

MINUTES  
Mendocino College Academic Senate  
Thursday, February 11, 2016  
Room 4210 (Library Classroom) 12:30 – 2:00 p.m.

- Call to order* Edelman called the meeting to order at 12:33 p.m.
- Present* Tascha Whetzel, Reid Edelman, Jason Edington, Jessica Crofoot, Vivian Varela, Jody Gehrman, and Doug Browe.
- Absent* Catherine McKay, Steve Cardimona and Dan Jenkins
- Guests* Maria Cetto and Catherine Indermill
- Agenda Approval* M/S/C (Edington/Varela) to approve the Agenda of February 11, 2016
- Minutes Approval* M/S/C (Edington/Gehrman) to approve the Minutes of January 28, 2016  
Approved with a change to the Minutes.
- Public Comment* Edington mentioned that he attended the Statewide Academic Senate meeting. A topic of discussion was the retirement of current Chancellor Brice Harris. Bill Scroggins and Marty Hittelman are interested in the position. Edington will discuss this topic further at the next faculty meeting.
- Committee Reports* **Part-Time Faculty Report**  
Crofoot attended a State Council meeting on January 29 – 31<sup>st</sup>.  
- Discussion regarding the impact on K12 and dual enrollment  
- Various rules for the K12 system  
- Students able to opt out of various testing  
Part-time instructors have expressed concern regarding enrollment in their classes. Various classes have been cancelled while others exceed the number of students that should be allowed.
- President's Report**  
Edelman provided a written report. The following information was provided: BOT meeting (1/13/16) and PBC meeting (1/25/16).
- Edelman mentioned that he has received e-mails in reference to faculty office space. He suggested that faculty members review their areas to determine where space is available and what it is used for. He further mentioned that new faculty members will be hired soon. There may be more faculty members than space available.

Edelman mentioned that Dean Kouanchau was supposed to be in attendance today, but she is working on the food pantry and would appreciate additional volunteers.

Edington stated that his office is a drop-off and pick-up location for the food pantry. Dean Kouanchao would like additional people to volunteer, so that this effort can continue for our students.

Edelman will send information to faculty for their consideration. At this time, Edington, Gehrman, and Varela are interested in assisting with this effort.

Edelman mentioned an opening on the Professional Development Leave Committee. Currently there are four volunteers: Vicki Chaudrue, Jody Gehrman, Tim Beck and Nicholas Petti.

Edelman stated that he had received a letter from the committee chair supporting Jody Gehrman for the position.

Edelman asked Catherine Indermill how many people should be appointed to the committee and the timelines that need to be met.

Edington suggested that another Senate meeting be held next week to discuss the committee members and any additional information that is unable to be discussed at this meeting.

### *Old Business*

#### **Continued discussion of AS constitution & bylaw revisions**

Edelman and Edington reviewed the Constitution and Bylaws. The notations are in the Senate packet. The information is being reviewed with the Senate members for consideration and changes.

#### **Continued discussion of AS elections and future leadership**

Edington mentioned the need for a review of the Constitution to determine what information is more procedural and what information should be placed in the Bylaws.

Indermill stated that she is interested in assisting with this process.

Edington would like another member to help with this review.

Edelman stated a concern with the upcoming timeline and elections.

Edington suggested the information be brought back the Senate for review by the meeting scheduled on March 3<sup>rd</sup>.

Indermill mentioned that whenever something needs to be fixed we make changes where necessary. She suggested that some of the information be placed in the Bylaws. She found information from 2006 that stated the need to review the Constitution and Bylaws in detail, some of which is critical to our function.

Edelman mentioned that a review of the Constitution and Bylaws is done on a regular basis. He would like to be involved and determine if review and changes are necessary.

Indermill mentioned an issue concerning the election of the President and Vice President. She asked about the requirements to serve in those areas and would appreciate further discussion.

Edelman stated the way the Constitution is written at this point, the Vice President is the President elect, pending a vote of approval by the Full-Time Faculty.

Indermill stated that the position of Senate President and Vice President should be open now to full-time faculty for consideration.

She further stated that if consideration is given to the current Senate membership that some may not be interested or have the skill set to run for the position of President and Vice President. There are particular criteria, skill sets and experiences they should have. There may be current faculty members that are not serving on the Senate that may be interested in the positions.

Edelman mentioned that if current senators are unable to serve, the Constitution does allow for consideration of faculty members that may be interested. The process does favor those that currently serve on the Senate. Edelman stated that this is valuable, as it is preferable to have senate officers that are familiar with current issues under consideration by the senate and key planning committees.

Indermill stated that she is bringing the information forward from faculty members.

Edelman stated that the Senate is working on cleanup of the Constitution. If there is a need for a major overhaul of the Constitution then this discussion should take place over a year rather than over a month to make those changes.

Edington mentioned that the plan was to take and spend most of next year to determine if changes are necessary.

Edelman stated if we need to make changes then we need to do so. If there is a need to restructure then it will require further time and efforts.

Whetzel asked if there were other examples of what other colleges are using.

Edelman will bring the topic back to next meeting, which will be held on Thursday, February 18, from 12:30 – 2:00 p.m.

*New Business*

**Volunteers / appointments for faculty to CUE Evidence Team**

Edelman mentioned that the CUE Evidence Team is a sub group of the Student Equity Team. This information will be brought to the next meeting. Volunteers are needed and representation from the Science area is needed as well.

Whetzel stated that different sets of evidence teams will look at how we currently do business and determine what changes need to be made.

**Action Item: Approve proposed change in Program Review Cycle**

M/S/C (Edington/Varela) to approve the changes that have been made to the Program Review Cycle.

*Future Agenda Items*

**Faculty Meeting – February 25**

(food by Student Services/Learning Skills/Counseling)

- Faculty office space recommendations
- Review academic rank procedures & process
- Review of Minimum Qualification Procedures
- Committee Reports (EAP, SLOT, Curriculum, Student Equity...)
- Test Proctoring
- CTE Liaison position & Senate CTE representation
- Consider altering calendar – Wednesday prior to Thanksgiving
- Staffing & services – Native American Resource Center
- Legislative issues
- Pt Arena pending resolution

*Next Meeting*

Thursday, February 18, 2016, from 12:30 to 2:00 p.m.

*Adjournment*

The meeting adjourned at 1:54 p.m.

**Academic Senate Membership 2015/2016**

Reid Edelman – President	Jason Edington – Vice President – (Math)
Doug Browe – (CVPA)	Steve Cardimona – (Science)
Dan Jenkins – (CTE)	Vivian Varela (Social Sciences)
Jessica Crofoot (PT Faculty Rep)	Catherine McKay (PT Faculty Rep)
Jody Gehrman – (English, Library & Languages)	
Tascha Whetzel – (Student Services, Learning Skills & Counseling)	

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- Present* Reid Edelman, Tascha Whetzel, Jody Gehrman, Doug Browe, Jason Edington, Catherine McKay, Jessica Crofoot, and Vivian Varela
- Absent* Steve Cardimona and Dan Jenkins
- Guest* Catherine Indermill
- Agenda Approval* M/S/C (Edington/Gehrman) to approve the Agenda of February 18, 2016
- Minutes Approval* Minutes for 2/11/16 and 2/18/16 will be considered at the 3/3/16 meeting.
- Public Comment* None
- Committee Reports* Committee reports will occur at the 3/3/16 meeting
- Old Business* **Appoint two faculty to Professional Development Leave Committee**  
Edelman mentioned an opening on the Professional Development Leave Committee. Currently there are four volunteers: Vicki Chaudrue, Jody Gehrman, Tim Beck and Nicholas Petti.
- Indermill stated that she supports Gehrman on this committee due to her prior experience. She also mentioned that the committee members should be non-probational, tenure-track faculty.
- Edington stated that Gehrman’s prior experience would be an excellent choice for the committee. It was also mentioned that having a CTE faculty member on the committee would be good.
- M/S/C (Edington/Browe) to appoint Jody Gehrman and Nicholas Petti to serve on the Professional Development Leave Committee.

