

**BUTTE COLLEGE MSC Group  
MINUTES**

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

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

- I. Welcome Tray Robinson
  - Introduced the new MSC member for Outreach and Retention
  
- II. Approval of the Agenda Tray Robinson
  
- III. Standing Committee Reports
  - a. Treasurer's Report Jim Nicholas
    - Unable to attend due to campus audit. Will provide an update at the next meeting.
  
  - b. Classified Senate N/A
    - Still searching for a representative.
  
  - c. JPA Update Chris Little
    - No update.
  
  - d. Planning & Budget Committee Melisse Boyd
    - Budget Update
      - Criteria going to board tomorrow for review, comment from Trustee to make some changes, initial draft of budget criteria is going to board tomorrow will have month to ask for changes. Charter and bi-laws- discussion of template forms for charters/bi-laws, but both have been approved but may be moving to the new template format.
  
      - September system budget proposal for 24-25 to Governor, long process going to college council to meet vision 2030 goals. Majority of ongoing requests- COLA and rate increases, some requests for faculty (office hours and pro dev), students with dependents, DSPS, phase one common ERP for all colleges i.e. colleague conversion for all colleague (mixed support). Included- restoration of 500M 1 time for differed maintenance.
  
  - Budget Planning Guidance & Goals
    - Developed by Planning and Budget committee years ago, still in play.
    - Comparing this document with the budget criteria.
    - In a few weeks, the budget committee will collect feedback and

input for recommendations for changes.

- Unit Planning Guidance
  - New survey with instructions releasing soon with new, earlier deadline Dec. 15 for first deadline.
- Enrollment Update
  - Good news, seeing surge, can subscribe to reports.
  - Re-calculation coming soon
- Fall Forum - November 14
  - Information coming soon.

e. Hearts & Flowers

Tray Robinson

- No update.

f. Technology Council

Wayne Brandt

- Provided update – Hoping to start the council for the near future.
- Upon filling positions council will be formed.

g. Professional Development Committee

Kam Bull

h. Transportation Task Force

Bob White

- Task force provided a few recommendations for the future including contracting with B-Line or external transportation providers, and other options that would be shared with the group in the future.
- The District is losing a significant amount of money each year due to the cost of operation.
- A lot of students are unable to utilize the bus system because of the scheduling.

i. College Council

Denise Adams

- Jess Vickery is in the process of developing a template for committees to develop charters and or bylaws.
- Also, feedback for District planning process was sent and will be considered in finalizing efforts.

j. Foundation Board

Tray Robinson

- The Board is going through a strategic planning process.

IV. New Business

a. MSC Rep to Classified Senate

- b. Administrative Procedure review
  - i. AP 7120 – VP Hiring - Jot Form Comments  
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

- h. Holiday Lunch Planning Committee -

The following individuals volunteered to coordinate the holiday lunch.

- Kim McCall
- Malcom McLemore
- Liliana Guzman
- Yolanda Salazar-Garcia
- Angel Ventura-Plascencia
- Tray Robinson

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

Tray Robinson