MEETING MINUTES
AGRICULTURAL SCIENCES TEAM MEETING
THURSDAY February 27, 2014
3:30 pm, Building 80 Conference Room

Present:
Carly Creley, Jennifer Hinostroza, Dave Lannom, Audra Lopez, Maya Padilla, Jamie Phillips, Brian Scott, Gary Uyeno, Tom Visosky and Dawn Waters
Annette Monugian, Matthew Pawlak, Jesus Ramirez, Darlene Vale, Mary Lou Visosky

1. Classified Items:
   a. Live-on:
      i. Status is increasing, good students.
      ii. Names: Brandon Peterson, Courtney Williams, Jovanna Wagner, Victoria Porras, Jose Mares.
      iii. Brian asked Matthew to invite them to the next dept. meeting.
   b. Matthew emailed parking guidelines for the farm area - please pass this info on to your students. Also, no student parking in bldg-80 courtyard. Ok for construction workers to park in front of bldg-40.
   c. Farm Tours are conducted Tuesdays, Wednesdays, and Thursdays from 9-12. Scheduling of tours is done by Sabeena Soni, in the Community Education Office. Sabina is listing our tours on a calendar emailing it to Mary Lou who is posting it in the Ag Secretaries Office.
   d. Jesus complimented - that students are keeping things very clean and picking up trash.
   e. Construction awareness:
      i. Drainage – swine unit and equine unit.
      ii. Swine unit- retaining wall, market pens
   f. Equipment we will be getting:
      i. 2 Gators - 1 from VTEA funds, 1 from Division funds
      ii. Tractor – from Bond funds

2. VTEA Requests: due to Jennifer by March 13th:
   a. Conference & Travel Requests and Equipment & Supplies Requests. Be sure to include sales tax and shipping in your total and also include all support documentation.
   b. Jennifer will be happy to look up what you had last year and email it to you.
   c. Anything we have currently been doing for more than 3-years cannot be asked for again this year.
   d. Look at pie requests.

3. Student Lab Assistants: need to be hired
   a. Jennifer needs to know:
      i. Number of hours?
      ii. Which classes?
      iii. Who they are?
   b. Reminder students can work up to 19 hours cumulative per week. This includes all areas: lab assistant, farm, and tours etc.
4. Department Awards For Ag Banquet:
   a. Awards: Brian passed out a 2014 Ag Banquet Template Form. Please complete with your award recommendations and bring it to our next department meeting.
   b. Scholarship Application Form: was reviewed by all those attending and Jennifer will update. Deadline for students to turn in is April 1st.
   c. Gift cards for student awards - we must have a list with the student name and their ID number.

5. Courses Due For Review 2014-15: turn in by May 1
   a. AGAG 91 – Ag Calc
   b. AGAN 51 - Animal Handling and Restraint
   c. AGHE 65 – Veterinary Radiograph
   d. AGOR 52 - Hydraulic
   e. AGOR 53 – Small Engine Repair I

6. Work Schedules:
   a. Brian requested that faculty and staff post your work schedules to include class hours and office hours on your door by first day of each semester.
   b. Email a copy to Mary Lou for the department office and bulletin board.

7. Important Dates:
   a. Farm Council Meeting  Thu. March 13  3:30pm-5:00pm
   b. Farm Work Day  Sat. March 15  8:00am-1:00pm
      i. Flyer-Jennifer
      ii. Tasks-Planting citrus and avocados, Demo gardens, Plants along fence by parking lot.
      iii. BBQ
      iv. After work play some wiffle ball with students and kids.
   c. IACUC Meeting  Thu. March 20  3:00pm
   d. RVT/AS Advisory Meeting  Thu. March 20  6:00pm
   e. Wiffle Ball Tournament  Sat. March 29  8:00am-4:00pm
      i. Games begin at 9:00am.
      ii. Need faculty and staff to help and play.
      iii. Brian sent an email earlier that gives information on the tournament.
      iv. Jennifer offered to post on Facebook.
      v. Jamie offered to post on moodle.
      vi. Jamie found a web site for rules - wiffle.com.
      vii. Lunch sponsored by CLCA (California Landscape Contractors Assoc.)
      viii. Tournament is held to raise money for the Ag Banquet.
   f. Ag Field Day  Sat. April 5  7:00am-1:00pm
g. Farm Day           Sat. May 3       9:00am-3:00pm
   i. Jamie is the coordinator.
   ii. Need to advertise – get info to Jill Dolan, Public Affairs Director.
   iii. Brian said Bobby D from Fox 11 may come out Fri. 5/2.
   iv. Jamie will organize the animal volunteers.
   v. Tom will organize the hayride.

h. Debbie Boroch Science Day     Sat. May 10       8:00am-12noon
   i. Maya is the contact from Ag Dept.
   ii. CSI theme-our ideas were submitted in the Fall.
   iii. Volunteers needed to boil carcass bones.
   iv. In & Out Truck will be there.

i. Hort. Advisory Meeting       Thurs. May 15       3:00pm

j. Horticulture Career Night    Thurs. May 15       5:00pm-10:00pm
   i. Will be held on the Ag Wiffle Ball Field unless arrangements can be made to hold it again in the Music Recital Hall.

k. Ag Banquet                  Fri. May 30       5:00pm-9:00pm

l. Plant Sales
   i. Salsa Sale - March 3
   ii. Fullerton Green Scene - April 12-13
   iii. Descanso Sale - April 24-27
   iv. Mother’s Day Sale - May 5-8

8. Division Items:
   a. Syllabi to division office – email: NSDivsyllabi@mtsac.edu.
   b. NSDIV@mtsac.edu – correspondence to division office.
   c. Enrollment management: review if we have any classes / sections to add in the Fall.
   d. Curriculum updates: need to be presented to your advisory committees.
   e. Faculty position: Dawn and Audra are on the Committee, should be set to go soon.
   f. Secretary position: should be decided soon if internal hire goes through.
   g. Give a list to Brian of any items you need and he will take it to Division.

9. Old Business:   none

10. New Business:
    a. Dawn talked with Karelyn and discussed the need to have measurable outcomes of our RVT students. Dawn is creating a quick survey for RVT students - more information to follow.
    b. Self-Evaluations are due: Maya, Tom and Audra.
    c. Building Items:
i. Air conditioning will be 2-weeks or more then, they will balance the system.
ii. Robert Connor is leaving Mt.Sac so we are not sure the status of the kennels.
iii. Tom and Matthew are giving Mike Gregoryk a farm tour.
iv. Fire science is not going across the street.

11. **Next meeting:** Thursday, March 27, 2013 @ 3:30 pm in 80 Conference Room.