**Volunteers/appointments of faculty to CUE Evidence Team**

Edelman mentioned that invitations have been sent to particular individuals asking for their participation.

Whetzel stated that there will be one large evidence team that will be broken down into smaller teams depending on work assignments. A meeting has been scheduled for March 1, with CUE members.

Edelman encouraged all Senate members to be part of the process.

Whetzel further stated that the process is approximately 17 months. Some of the topics will be: Course completion, Basic Skills, etc.

Varela and Gehrman are interested in assisting with the CUE equity process at later date.

Edelman suggested that any others interested in serving on the evidence team should speak with him or Kate Veno regarding the process.

### **Discussion Bylaws and Constitution**

Indermill stated that a discussion regarding changes to the Constitution and Bylaws needs to continue in a faculty meeting or during Senate meetings for the next few weeks. The discussion and suggested changes to the documents would be timely for the fall semester.

Edington agreed that the discussion should start early because of the time needed to review and make changes. He would also like a procedure in place for regular review.

Edelman stated that changes to the Constitution and Bylaws were made at least three years ago and are due for review and further discussion.

Edelman mentioned that he hopes a current Senate member would run for the position of Vice President. If no one is interested in the position, from within the Senate, the opportunity would be open to the full-time faculty for their consideration.

Indermill mentioned that the current Constitution and Bylaws are restrictive regarding elections. She further stated that a six-year commitment could be very difficult for certain faculty members.

In order to serve on the Curriculum Committee there is a list of criteria that each member has to meet. She suggested that there be criteria for the positions of Vice President and President as well.

Edelman mentioned that he is less resistant to open up the position of Vice President. However, he feels that serving as the current Vice-President and being involved in current topics under consideration is very valuable for an incoming senate president. He stated that he prefers that the Vice President move to the position of President because there is a value of continuity. The Vice President would be more effective as President due to prior involvement in committees, history of events, etc. He would like to recruit Senators that are potentially interested in leadership positions in the future..

He agreed, if there is no one interested in the position of Vice President, from current Senate members, that the position would be open to all full-time faculty.

Edington suggested that the Vice President position be open to full-time faculty that have served on the Senate at some point. Some of the topics discussed in Senate are the same, while others are ever changing.

Whetzel stated that she was interested in serving on the Senate, but she is not interested in serving in a leadership role. She mentioned that there are others that are of the same mindset.

McKay mentioned that time away brings a renewed perspective of things, a more engaging perspective.

Indermill mentioned that she is making suggestions on behalf of others. She stated that particular relationships may not be a benefit to the faculty. There is no opportunity to get out of that arrangement. If there were some flexibility, faculty might have an opportunity voice their opinion and others would step up the position.

Edelman suggested that the discussion continue this semester. There are upcoming deadlines that have to be met.

He mentioned if changes are made to the Constitution they need to be voted on by the full-time faculty.

The flow of officers is stated within the Constitution, unless there is an election to change the Constitution.

Gehrman suggest that the Vice President should have served on the Senate at some point.

M/S/C (McKay/Browe) to put forth the changes that we are currently making in our Constitution and to create a ballot for the full-time faculty to vote at the same time.

Edelman mentioned a concern because of lack of clarity in the current constitution. If the Vice President is not a current senator our Constitution and Bylaws do not show us how to proceed.

Edelman mentioned that elections have to be held in April. He suggested that, if necessary, the Senators and President could be elected and vote on the Vice President at a later date, after the revisions to the constitution have been ratified by the faculty.

A suggestion to ratify the Constitution and Senators in April and to elect a Vice President in May.

Motion is withdrawn

M/S/C (McKay/Browe) to hold elections for Senate members and ratify the Constitution in early April.

Edelman suggested when we hold our election we will include revisions to the Constitution.

Indermill mentioned Article II, regarding Academic Senate Committees & Appointments be more specific

M/S/C (McKay/Browe) amend the motion to specify the particular Article and sections of the Constitution.

Edelman suggested a further amendment to include revision to the Constitution or matters that we have been able to reach agreement on. Other items will be revisited in the near future.



Browe asked for clarification from Indermill regarding the upcoming elections.

Indermill stated that she would like the positions of President and Vice President to be open to all full-time faculty for consideration.

Edelman suggested that elections be held. If there is no one interested in running for the position of Vice President than another election will take place.

Crofoot mentioned if changes are made to the Constitution and Bylaws, regarding part-time faculty, there would be a violation to the CBA per article 16.3.

Edelman mentioned that delegating academic committee recruitment or appointment to the unions might be a violation to TITLE V, as these are clearly 10+1 matters. If we make a change then it is up the District to make the necessary changes in the contract language.

**Discuss proposed revisions to AS Constitution with regard to eligibility of officers, division of content in constitution vs. bylaws and any other issues**

To be discussed at the March 3<sup>rd</sup> meeting.

**Continue discussion of AS bylaw revisions**

To be discussed at the March 3<sup>rd</sup> meeting.

**Continue discussion of Academic Senate elections and future leadership.**

To be discussed at the March 3<sup>rd</sup> meeting.

*New Business*

**None**

*Future Agenda Items*

Faculty Meeting – February 25 (food by Student Services/Learning Skills/Counseling)

- Faculty office space recommendations
- Review academic rank procedures & process
- Review of Minimum Qualification Procedures
- Committee Reports (EAP, SLOT, Curriculum, Student Equity...)
- Test Proctoring
- CTE Liaison position & Senate CTE representation

- Consider altering calendar – Wednesday prior to Thanksgiving
- Staffing & services – Native American Resource Center
- Legislative issues
- Pt Arena pending resolution

*Next Meeting* Thursday, March 3, 2016, from 12:30 to 2:00 p.m.

*Adjournment* The meeting adjourned at 2:00 p.m.

**Academic Senate Membership 2015/2016**

Reid Edelman – President	Jason Edington – Vice President – (Math)
Doug Browe – (CVPA)	Steve Cardimona – (Science)
Dan Jenkins – (CTE)	Vivian Varela (Social Sciences)
Jessica Crofoot (PT Faculty Rep)	Catherine McKay (PT Faculty Rep)
Jody Gehrman – (English, Library & Languages)	
Tascha Whetzel – (Student Services, Learning Skills & Counseling)	

## **PRESIDENT'S REPORT**

For March 3, 2016 meeting

### **BOT MEETING 2/10/16 (5-6:10 PM)**

I arrived at the meeting late (at 6 PM) due to a conflict with one of my classes which meets this semester on Wednesdays until 5:50 PM. When I arrived at the BOT meeting, they were already on trustee reports and soon after went into closed session.

