MT. SAN ANTONIO COLLEGE – Minutes (Approved)

Architecture, IDE, Manufacturing Department Meeting
April 15, 2014, TIME: 11:00 a.m. – Noon, Bldg 13 Room 2250

Present: Max Lizarraga (Co-Chair), Ignacio Sardinas (co chair), Steve James, Robert Ho; Robert Perkins (on Sabbatical leave), Sharon Spoto,

<table>
<thead>
<tr>
<th>ITEM/DISCUSSION</th>
<th>Discussion/Updates</th>
<th>OUTCOME / ACTION NEEDED OR TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Review/Approval of Prior Minutes</td>
<td></td>
<td>X April 29 11 am (2nd hour) and Tuesday May 13 at 3:30 pm (2 hours)</td>
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<td>X Next dept. meeting</td>
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<td>2 Prior Mtg and Unresolved Business:</td>
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<td>Review of upcoming cyclic issues Sharon’s dept master calendar</td>
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<td>3 Department New Business:</td>
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<td>Notes: division meeting</td>
<td>Fall 2014 1st Download Due to Virginia 4/15/14</td>
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<tr>
<td>&gt; State wide issues</td>
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<td>&gt;College wide issues</td>
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<tr>
<td>&gt;Division wide issues</td>
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<tr>
<td>Scheduling issues</td>
<td>Copier in 28B is not working properly</td>
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<td>Enrollment issues</td>
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<td>Student classroom issues</td>
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<tr>
<td>Budget review/issues</td>
<td>See below on Sharon’s report</td>
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<tr>
<td>&gt;Dept budget</td>
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<tr>
<td>&gt;ARCH Income Gen</td>
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<td>&gt;IDE income Gen</td>
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<tr>
<td>&gt;ARCH VTEA</td>
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IDE VTEA  
IDE WIP

Course SLOs

Program SLOs

4 year curriculum review

Modified /new curriculum

Surveys

Note: This discussion and approval must be documented and the minutes attached to all 4 year reviews submitted through webcms. **Use bold and the highlight function to clearly point out dept approval**

Department Marketing
  >Webpage
  >Outreach

Committee reports  
  >Faculty association
  >Faculty senate
  >Other

Dept. Announcements

  >

Input for Advisory Mtg

SkillsUSA competition in San Diego April 24-28, 2014
ESL Career Conference May 14th

Arch in-house informational student survey template was approved via Iggy and will go out to faculty shortly
<table>
<thead>
<tr>
<th>Facilities Issues</th>
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<tbody>
<tr>
<td>Computer Issues</td>
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<tr>
<td>Equipment Issues</td>
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<tr>
<td>Clubs and Events</td>
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<tr>
<td>Uncategorized Issues</td>
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</tbody>
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### 4 Mtg Closing & Future Issues

<table>
<thead>
<tr>
<th>Next Meeting Date</th>
<th>April 29, 2014 at 11:00 a.m.</th>
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<tbody>
<tr>
<td>Approval of Minutes</td>
<td>Motion by Max and, Seconded by Steve to approve the March 4, 2014 Minutes XX, All in favor.</td>
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<td></td>
<td>Continuation of March 4th Meeting held on March 18th. Motion made by Steve and Seconded by Max to approve Minutes. All in Favor.</td>
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| Adjournment time         | Noon |

**Max's Report** - Has anyone volunteered to attend the May 14th Vesl Voc Ed (Steve to inquire)

**Iggys Report**

Basic skills certificate to be generated and will align students to our 18 unit transcript able certificates
Sharon's report

Provided Iggy with update on adjuncts response to e-mails. ARCH Adjuncts, Vitale need to turn in building and office keys.

IDE

Balances on Standing PO's

United Imaging - $200.00   P0031048

Carpe Diem  $495.00-    P0033049

Received:

MakerBot Replicator 2 X - P0033024

Tech Smith Snag-it 5 users   P 0033020

ARCH

ARCH Balances on Standing PO's

Lowe's - $1,316.47    P0033365

United Imaging $ 177.00   P0031047

Carpe Diem $2,624.37   P0030437

Home Depot. $2,500.00   P0032650

Income Generated - Carpe Diem R 0035477 $4,000.00

ARCH - Received

Studica - Maxwell Render Suite  60 seats - P0032991

Praxair- Welder and Supplies P0033019
Grainger - Mechanics Tool Sets P0033044

ARCH/ IDE WAITING ON Division Equipment Funds

4 ACER 1340 Dynamic High Speed Precision Lathes R0034402

MFG -

Balances Standing Purchase Orders

Home Depot - $1,000.00 P0033258

Carpe Diem - $1,054.34 P0033395

Industrial Metal Supply $1,000.00 P0033396

ENCO - $1,860.00 P0033663

McMaster Carr - $3,000.00 P0033256

MFG - Received

Open Builds Various Items P 0033023 - plus a Back Order

Sehi Computers - HP Laserjet Pro 400 P0032942

McMaster - Various Items P0033257 - plus a Back Order

Digi Key Various relays, switches, etc. P0033021

Home Depot Compressor Ingersol - P0033053

Home Depot - Compressor Dewalt P0033255

McMaster Carr - Tumbler P0034180

MFG - WAITING ON:

Grainger - Air Tapping Arm P0034472
PERKINS Standing Order

Home Depot -- Competition Supplies  P0031316  Balance Unknown

Mason report

Darrens report

Steve's report  He will discuss with Sharon IDE preparing an electronic Informational Survey similar to ARCH.

Robert Ho's report-should we consider sequencing courses (Iggy said we began but will consider more)