

**BUTTE COLLEGE MSC Group  
AGENDA**

**Thursday, October 12, 2023  
10:00 A.M. - 11:00 A.M. – Zoom**

<https://butte-edu.zoom.us/j/86828341613>

- |   |          |
|---|----------|
| I. Welcome<br>Robinson                                  | Tray     |
| II. Approval of the Agenda<br>Robinson                  | Tray     |
| III. Standing Committee Reports                         |          |
| a. Treasurer's Report<br>Nicholas                       | Jim      |
| b. Classified Senate                                    | N/A      |
| c. JPA Update<br>Little                                 | Chris    |
| d. Planning & Budget Committee<br>Boyd                  | Melisse  |
| e. Hearts & Flowers<br>Tray Robinson                    |          |
| f. Technology Council<br>Brandt                         | Wayne    |
| g. Professional Development Committee                   | Kam Bull |
| h. Transportation Task Force<br>White                   | Bob      |
| i. College Council<br>Adams                             | Denise   |
| j. Foundation Board<br>Robinson                         | Tray     |
| IV. New Business  |          |
| a. MSC Rep to Classified Senate                         |          |
| b. Administrative Procedure review                      |          |
| i. AP 7120 – VP Hiring - Jot Form Comments<br>Due 10/20 |          |

- c. New Employee Onboarding
  - i. Welcome letter
  - ii. Swag ideas
- d. Professional Development idea - Jot Form will be sent
- e. Website development for MSC
- f. Unit Planning Guidance  
Brian Murphy
- g. MSC Meetings - Zoom or Face to Face or Hybrid

V. Old Business

- a. MSC Handbook – review/revision in process
- b. Save the date: MSC Holiday Luncheon, December 14,  
12pm-1:30pm, Location TBD
  - i. Planning Committee
  - ii. Theme
  - iii. Activity

VI. Adjournment  
Robinson

Tray