### **EAP MEETING 2/11/16 (9-10 AM)**

- 1) **Program Review Part II:** Reid distributed written summaries of program review summaries presented at our last meeting. Dan noted that we still need a report from Fire Science. Ginna said we are also missing a report from Humanities. Rebecca pointed out that this is really a class, not a program and may not require a program review. Dan, Jessica & Steve will present this at our next meeting. We agreed to strike Humanities from the summary list. Debra will follow up with music faculty on issues, but no PAT was assigned. We also discussed issues relating to the welding courses, though it is not really a program (more a "cluster of courses). We agreed to assign a PAT to welding: Steve Hixenbaugh, Kurt & Bob Bartow were assigned to the PAT. ADJ also requires a PAT. This PAT will include Steve Hixenbaugh, Rod Mitchell, Greg Hicks and Bob Nishyama.
- 2) **PAT Updates:** Steve reported on BOT & CAM PATs. DJ Kennedy also reported on Paramedic PAT.
  - **BOT:** Steve presented that BOT is somewhat redundant with Business & Computer disciplines. He mentioned folding BOT into these programs. We asked whether some sort of official program discontinuance process would be necessary. He also introduced us to the statewide Business Information Worker program that has been endorsed by the Chancellor's Office and which we will be pursuing. Rebecca asked about legal and other issues involved in discontinuing a program. Ginna said that indeed there is a process which must be followed. EAP accepted recommendation to discontinue BOT and create a new program based on the statewide Business Information Worker model. Kurt volunteered to be involved in creation of BIW program.
  - **PARAMEDIC:** DJ presented on need for a Public Safety Coordinator position. EMT has grown from 39 to 118 students. Dual Enrollment courses have greatly contributed to growth in public safety courses. DJ outlined possible duties of the proposed coordinator position, including overseeing EMT, Fire Science, and Dual & Concurrent Enrollment Programs. He outlined the many specific mandated duties of overseeing these programs, including maintaining standards, accreditation paperwork, maintaining provider & hospital contacts, ordering & maintaining supplies, and meeting attendance. This is all in addition to college responsibilities such as grant development, SLOs & program review processes. Ginna pointed out that this is really a staffing request, and that EAP's focus is limited to programmatic recommendations. Dan summarized that this is a healthy program that needs coordination. But next step is for this to go through college staffing & Program

Review process. For us, we need this in PAT format. Rebecca suggested that we should have a proposal come to us for a Paramedic Program.

- **CAM:** Steve's report was postponed until our next meeting.

**3) Fine Woodworking:** Dan made motion to approve proposal for Fine Woodworking certificates. There was no discussion. Motion approved.

**4) Future agenda items (Feb 25, 9:30-11):** We ran out of time before talking about the Program Review Cycle, and the Digital Arts Media proposal.

### **PBC 2/23/16 (2-3:30 PM)**

#### **1. Center for Urban Education Update:**

Kick-off of CUE work will occur on March 1, 2016. Invitations have gone out for faculty / staff "evidence team." I brought up question about how faculty are being selected to serve on the evidence team, and the role of the senate in appointing these members. Arturo suggested that we talk about potential members in the future. I mentioned that if there is a selective process for faculty selection, then senate should be involved in appointing those who will serve. Arturo and I will speak further about this.

#### **2. Student Achievement Standards:**

Minerva reviewed current standards and our success. We discussed setting new minimum standards for the future given our excellent success in meeting previously established institution-set standards in all areas. We agreed to establish institution-set minimum standard at least at the level of the statewide average. For the other standards, we decided to post-poner raising standards until we can collect more data to establish more reliably where our average rests in each of the areas.

#### **3. 2016-2017 FTES Projections (Eileen):**

Eileen reported on Summer FTES for summer 14/15 & 15/16 and fall 2015 & spring 2016. We will need to set target for 2016/17. Excluding coast, target that will likely be funded by the State is 3120. With consideration of coast, we need to decide how many FTES to add to this for our target. This morning, the Enrollment Management Committee agreed to set target for year at 3320. This is based on two summers at 325 and two semesters at 1335 each.

#### **4. Budget Workshop (March 22, 2016, 12:30-1:30, room 4210)**

Eileen reported that she will bring PBC a report the same day as the workshop.

#### **5. Fine Woodworking Program:**

VP Guleff presented where we are currently with transition of fine woodworking faculty from CR to us. She also reported on curriculum process to adopt this new program at Mendocino College. Professor Montes has worked with instructor Laura Mays and Dean Polak to revise course outlines to match our current 2016 standards. In order to provide open access, enrollment will be "first-come-first-served" for those who meet the prerequisites and who can commit to the intensive nature of eh program.

## **6. Proposed change to Program Review Timeline:**

VP Guleff stated that the new timeline has been enthusiastically embraced by faculty & staff. PBC approved moving forward with the new timeline.

## **7. Staffing Requests:**

Dean Polak presented staffing requests for two recently vacated replacement positions.

**Center Asst-NCC** replacement position: PBC approved replacing this position with an increase from a 10-month to a 12-month position (40 hours/week)

**Chemistry Lab Technician**-replacement position: PBC recommended filling this at 11 months at 40 hours per week (a replacement position being filled with an increase in hours).

AS VP Jason Edington raised an issue about process, given that there are some positions that do not exist yet but are needed while these positions are being expanded. We agreed that change in program review timeline will improve this situation in the future, allowing more time to consider all staffing requests prior to making decisions on where to move forward.

## **8. Hiring Update; EEO & Temporary Employee Background Clearance & Hiring Committee Update (Director Meyer)**

Director Meyer reported on status of hiring committees & process. All are moving ahead effectively, except we did need to extend the deadline on the AEBG Project Manager position due to an inadequate applicant pool. Director Meyer also reported on equity training in Yuba. EEO advisory committee is being formed. It was also reported that going forward, all temporary employees will need to be fingerprinted in order to be employed, even on a temporary part-time basis.

## **9. Grants:**

Minerva Flores had nothing to report at this time

**Meeting adjourned 3:40 PM.**

## **VP / Academic Senate / Deans / Directors Meeting 2/23/16 (4-5 PM)**

### **1. Academic Senate Report**

Jason and I reported on current senate activities, including constitution / bylaw revisions, office space issues & online education (Canvas) training over the weekend. Jason pointed out that when students sign in on Canvas, they will see a shell for each of their classes, not just the online classes. So all faculty really need to be trained on this.

**2. Ulises & Anastasia reported** that the BOG fee waiver will change effective fall 2016. Two consecutive semesters on probation may result in students' loss of BOG fee waiver eligibility. Ulises reported that over half of our students receive a BOG fee waiver, so this may affect many students!

**3. Ketmani reported on Student Services:** ASMC will hold election earlier. Food Pantry may be partnering with Plowshares to enhance student baskets, to include fresh fruit & sandwiches.

**4. Viki Chaudrue Reported on Nursing:** Nursing Asst. Director Position closed. Michael McDonald Concert has sold out! 30% of proceeds will go to Nursing Program to assist graduates to move onto Nurse Practitioner training (RN to FNP).

**5. Anastasia reported on Admissions & Records:** backing up census and also starting to plan Commencement Ceremony for this year. Anastasia is also working on updating policies and procedures.

**6. Matt Gordon reported on Athletics:** Winter sports have ended. Men's Basketball won tournament, though they are not going to playoffs. Women's winter sports have also ended. Baseball & softball have started.

**7. Steve Hixenbaugh reported on CTE / Debra Polak reported on Instruction & NCC:** showing 46% bump in K12 students due to dual enrollment. Currently scheduling for Summer & Fall terms. Building strong pipeline with K12 students. Debra also spoke about limitations we face due to shortage of space.

