

Mendocino College Academic Senate  
Special Meeting  
MINUTES  
Thursday, May 18, 2017  
1:30p.m. – 3:00p.m., Room 5310

- Call to order* President Edington called the meeting to order at 1:32p.m.
- Present* Maria Cetto, Jessica Crofoot, Jason Davis, Jason Edington, Catherine Indermill, Conan McKay, Tascha Whetzel, Vivian Varela (left at 2:00)
- Absent* Jordan Anderson, Doug Browe,
- Others* Steve Cardimona, Jim Xerogeanes, David Pai, Julie Finnegan, Phil Warf, Debra Polak (arrived at 1:38)
- Recorder* Catherine Indermill
- Agenda Approval* **M/S/C (Davis / Cetto) to approve the agenda – unanimous**
- Public Comment* Steve Cardimona pointed out that in last year’s Program Review cycle there was no indication of allocations for Professional Development and apparently, this year there isn’t again. Professional Development is an important aspect of our jobs and should be addressed appropriately on an annual basis.
- Discussion Items /  
New Business*
- 1. Discussion of Administration Proposed Plans for Reallocation of Space:** Edington introduced the topic by indicating the “process” of decision-making is as focus, as well as the thinking that these type of decisions should be made by the Facilities and Office Space Committees. Indermill began the discussion by indicating that there has been considerable positive progress working with the District through the week to come to a suitable decision. Of primary concern, at this point, and for this meeting is the question of “what are the immediate needs” in terms of the usage of space?”. She presented a brief outline of a few key points relative to the discussion (attachment #1). In addition, she made a few opening comments, including:
- The Academic Senate understands and respect committees have specific duties and tasks to accomplish. Faculty members serving on committees are representing the “faculty at-large” and the Academic Senate supports them and the work they do.
  - The intent of today’s meeting is not to discount all of the work done by various members of the College Community and committees, but to ensure that participatory governance is followed on this issue from here on out. And that faculty, as well as classified staff, have adequate input

on these decisions.

- Discussions with various people, including Interim VPESSE Polak have centered on what are our immediate needs and how do we address those. Such as:
  - New full time need to have the Office Space Committee make recommendation for individual offices
  - New Vice President of Student Services needs an office
  - HSI/FYI program needs designated space

General comments from Senator's and guests included:

- The "timing" of this adds to the problematic nature of the proposal. We have learned of this with only 3 weeks left of the semester.
  - This is a very busy time for faculty. Emphasis is to "slow down" to allow the process to play out
  - If the District is truly "student-centered", it should be asking: "what can we do, at this point to help faculty ensure student success?"
- The District's proposal is "huge", it affects almost every building on campus and many personnel
- Do we know what will be presented at the Facilities Committee at their meeting 5/19?
  - Edington answered that there is a 15+ page of comments sent to the Facilities Committee
  - Faculty members on the Facilities Committee said the addenda for the meeting is very brief and does not provide specific information as to the direction of the meeting
  - VPESSE read the email related to the meeting agenda indicating the Facilities Committee can make a recommendation based on all of the information that has been generated thus far
- Is the Facilities an "advisory" group? How can the Academic Senate help direct and support the faculty members on the Facilities Committee?
  - Edington indicated that Facilities Committee is advisory to PBC and the members of the committee said decisions are generally made by consensus, however it necessary a vote may be taken to clarify constituent positions. Further, many of the recent decisions have not required voting as they have not been controversial
  - Indermill added, this is one of the reasons for the Special Academic Senate Meeting - to develop a reasonable direct for the District to take immediately and help the faculty representative on Facilities Committee with their work at the meeting 5/19

Edington pointed out that the Office Space Committee was working on offices for new faculty. Some, but not all have been “assigned”. The office for the new Vice President of Student Services has been discussed and the Academic Senate position is that something temporary is not perfect, but acceptable.

In terms of the HSI/FYI Program, the question was asked about what actually is needed in terms of the type of space needed.

- Specifically, the purpose of the space was questioned. Faculty from the FC indicated this question was asked last October, but they have yet to be provided this information. VPSS Polak offered to obtain this for the Facilities Committee from the HIS Director, in time for the meeting the morning of 5/19.
- It was noted that it is not clear in the HIS Grant what is needed. Is it a year-around location for students or something that will be utilized more at the beginning of the semester (Welcome Center).

In terms of direction to the faculty representatives for the meeting the morning of 5/19 it was agreed that:

- It is not necessary for them to review the power point presentation of the proposed space allocation again
- The immediate needs as discussed are the important decisions that need to be made, the other moves can wait
- If they are presented with a “curve ball” (something completely new that has not been reviewed by the constituent groups), it is “ok” to say “no”. To not vote or agree to a new idea, plan that has not been vetted via participatory governance processes
- It was suggested that the wording on items #2 and #3 (attachement #1) be changed to:
  - **2. New VPSS office needs to be assigned --- Facilities Committee**  
Possible Solution: FC can recommend a temporary office location while *the planning process is completed*
  - **3. HSI / FYI space needs to be established --- Facilities Committee**  
Possible Solution: FC can recommend a temporary location while *the planning process is completed*

General discussion ensued about the process of decision making at the College. The focus was on the intent of participatory governance. It was noted that:

- Not every decision that is made at the college requires faculty input, but any and everything that is related to educating our student is. Faculty are the experts and should be including in designing

- programs, space etc. that impacts the student's education.
- Our processes related to decision-making and participatory governance are very important to Accreditation. We need to ensure that what our Accreditation Report says we are doing at the committee level is actually happening
  - As faculty, we need to be informed and speak up when the process is not being followed

Meeting adjourned at 2:46pm.

## ATTACHMENT 1

### Academic Senate Comments / Points of Discussion

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- Office Space and Facilities Committee members are representative of the faculty at-large
- Intent is *not to* disregard all work that has been developed on reallocation of space, but to *slow down* the process to allow for careful consideration of all input, as well as look at alternatives
- Understand there are some *immediate needs* that need to be addressed
  - 1. New faculty offices need to be assigned --- Office Space Committee**  
Possible Solution: vacant offices in room 1000 --- OFC needs to “assign”, this can be done via email;
  - 2. New VPSS office needs to be assigned --- Facilities Committee**  
Possible Solution: FC can recommend a temporary office location while other details (and the domino effect) are worked out
  - 3. HSI / FYI space needs to be established --- Facilities Committee**  
Possible Solution: FC can recommend a temporary location while other details (and the domino effect) are worked out