): Dr. Steinback**
   - Selected Comprehensive Master Plan consultant: HMC. President will develop a task force to work on the master plan. **Travis:** Well carried out selection process of HMC consultant selection.
   - **Dr. Steinback:** Start date in March and completion date in December. Master plan is looking at educational and facilities master plan.

f. **Associate Faculty (Part-time Faculty): Michael Schulz**
   - Absent/No Report

g. **Student Liaison:**
   - March 21st MCAC will be having a panel of Moreno Valley Collage women share their backgrounds and success.
   - Friday 22nd Student Government will be hosting an Easter Egg hunt from 4-6 pm. Flyers for this event have been sent out to the local schools.
   - Tuesday, March 26th ASMVC will host a blood drive from 9am-3pm along with the health fair. The health fair has 30 plus health agencies confirmed to participate.
   - Elections will be next month April.
   - Student Senate is looking over AP 3437-handling complainants of bullying & AP/BP 3430 prohibition of harassment and retaliation.
   - Student Senate is looking over AP 5520 – student discipline procedures.

VII. **Committee and Liaison Reports:**
   a. **Strategic Planning Committee (SPC): Debbi Renfrow/Robin Steinback**
      - The SPC met on Feb. 21, 2013. At that meeting, Subcommittee III made the following motion:
        - "Approve augmentation to the Group II FF&E budget for the Student Academic Services Building project in the amount of $1,651,000, bringing the total Group II budget to $2,387,000. Funding Source: Measure C."
The SPC voted to approve the recommendation put forth by Subcommittee III. That recommendation was forwarded to the president's office on March 14th (please see attached document for the minutes).

The next meeting of the SPC is March 21st.

b. District Program Review (DPR): Bob Fontaine

No Report

c. MVC Faculty Assessment Committee: Sheila Pisa & Cheryl Honore (reported earlier)

d. Safety Committee: Cheryl Honore
   1. Discuss moving meeting day due to conflict with Academic Senate.
      a. Different day? Time:
   2. Obtaining new equipment for College Police.
      a. Radio repeaters-completed
   3. Procedures for alerting safety concerns around the campus.
      a. Is there a policy?
      b. Is there procedure?
      c. When can we put one in place?
      d. What format to use (Footprints)?
   4. Slipping Hazards
      a. Mud on pavement between PSC-15 building and Lions Lot.
      b. Sidewalks leading into college.
   5. Offices receiving money without having a safe at the receiving location (BCTC)
   6. Campus safety walks
      a. Two expected each year.
   7. Building & Floor Captains
      a. Are they expected to know First Aid/CPR? If so, when can there be training? Training free at BCTC.
      b. What if building and/or floor captains move to another location? How are new ones selected?

e. Academic Planning Council (APC): Sal Soto

Annual program review ranking e-mail sent out last Friday. March 15, 2013 and Tuesday, March 19, 2013/15/13 are the scheduled review dates in PSC 11 1:00pm-4:00pm. Soliciting Senator participation. The Dean of Instruction finalist is invited to meet chairs.

f. Curriculum Committee: Natalie Hannum

There was a discussion at the college and district curriculum committees about how AP/BP’s that involve curriculum come through the process. Recently, two AP/BP’s came through, but one routed through the Senates and the other to the Curriculum Committee. Natalie Hannum will be working with the College and District Senates, as well as the District Curriculum Committee for standardized process.
g. Program Review Task Force: Natalie Hannum
   Meet with SPC on Thursday, April 3, 2013.

h. District Academic Standards (DAS): Nick Sinigaglia
   There is a meeting scheduled next Wednesday.
   DAS working on three things:
       1. Mopping up Equivalency Policy
       2. Program Discontinuance Policy
       3. Drafting on Attendance Policy

i. Diversity Committee: Michael Schwartz
   No Report

j. Basic Skills Committee: Anna Marie Amezquita
   No Report

k. Faculty Development Committee: Dan Clark
   No Report

l. District Profession Growth & Sabbatical Leave Committee (PG&SLC): Kathy Saxon
   No Report

m. RCC District Faculty Association (RCCDFA)/CCA/CTA/NEA
   No Report

VII. Open Hearing: No discussion

VIII. Adjournment Travis Gibbs adjourned the meeting at 5:50pm
      Motion: Sal Soto