<u>Committee</u>	<u>2014-15 Committee Composition</u>	<u>Committee Composition for 2015-16</u>
<u><b>EAP</b></u> <u>2 year terms</u> <u>Need 6 FT &amp; 1 PT fac</u> <u>Co-chairs:</u> <u>AS Prez &amp; VPI: Edelman &amp; Guleff</u>	<u>Jason E (term expiring)</u> <u>Dan Jenkins (term expiring)</u> <u>R. Montes (term expiring)</u> <u>Tim Beck (terms ends 2016)</u> <u>V. Varela (term ends 2016)</u> <u>J. Crofoot (term ends 2016)</u>	<u>Jason E (serves by virtue of position-AS VP)</u> <u>Dan Jenkins (serves by virtue of position-SLO Chair)</u> <u>R. Montes (serves by virtue of position-Curriculum Chair)</u> <u>Tim Beck (terms ends 2016)</u> <u>V. Varela (serves by virtue of position-Distance Ed. Coord.)</u> <u>J. Crofoot (term ends 2016)</u>
<u><b>Enrollment Management Committee</b></u> <u>Terms not specified</u> <u>Need 6 FT &amp; 1 PT fac</u> <u>Co-Chairs:</u> <u>VPI: V. Guleff &amp; AS Pres. or VP: J. Edington</u>	<u>Vivian Varela</u> <u>Conan McKay</u> <u>M. Frederickson</u> <u>Les Pfitzenreuter</u> <u>Roger Hock</u> <u>Jessica Crofoot</u>	<u><b>Reaffirmed current membership &amp; specify 2 year terms as indicated:</b></u> <u>Vivian Varela (term ends 2017)</u> <u>Conan McKay (term ends 2017)</u> <u>M. Frederickson (term ends 2017)</u> <u>Les Pfitzenreuter (term ends 2016)</u> <u>Roger Hock (term ends 2016)</u> <u>Jessica Crofoot (term ends 2016)</u>
<u><b>Curriculum</b></u> <u>2 year terms for FT</u> <u>1 year term for PT</u> <u>Chair: R. Montes</u>	<u>Leslie Banta (term expiring)</u> <u>Tim Beck (term expiring)</u> <u>Julie Finnegan (term ends 2016)</u> <u>Rodney Grisanti (term expiring)</u> <u>Tascha Wetzel (term ends 2016)</u> <u>Jeff Brunner (PT rep)</u>	<u><b>Leslie Banta &amp; Tim Beck appointed to additional terms, through 2017. Jeff Brunner appointed to additional term as PT rep. Conan McKay to replace Rodney Grisanti.</b></u>  <u>2015-16 committee composition to be:</u> <u>L. Banta (term ends 2017)</u> <u>Tim Beck (term ends 2017)</u> <u>J. Finnegan (term ends 2016)</u> <u>Conan McKay (term ends 2017)</u> <u>Tascha Wetzel (term ends 2016)</u> <u>Jeff Brunner (PT rep) (term ends 2016)</u> <u><b>Kurt Combs (by virtue of position as Articulation Officer)</b></u>
<u><b>Staffing Committee</b></u> <u>3 year terms for faculty</u> <u>Includes 5 faculty, FT or PT</u> <u>Chair: Dean D. Polak</u>	<u>Steve Crossman (term ends 2017)</u> <u>Doug Boswell (term ends 2016)</u> <u>Barbara French (term expiring)</u> <u>Rachel Donham (term ends 2017)</u> <u>Greg Hicks (term ends 2017)</u>	<u><b>Appoint John Koetzner to replace Barbara French with a term running Fall 2015-Spring 2018:</b></u> <u>Steve Crossman (term ends 2017)</u> <u>Doug Boswell (term ends 2016)</u> <u>John Koetzner (term ends 2018)</u> <u>Rachel Donham (term ends 2017)</u> <u>Greg Hicks (term ends 2017)</u>
<u><b>SLOT</b></u>  <u>Chair: Dan Jenkins</u> <u>Two year terms</u>	<u>Jaime Cechin (term ends 2016)</u> <u>Julie Finnegan (term ends 2016)</u> <u>John Koetzner (term ends 2015)</u> <u>Aeron Ives (term ends 2016)</u> <u>vacant</u> <u>Christine Soldate (PT-2016)</u>	<u><b>Committee assigned as listed:</b></u> <u>Jaime Cechin (term ends 2016)</u> <u>Julie Finnegan (term ends 2016)</u> <u>John Koetzner (term ends 2017)</u> <u>Rachel Donham (term ends 2017)</u> <u>Jordan Anderson (term ends 2017)</u> <u>Christine Soldate (PT-2016)</u>
<u><b>Basic Skills</b></u> <u>Two year terms</u> <u>Chair: Sarah Walsh</u>	<u>Leslie Banta</u> <u>Jaime Cechin</u> <u>Ginny Buccelli</u> <u>Tascha Whetzel</u> <u>Maria Cetto</u> <u>Andrew Letsky (PT Rep)</u>	<u><b>AS recommends that Jean Stirling replace Leslie Banta on the committee. Also, add Roger Adhers to represent Math. Terms should be established as listed:</b></u> <u>Roger Adhers: (through 2016)</u> <u>Jean Stirling (through 2017)</u> <u>Jaime Cechin (through 2016)</u> <u>Ginny Buccelli (through 2017)</u> <u>T. Whetzel (through 2016)</u> <u>Maria Cetto (through 2017)</u> <u>Andrew Letsky (PT Rep) (through 2016)</u>
<u><b>Distance Education</b></u> <u>2 year terms</u> <u>Includes 5 FT, 1 PT, 1 counselor plus chair</u> <u>Chair (distance ed. coordinator): V. Varela</u>	<u>Conan McKay</u> <u>Jason Edington</u> <u>Roger Hock</u> <u>Dan Jenkins</u> <u>Steve Crossman (by position)</u> <u>Catherine McKay (PT Rep)</u>	<u><b>Catherine Indermill to replace Conan McKay. Terms should be established as indicated:</b></u> <u>Catherine Indermill (through 2017)</u> <u>Jason Edington (through 2017)</u> <u>Roger Hock (through 2016)</u> <u>Dan Jenkins (through 2016)</u> <u>Steve Crossman (by position)</u> <u>Catherine McKay (PT Rep)</u>

<p><b>Student Equity</b> Terms not specified  <b>Co-Chairs: Leslie Banta &amp; VP Guleff</b>  <u>1/28/16: Tascha Whetzel appointed to replace Leslie Banta as faculty co-chair</u></p>	<p><u>Jordan Anderson</u>  <u>Tascha Whetzel</u>  <u>Rhea Hollis, Maria Cetto</u>  <u>Jessica Crofoot</u>  <u>Leslie Banta</u>  <u>Sarah Walsh</u>  <u>Mike Guiffrida</u></p>	<p><b>Leslie Banta to replace Sarah Walsh as committee chair. Tomja Ramming to join the committee:</b>  <u>Jordan Anderson (term ends 2017)</u>  <u>Tascha Whetzel (term ends 2017)</u>  <u>Rhea Hollis (term ends 2017)</u>  <u>Maria Cetto (term ends 2017)</u>  <u>Jessica Crofoot (term ends 2016)</u>  <u>Tonja Ramming (term ends 2017)</u>  <u>Sarah Walsh (term ends 2016)</u>  <u>Mike Guiffrida (term ends 2016)</u></p>
<p><b><u>Additions to committee staffing considered in Fall 2015:</u></b></p>	<p><b><u>2015-16 Committee Composition (faculty only)</u></b></p>	<p><b><u>Proposed Actions:</u></b></p>
<p><b><u>Facilities Committee</u></b>  <b><u>Two year terms</u></b>  <b><u>Chair: Steve Oliveria (Dir of Maintenance &amp; Operations)</u></b></p>	<p><u>Steve Cardimona</u>  <u>Jim Xerogeanes</u></p>	<p><b><u>Assign 2-year terms as follows:</u></b>  <u>Steve Cardimona (term ends 2017)</u>  <u>Jim Xerogeanes (term ends 2016)</u></p>
<p><b><u>Non-Credit Committee</u></b>  <b><u>Two year terms</u></b>  <b><u>Chair: Ketmani Kouanchao (Dean of Student Services)</u></b></p>	<p><u>New committee</u></p>	<p><b><u>Assign:</u></b>  <u>Conan McKay (term ends 2017)</u>  <u>Tascha Whetzel (term ends 2017)</u>  <u>Euline Olinger (term ends 2017)</u>  <u>Sarah Walsh (term ends 2017)</u></p>
<p><b><u>EAP</u></b>  <b><u>2 year terms</u></b>  <b><u>Need 6 FT &amp; 1 PT fac</u></b>  <b><u>Co-chairs:</u></b>  <b><u>AS Prez &amp; VPI: Edelman &amp; Guleff</u></b></p>	<p><u>Jason E (term expiring)</u>  <u>Dan Jenkins (term expiring)</u>  <u>R. Montes (term expiring)</u>  <u>Tim Beck (terms ends 2016)</u>  <u>V. Varela (term ends 2016)</u>  <u>J. Crofoot (term ends 2016)</u></p>	<p><u>Jason E (serves by virtue of position-AS VP)</u>  <u>Dan Jenkins (serves by virtue of position-SLO Chair)</u>  <u>R. Montes (serves by virtue of position-Curriculum Chair)</u>  <u>Tim Beck (terms ends 2016)</u>  <u>V. Varela (serves by virtue of position-Distance Ed. Coord.)</u>  <u>J. Crofoot (term ends 2016)</u>  <b><u>Fill vacant at-large FT faculty seat:</u></b>  <b><u>Nominees:</u></b>  <u>Rodney Grisanti Rachel Donham</u>  <u>Jordan Anderson Kurt Combs</u>  <u>Ginny Buccelli</u></p>
<p><b><u>Student Services Council</u></b>  <b><u>2 year terms</u></b>  <b><u>Co-chairs:</u></b>  <b><u>Lead Counsellor &amp; VPI: Crossman &amp; Guleff</u></b></p>	<p><u>Faculty serving by virtue of their position:</u>  <b><u>FT DRC counselors</u></b>  <u>(currently Rhea Hollis &amp; Tascha Whetzel)</u>  <b><u>Cal Works Counselor</u></b>  <u>Currently Tanja Ramming</u>  <b><u>Curr. Com. Chair (R. Montes).</u></b></p>	
<p><b><u>Accreditation Steering Committee</u></b></p>		<p><u>At 10/15/15 meeting:</u>  <u>Lisa Rosenstreich and Alicia Mendoza appointed to replace Steve Cardimona.</u></p>
<p><b><u>Additions to committee staffing considered in Spring 2016:</u></b></p>	<p><b><u>2015-16 Committee Composition (faculty only)</u></b></p>	<p><b><u>Proposed Actions:</u></b></p>
<p><b><u>Professional Development Leave Committee</u></b>  <b><u>2 year terms</u></b>  <b><u>Co-chairs:</u></b>  <b><u>Catherine Indermill &amp; VPI: Guleff</u></b></p>	<p><u>Catherine Indermill (term ends 2016)</u>  <u>Jean Stirling</u>  <u>Leslie Saxon West</u>    <u>Nicholas Petti (term ends 2017)</u>  <u>Jody Gehrman (term ends 2017)</u></p>	<p><u>Appoint 2 of following:</u>  <u>Viki Chaudrue</u>  <u>Jody Gehrman</u>  <u>Tim Beck</u>  <u>Nicholas Petti</u>  <u>At 2/18 AS meeting Jody Gehrman and Nicholas Petti were appointed to this committee to replace Jean Stirling and Leslie Saxon West.</u></p>

**Committee volunteers for 2016-2017:**

Technology: Casey Bylund



## **Faculty Meeting Topics & Food Rotation**

### **October 8:**

- Present AS 15-16 goals (Reid & senators)
- Report on Coastal Implementation (Dan & Jody)
- OEI presentation (Jason)

Food by Jody & English / Communication / Library / Languages

### **November 3 (Tuesday):**

- Report on statewide initiatives and plenary resolutions

Food by Vivian & Social Sciences, Psychology, Political Science & History

**December 17:** Steve & Sciences

**January 22, 2015** (in-service: lunch provided by administration)

**February 25:** Tascha & Student Services / Learning Skills / Counselling

- Brian Klovski on bookstore matters
- Jessica Silva on marketing services
- VP Jason Edington to report on Instructional Design Conference

**March 24:** Dan & CTE

**April 21:** Jason & Math

**May 19:** Doug & CVPA

Reid will assist with set-up & clean-up for all meetings, provide plates, cups, napkins & utensils for all meetings and assist with CVPA lunch.

<b>Fine &amp; Performing Arts</b>	<b>Science</b>	<b>Mathematics</b>	<b>CTE</b>
<i>Doug Browe</i>	<i>Steve Cardimona</i>	<i>Jason Edington</i>	<i>Dan Jenkins</i>
Boswell, Doug Edelman, Reid Grisanti, Rodney Pfutzenreuter, Les Rosenstreich, Lisa Saxon-West, Leslie	Anderson, Jordon Beck, Tim Blundell, Sue Donham, Rachel Frederickson, Marcus West, Alan	Ahders, Roger Banta, Leslie Finnegan, Julie Bylund, Casey Pai, David White, Deborah	Danning, Nora Chaudrue, Vicki Laughton, Fran Petti, Nicholas Woods, Lisa Xerogeanes, Jim Drake, Tiffany
<b>Library, English &amp; Language</b>	<b>Social Sciences</b>	<b>Learning Skills &amp; Student Support Services</b>	<b>Part Time Faculty</b>
<i>Jody Gehrman</i>	<i>Vivian Varela</i>	<i>Tascha Whetzel</i>	<i>Jessica Crofoot &amp; Catherine McKay</i>
Buccelli, Ginny Cechin, Jaime Cetto, Maria Haggitt, Lynn Koetzner, John Rawlinson, Bart	Hock, Roger Indermill, Catherine McKay, Conan Montes, Rebecca Walsh, Sarah Warf, Phil	Combs, Kurt Crossman, Steve DaCruz, Cintya Hicks, Greg Hollis, Rhea Mendoza, Alicia Ramming, Tanja Stirling, Jean	

## **Approved Academic Senate Goals for 2015-2016:**

1. Finalize & review Committee Handbook {4,5,6,7,8,9 & 10}
  - consider streamlining committees
  - review process for recruiting & appointing adjunct faculty to committees
  - Discuss structure & reporting of Faculty Office Space Committee. Assess whether Faculty Office Space Committee should report to Academic Senate, faculty unions or both (possibly through SUECo)
2. Review Equivalency Procedures {6 & 7}
3. Participate in Development of the Fort Bragg / coast campus {1,3 & 10}
4. Participate in discussions and planning regarding potential provision of services to international students {4, 5, 11}
5. Lead investigation and actions with regard to OEI and Online Platform Choice {4}
6. Recommend revisions to new College Web-Site {4 & 11}
7. Review criteria and process for academic rankings {11}
8. Support continued representation & involvement of our local AS at statewide level {8 & 10}
9. Participate in planning and discussions with regard to SSSP (Student Success & Support Programs) & Student Equity priorities{1, 2, 3, 4, 5 & 6}
  - Participate in planning / assessing priorities with regard to potential future collaboration with CUE (Center for Urban Education). Do we wish to embark on the Equity Scorecard process with CUE?
10. Investigate and recommend actions with regard to administrative workload of faculty (do we want to revisit division chairs?) {6, 7 & 10}

### **Ongoing matters:**

1. Continue to support effective communication & collaboration between faculty & administration / management. Identify potential points of friction and possible solutions. Communicate faculty support for administration as applicable. {11}
2. Review state-of-the-college with regard to SLOs, PSLOs & ISLOs {1, 3, 4, 5, 7, 9, 10}
3. Review Constitution &/or Bylaws (annually) {11 & all}
4. Follow progress and discussions occurring in key faculty committees & provide time in AS meetings for regular reports from key committees

**Proposed Revisions to Academic Senate Bylaws:**

**Constitution:**

**CONSTITUTION  
of the  
MENDOCINO COLLEGE ACADEMIC SENATE**

*MARCH 1976*

*(Revised as of March 1978)*

*(Revised as of May 1985)*

*(Revised as of May 1988)*

*(Revised as of April 1994)*

*(Revised as of May 1996)*

*(Revised as of May 1997)*

*(Revised as of September 1998)*

*(Revised as of May 2003)*

*(Revised as of May 2013)*

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**ARTICLE I**

**NAME OF ORGANIZATION AND DEFINITIONS**

**Section 1.**

The official name of this organization shall be the Mendocino College Academic Senate.

**Section 2.**

The following terms are used frequently throughout the constitution:

- A. Full-time Faculty – Employees of Mendocino College compensated on the certificated salary schedule who are contracted on at least a 60% basis as faculty and for which minimum qualifications for hire are **specified** by the Board of Governors (Ed. Code 87003)

- B. Part-time Faculty – Employees who are compensated on the full-time certificated schedule under 66.9% 59.9% and those who are compensated on the part-time hourly schedule.
- C. Member – Any faculty elected to the Senate by the full or part time faculty.
- D. Resolution – A written expression of an opinion or a request for action to be taken. Resolutions require a majority vote of the Academic Senate to be passed.

## **ARTICLE II**

### **PURPOSE**

#### Section 1.

The purpose of the Academic Senate is to represent the faculty of Mendocino College in all college academic and professional matters as defined in (section 53201 of) Title V of the California Administrative Code. Per AB 1725, the activities of the Academic Senate are also focused on ensuring student success in an educational experience of the highest quality.

## **ARTICLE III**

### **MEMBERSHIP, ELECTION AND TERMS, Qualifications of Officers**

#### Section 1.

The officers of the Academic Senate shall be the Past President (non-voting officer), President (voting only in the case of a tie), Vice President, and a number of senators, outlined in the Bylaws of the Academic Senate, elected for two-year alternating terms by the full-time faculty from various departments/divisions, representing CTE programs and academic programs, as outlined in the Bylaws of the Academic Senate. Further, two part time faculty representatives shall be elected for two-year alternating terms by the part-time faculty from the ranks of the part time faculty. Faculty who are also management/confidential are excluded from Senate membership. All Senate members must retain their faculty status at Mendocino College to continue in office.

#### Section 2 – OFFICERS: ELECTION AND TERMS

The Vice-President is the President-Elect. Candidates for this position shall be nominated from among the Current or past Senate members who are full-time faculty are eligible to be nominated for the office of Vice-President. More than one Senate member person may be nominated. The nominees, except where it is not possible, shall be a sitting senator or have served at least one full term as a Senator. The Vice President shall be elected by the full-time faculty. The Vice-President will assume the office of President at the close of the academic year following the President's term of office, after confirmation by a simple majority of the ballots cast by the full-time faculty eligible to vote. If the President leaves office for any reason before the end of his/her term, the Vice President will assume the office of President through the end of that academic year, at which time elections will be held. The Past-President may elect to serve a one-year term.

The Academic Senate President shall serve a two year term and may be confirmed by an election of the faculty for an additional one year term (such as in the event that a Vice-president is unable to run, retires, etc. ). A President may not serve more than three consecutive years. The newly appointed Academic Senate President and the Past-President shall assume their new offices at

the close of the academic year. The newly elected Academic Senate members and Vice President shall assume office at the close of the academic year following their election.

## **ARTICLE IV**

### **ROLE, FUNCTION AND DUTIES**

#### **Section 1. ROLE**

The academic and professional interests of the Mendocino College Faculty shall be furthered through the Academic Senate and Committees of the Senate. The faculty retains all the rights of initiative, recall and petition.

#### **Section 2. FUNCTION**

The primary function of the Academic Senate shall be to act as the representative of the faculty, to make recommendations to the administration of the college and the governing board of the district, in the form of resolutions, with regard to academic and professional matters as specific according to section 53201 (section 53200 = 10 + 1) of Title V of the California Administrative Code.

#### **Section 3. DUTIES OF MEMBERS**

Academic Senate members shall:

- A. Review all submitted resolutions and amendments and combine, reword, append, or render moot the solutions and amendments as necessary.
- B. Research issues in order to make informed decisions on academic and professional issues.
- C. Communicate regularly with their faculty constituents regarding resolutions and other Senate activities.
- D. Attend regularly scheduled meetings or inform chair of their absence.
- E. Participate in other Senate business such as reviewing policies and serving on Senate subcommittees.

#### **Section 4. DUTIES OF THE PRESIDENT ~~###continue AS review at this point###~~**

The President shall:

- A. Establish the time, place, and agenda, ~~and chair~~ of all Senate meetings, and chair those meetings
- B. Appoint all faculty to standing, ~~and special~~ and hiring committees, as outlined in the Academic Senate Bylaws.
- C. Act as the chief liaison between the faculty, administration, and the Board of Trustees
- D. Attend all Board of Trustees meetings and report back to the Academic Senate and faculty on important faculty issues discussed there.
- E. Serve as a voting member of the PBC (Planning and Budgeting Committee) or other designated institutional decision-making body.
- F. Serve as the co-chair of the Educational Action Plan committee.
- G. Ensure that all written material is prepared for dissemination at scheduled Senate meetings.
- H. Perform any other function normally thought to be within the realm of a presiding officer which is otherwise not denied by the Senate Constitution.

#### **Section 5. DUTIES OF THE VICE PRESIDENT**

The Vice-President shall:

- A. Act as President in the absence of that officer
- B. Succeed to the Presidency in the event of a mid-term vacancy of that office.
- C. Serve as a voting member of the PBC (Planning and Budgeting Committee) or other designated institutional decision-making body.
- D. Serve on the Educational Action Plan committee
- E. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.

#### Section 6. TREASURER AND SECRETARY

The positions of Secretary and Treasurer are optional and utilization of these offices is left to the discretion of the Senate.

### **ARTICLE V**

#### REASSIGNED TIME

##### Section 1.

In order to successfully carry out the responsibilities with which the office is charged, the Senate President shall be granted reassigned time of at least 40 percent of his/her assigned load. The Senate Vice President shall be granted reassigned time of at least 20 percent of his/her assigned load.

### **ARTICLE VI**

#### ELECTION PROCEDURES

##### Section 1. NOMINATION OF PROSPECTIVE SENATE MEMBERS

Candidates for Senate members shall be self-nominated or nominated by another faculty member during a stipulated time period with a slate of potential Senators representing different curricular areas on the ballot

##### Section 2. ELECTION OF SENATE MEMBERS AND VICE PRESIDENT

- (a) Shall be conducted by an election committee selected by the Senate in advance, holding elections by the end of April in years where elections are deemed necessary
- (b) Balloting:
  1. Shall be secret
  2. Shall be verified
  3. Candidates shall be listed alphabetically including incumbent status.
  4. Shall be counted by the designated election committee on the last day of the election.

##### Subsection A.

In the event that no Senate member is able to accept the nomination for Vice President, an election from the full-time faculty to select a Vice-president shall be held prior to the general election.

##### ~~Subsection B.~~

~~The association of part-time faculty shall select its own method for the election of the part-time representative to the Academic Senate.~~

##### Section 3. RESIGNATIONS

If a member resigns from office leaving one year or more of the term open, a special election will be held for a representative to serve the remainder of the term only. If the resignation leaves

less than one year of the term open, the Senate may either appoint a replacement or hold a special election. Special elections shall be conducted for vacant positions in a timely manner per ARTICLE VI, Section 1 and Section 2b.

## **ARTICLE VII**

### **REMOVAL FROM OFFICE**

#### **Section 1. VOTE OF CONFIDENCE**

Any member of the Senate who is a full-time faculty shall be subject to a vote of confidence whenever 20 percent of the full-time faculty request such a vote in writing.

The Election Committee, formed at a time of need with three Senators, shall conduct and verify the vote of confidence. Balloting by the full-time faculty shall be secret. A simple majority of ballots cast indicating a vote of confidence shall constitute a successful vote of confidence.

In the event that a Senate member does not secure a simple majority indicating a vote of confidence, the position shall be given up, and the vacancy filled by regular election procedures.

#### **Section 2. ABSENCE FROM OFFICE**

Any Senate Member or Officer who has three consecutive absences from regular meetings may be removed from office by formal resolution action (except in the event of illness or a disability that limits participation for a limited time) ? .

#### **Section 3. VACANT POSITIONS**

Any vacancy of one year or more created by removal from office will be filled by regular election procedures. A vacancy of less than one year may be filled by election or appointment. (As in ARTICLE VI, Section 3)

## **ARTICLE VIII**

### **MEETINGS**

#### **Section 1.**

Regular meetings of the Senate will be held at least twice a month during the Fall and Spring semesters. Special meetings of the Senate may be called at the discretion of the President or the request of any two Senate members.

#### **Section 2.**

While Senate represents the faculty, it is involved in shared governance, and works toward agreement on the ten plus one areas of academic and professional matters. Whenever possible, agreement is reached without the need for formal resolutions. However, if the action of a formal resolution is necessary, then the action taken by the Senate may be made in formal resolution form and by a simple majority vote. All such action items must come to the Senate in formal resolution form and will be required to have a first and second reading at consecutive meetings, unless extenuating and compelling reasons exist for an action to be taken at a first reading. (See Appendix B for resolution process)

#### **Section 3.**

Half plus one of voting members (including Vice-president) shall comprise a quorum. The president is not a voting member for this purpose.

#### **Section 4.**

Meetings of the faculty will be held at least once a year and when called by the President or a vote of the Senate.



**ARTICLE IX.**  
**COMMITTEES**

Section 1.

All faculty appointments to college standing and special committees shall be made by the Academic Senate **according to processes outlined in the senate constitution and bylaws.** Only those faculty appointments thus made shall be considered to represent the faculty on those committees. See The Committee Handbook for a list of the standing committees which have faculty membership. That list will be updated as needed by Senate action.

Section 2. SPECIAL COMMITTEES

- (a) Special committees will be created by the Academic Senate as the need arises and will be dissolved by formal Senate action.
- (b) Each special committee shall consist of the chairperson appointed by the Senate President and as many faculty members as the Academic Senate chooses.

**ARTICLE X**  
**AMENDMENT PROPOSAL**

Section 1.

Any faculty member may submit a resolution to the Senate proposing constitutional amendments.

Section 2.

A Constitutional Amendment shall be ratified by receiving a two-thirds (2/3) vote of the cast by full-time faculty eligible to vote.

**ARTICLE XI**  
**RULES OF ORDER**

Section 1.

The Academic Senate is governed by the Brown Act. The Senate will conduct their business according to Roberts Rules of Order. Any deviation from Roberts Rules of Order shall be determined by formal Senate action.

**ARTICLE XII**  
**RATIFICATION OF THE CONSTITUTION**

Upon the approval of two-thirds (2/3) of the ballots cast by full-time faculty eligible to vote in a duly authorized election, this Constitution will become effective on July 1 following the constitutional changes.

**Bylaws:**

**BYLAWS**  
**of the**  
**MENDOCINO COLLEGE ACADEMIC SENATE**

May 2013

**ARTICLE I: Senate Membership & Elections**

**Section 1: Membership**

Membership, elections, terms, and qualifications are addressed in Article III, section 1 of the Mendocino College Academic Senate Constitution.

**Section 2: Composition**

The Academic Senate shall be comprised of ten senators, including eight full-time and two part-time faculty representatives and including officers (President & Vice President). The Academic Senate Past President may elect to serve as a non-voting eleventh senator for a term of one year.

**Section 3: Part-Time Faculty Representation**

The terms of the two part-time faculty senators shall be staggered to provide continuity. Any part-time faculty member serving on the senate must teach at least two units (or equated hours for part-time counselors and librarians) per academic year during his/her term. If he/she does not teach at all during a semester, and consequently is not an employee of the District, he/she must be replaced.

**Section 4: Full-Time Faculty Representation**

As defined in Article VI, section 1 of the constitution, senators may be self-nominated or nominated by another faculty member. The senate shall encourage nominations of faculty representing different curricular areas. Further, to the extent that is possible, the senate shall make an effort to ensure that the senate includes a full-time faculty member drawn from each of the following discipline areas:

- i. Library, English & Languages
- ii. Learning Skills & Student Support Services
- iii. Career & Technical Education
- iv. Fine & Performing Arts
- v. Social Sciences
- vi. Science
- vii. Math

**Section 5:** To provide the best communication possible, the Academic Senate President will assign constituents to Full-time Senate members according to the discipline areas defined in Section 4 above. If a discipline area is not represented on the senate, the Senate President shall assign a senator from another area to represent the discipline. Part-time senators shall represent part-time faculty in various

disciplines. When necessary, constituent input will be solicited on major issues and reported back to the senate during relevant discussions.

**Section 6:** Elections will be scheduled as needed for expiring Senate terms and for any President and Vice President vacancies. The election procedures shall be:

- i. The President shall send an announcement of vacancies **for full time faculty seats** and a request for nominations to the full-time faculty. This announcement shall also specify if any discipline areas from Section 4 are not currently represented.
- ii. Nominees shall be contacted to verify their willingness to run.
- iii. When a presidential term expires, the current Vice-President's name shall be included on the ballot for the full-time faculty to confirm as the next President. If the Vice President is not confirmed by faculty vote as the next President, or if the Vice President chooses not to advance to the position of President, a special election to replace the President shall be scheduled.
- iv. Elections **for Full time faculty seats** shall be held over a two-day period. A ballot box shall be placed at the voting location with a list of full-time faculty and signature spaces. Two full-time faculty members (usually the Senate President and Vice President) shall count ballots and verify the number against the sign-in sheet. If the numbers do not match, the election is declared invalid and is rescheduled. In the event that the President or Vice President is on the ballot, other Senate members or full-time faculty volunteers shall be asked to count ballots.
- v. ~~Part time representation on the Academic Senate is brought forth by the Part Time Faculty Union President, upon approval by the Part Time Faculty Union Executive Board, and forwarded to the Academic Senate to confirm committee membership.~~ The President shall send an announcement of vacancies **for Part time faculty seats** and a request for nominations to the Part-time faculty. **Elections for Part time faculty seats shall be held electronically over a seven day two-day period. All part-time faculty teaching in any term of the current academic year meeting the eligibility requirements described in Article I, section 3 (above) shall be eligible to vote. Two full-time faculty members (usually the Senate President and Vice President) shall verify the election results. If errors or discrepancies are discovered, the election may be declared invalid and rescheduled.**

\*\*\*\*\*STOP

## **ARTICLE II: Academic Senate Committees & Appointments**

### **Section 1: Hiring Committees**

Requests for full-time and part-time faculty to serve on hiring committees are made to the Senate President by the Human Resources Office. **If the position to be hired is related to a specific discipline area, the President will request volunteers from that group first. If the position is unaffiliated with a specific discipline area, The Academic Senate President shall send a request for volunteers shall be sent to all full-time faculty.** In appointing committee members, the Academic Senate President will consider input and recommendation from the Academic Senate as a body when time and circumstances permit. The president shall strive **A list of faculty who have served on hiring committees shall be maintained by the President to ensure that the distribute the workload is reasonably equitably among and that all faculty, maximizing have an equal chance to participate- faculty participation in the hiring process.**

### **Section 2: Standing Committees & Special Committees**

The Academic Senate, in coordination with the faculty unions, is responsible for all faculty appointments to college standing and special committees, except those that have a separate status with the exception of tenure committees which are appointed by the full-time faculty union. The Academic Senate will coordinate with the faculty unions with regard to workload & compensation issues relating to committee appointments. Compensation for adjunct faculty serving on committees is negotiated by the part-time faculty union and college administration through the collective bargaining process. The President and Vice President shall present nominations to the body as a whole for ratification. Policy for term limitations is set by Resolution S'01.03, Committee Terms.

- i. The Academic Senate, in coordination with the administration, shall maintain a Committee Handbook which shall contain an accurate list of all Academic Senate subcommittees as well as all committees to which the Academic Senate appoints faculty.
- ii. The Committee Handbook shall include the following information for each committee: composition, responsibilities, current membership, and terms.
- iii. The Academic Senate shall strive to staff all committees by the end of each spring semester (for the next academic year), but the following committees must be staffed by the end of the spring semester:
  - a. Curriculum Committee
  - b. Education Action Plan (EAP)
  - c. Enrollment Management Committee (EMC)
  - d. Staffing Committee
  - e. Student Learning Outcome Team (SLOT)

## **ARTICLE III: Academic Senate Meetings**

### **Section 1: Agendas**

Agendas for Senate meetings are developed by the Senate President and Vice President. The Past President may be included, if available. Each semester the Senate President will post the deadline for submission of agenda items, depending upon the meeting schedule. The agenda shall be posted a minimum of seventy-two clock hours prior to any regularly scheduled meeting. The agenda shall be sent to all faculty, administrators, and the Associate Students of Mendocino College (ASMC). Additionally, it shall be posted on the Academic Senate website.

### **Section 2: Meeting Procedures**

- a) **Resolutions** may be introduced by any faculty member, but must be seconded by a current Senate member and follow a common resolution template. A resolution is given a first reading at the next available meeting at which time questions and comments are presented and discussed, and any changes can be proposed to the author and the second. A second reading and vote are scheduled at the next appropriate meeting. A resolution may have more than one second reading if further research and/or input is required. Senate members shall solicit feedback from constituents during the time between the first and second readings. Resolutions passed by the Academic Senate relative to academic and professional matters defined under Title V shall go to the Mutual Agreement process with the District. The Academic Senate President shall schedule a meeting with the College

President/Superintendent, Vice President of Education and Student Services, and Senate Vice President to discuss the resolution and attempt to come to agreement. If there are no issues to be resolved, then the Academic Senate President and the College President/Superintendent shall sign the document, indicating agreement. If additional information is needed or further discussion with outside parties required, the action is recorded on the mutual agreement forms and a timeline established. When issues are settled and agreement reached, the Academic Senate President and the College President/Superintendent sign the document, indicating agreement. If major alterations are proposed, the resolution shall go back to the Senate for approval. After signature, the original mutual agreement form is retained by the College President/Superintendent's secretary and a copy filed in the Academic Senate Resolutions Binder.

- b) *Motions*** may be used for routine Senate business that does not require mutual agreement but does require a permanent record of the decision.
- c) *Consensus*** may be used when the Senate is doing simple internal business not likely to be of interest to the faculty in general or the community at large. Approval of the agenda also signifies approval of the consent calendar. Prior to voting to approve the agenda, any voting member may request that an item be removed from the consent calendar. Any removed items will become first priority on old business for further discussion.
- d) *Proxy votes*** are not permitted and shall not be used.

### **Section 3: Meeting Schedule**

The meeting schedule shall be determined each Spring for the following academic year based on the availability of Senate members. An attempt shall be made to keep the meeting schedule consistent to ensure maximum availability to interested parties. The President shall reserve a meeting space at the beginning of each semester and notify the college community via public e-mail, and shall post the meeting schedule on the Academic Senate website.

### **Section 4: Meeting Minutes**

The Academic Senate Administrative Assistant shall record minutes of all regular Senate meetings and special meetings covered by the Brown Act. A draft copy will be sent to all Senate members at least two workdays prior to each meeting and all members shall review the draft prior to the meeting. Approved minutes shall be sent (via e-mail or web-link) to everyone listed on the mailing list for agendas and shall be kept in Senate files indefinitely.

### **ARTICLE IV: Faculty Meetings**

Regular faculty meetings are scheduled each semester. Faculty meetings are not subject to the Brown Act.

### **ARTICLE V: Academic Rank**

Periodically, at least once every two years in Fall of even years, the Academic Senate shall send out a reminder notice to all faculty that their academic rank can be updated. To ensure maximum participation by part-time faculty, an informational notice shall be sent to the president of Mendocino College Part-Time Faculty Association (MPFA). It is the responsibility of any faculty member interested in modifying their academic rank to verify his/her years of service with Human Resources and forward the

appropriate documentation to the Senate President or Vice President. Upon submission of the appropriate documentation, responses from those faculty members wanting to change their rank shall be brought before the Senate for approval.

**ARTICLE VI: State Academic Senate**

Mendocino College Academic Senate pays dues to the Statewide Academic Senate based upon the yearly FTES figure reported by the college.

**ARTICLE VII: Emeritus Faculty**

Emeritus faculty are entitled to a list of privileges per Board Policy #724 and Administrative Procedure # 724.1. The Senate president serves as emeritus secretary.

**ARTICLE VIII: Year End Report**

The Academic Senate shall draft a summary report at the end of each academic year with a list of issues discussed, and actions taken, during that year. Any minority reports articulating contrasting viewpoints are accepted as well. This summary report shall be completed by the next in-service in order to be presented to the Academic Senate for approval early in the new academic year. Once approved, the year-end report shall be posted to the Academic Senate website. A cumulative history of year-end reports shall be available in the Academic Senate binder.

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Approved by Academic Senate May 2, 2013

**FACULTY OFFICE SPACE COMMITTEE RECOMMENDATION FOR ACADEMIC SENATE  
CONSIDERATION & ACTION:**

Hello Reid,

The members of the faculty office committee have completed our work related to faculty office utilization beginning in the 2016-2017 academic year. Please find our recommendations below. Please distribute our recommendations to the full senate for discussion at the next available academic senate meeting.

Thank you

The faculty office committee recommends the following office assignments beginning in the 2016-2017 academic year:

**New Hires**

1. English: Bob Alto's old office, Rm. 4165
2. Nursing: Fran Laughton's old office
3. Theatre Arts/Technical Director: Rm. 5207, currently occupied by Dave Wolf, a classified employee
4. Biological Sciences: Alan West's office, Rm. 9077
5. Learning Center/Foundation Skills Coordinator: Janet Daugherty's office in the Learning Center (currently not classed as a faculty office because the position wasn't a faculty one until now)
6. Mathematics: An office in the east wing of the Science Building currently occupied by an as-yet-to-be-identified instructor, who will then move to Reid's office, Rm. 5202

**Transfers**

Reid Edelman: Moving to Leslie Saxon West's office, Rm. 5211, upon her retirement

A yet-to-be-identified instructor from the east wing of the science building moving to Reid's old office, #5202(see #6 above).