

Agenda
Mendocino College Academic Senate
Thursday, October 23, 2014
Room 4210 (Library Classroom) 12:30-2 PM

Approval of Agenda

- **Consent Calendar:**

Approval of Minutes – Minutes of October 9, 2014

Public Comment

Members of the public may address the Senate on any agenda item after being recognized by the Chair. Due to the brevity of the meeting and the length of most agendas, the total amount of time for public comment will be limited to 10 minutes.

Committee Reports

- MPFA Report –
- **President's Report – see attached**

Old Business

1. Appoint faculty to serve on Campus Equity Plan Committee: {6} (5 minutes)

Lead Faculty/Senate Representative:

Sarah Walsh (attended Equity Plan Training)

Senate Representatives:

Tascha Whetzel

Jessica Crofoot

Additional Faculty Committee Members (need at least 2)

Jordan Anderson

Leslie Banta (attended Equity Plan Training)

Maria Cetto

Kurt Combs

Rhea Hollis (very interested)

Candie Dickinson (if needed)

New Business

1. Check-in on campus issues with President Arturo Reyes {6, 10, 11} (40 minutes)
2. Review topics for upcoming faculty meeting on October 30 (Food by Social Sciences) {1, 4,5, 11} (5 minutes):
 - a. New SARS software & faculty group for vetting & 1-2 volunteers--5 min (Darletta)
 - b. Update on Min Quals & Assigning Courses to Disciplines—10 minutes (Reid & Rebecca)
 - c. Faculty Support for the College Foundation—5 minutes (Katie Fairbairn)
 - d. Kognito Training Intro—15 minutes (Linda Butler) [12:50-1:05]
 - e. Spotlight on teaching---5 minutes (Doug Browe)

Future Agenda Items? Next Meeting November 6, 2014

- Review and approve academic rank advancements
- Discuss process & policies for PT faculty appointments to committees
- View Leslie's Shared Governance Power-point

Academic Senate Membership 2014-15

Reid Edelman – President

Doug Browe (CVPA)

Jessica Crofoot – MPFA

Dan Jenkins (CTE)

Sarah Walsh (Social Sciences)

Jason Edington – Vice-president / Math

Steve Cardimona (Science)

Jody Gehrman (English, Library & Languages)

Catherine McKay – MPFA

Tascha Whetzel (Student Services, Learning Skills & Counselling)

MINUTES
Mendocino College Academic Senate
Thursday, October 9, 2014
12:30 – 2:00 p.m. – Room 4210

- Call to Order* Reid Edelman called the meeting to order at 12:32 pm.
- Present* Tascha Whetzel, Jason Edington, Jessica Crofoot, Doug Browe, Jody Gehrman, Reid Edelman, Sarah Walsh, and Steve Cardimona
- Absent* Dan Jenkins and Catherine McKay
- Guests* Virginia Guleff, Erik Alfin, John Koetzner, and Ketmani Kouanchao
- Agenda Approval* M/S/C (Edington/Crofoot) to approve the Agenda of October 9, 2014
- Minutes Approval* M/S/C (Edington/Gehrman) to approve the Minutes of September 18, 2014
- Public Comment* Edelman received an e-mail from the State Senate asking for members from Mendocino College to participate in a Statewide Leadership Taskforce Committee for CTE. The membership comes with release time. If interested please let Edelman know. The State Senate would like to ensure the small colleges are included in the process.
- Equity Training took place at American River College. Leslie Banta, Ketmani Kouanchao, Sarah Walsh and Minerva Flores attended. Guleff mentioned the need for an Equity Committee on campus with specific membership: A Co-Chair from the Senate, Dean of Student Services, Director of Institutional Research, full-time and part-time faculty, and an ASMC representative. The Equity Plan needs to be in place by December.
- Walsh mentioned that funds would be available to assist with this process. Much of the information will be research driven.
- Guleff mentioned that the Foothill College plan is a good example to follow with regard to course completion and a plan to increase retention.
- Walsh, Whetzel and Crofoot said they are willing to serve on this committee. Walsh said she would be willing to be the lead faculty representative from the Academic Senate. Action on this item will be taken at the next meeting on October 23.
- Edelman will send an e-mail to faculty regarding the need for membership. The information will be discussed further at the next Senate meeting.
- Guleff will determine funding for each of the grants that have been received and will bring information to the Senate to show where funding is available.

SSSP – Student Success and Support Program – (formerly Matriculation)

Provides orientation, assessment, counseling, advising and education planning services to students. The program is primarily based on Counselor involvement with students. The funds will be received and the report will be sent on June 30.

Guleff asked for assistance from the Senate and their constituents –Encourage students to follow up with the completion of their comprehensive education plans. A large portion of the SSSP funding is – MIS reporting to ensure accurate and complete data based on how students are completing education plan courses.

Walsh suggested, if you find that a student is finishing their first semester of classes, encourage them to meet with their counselor to obtain a more comprehensive education plan.

Program Review

There is a meeting scheduled at 2:00 p.m. to review documents needed for Program Review and CurricUnet.

Guleff suggested that the Senate form a committee to review options for an alternative software program to include program review and curriculum.

Faculty Survey

Koetzner mentioned that a ballot relating to faculty concerns and possible faculty driven action was passed around at the meeting. He is waiting to hear back from faculty members regarding their votes. This process may or may not go forward until the final votes have been received.

Votes to proceed with faculty action – The initial count was 10 (Yes) votes; 10 (Maybe) votes; and 7 (No) votes. Additional votes are taking place and an updated report will be forwarded to the Senate.

Crofoot mentioned that part-time faculty votes will be received soon.

Committee Reports

MPFA

EAP – Jessica Crofoot

Distance Ed – Catherine McKay

Enrollment management – need someone to serve

SLO – need to discuss membership

Crofoot mentioned that MPFA should have control over who is appointed to particular committees. The member that is selected should be a union member, otherwise they may not be eligible to receive a stipend. Crofoot suggested that names be submitted to her, she could then bring the names to the Senate to help determine who would best serve on particular committees.

The Senate would approve the membership based on suggestion/
recommendation.

Crofoot will verify the language in the contract – “as a union member.....”

There was discussion that since a full-time faculty member need not be a member of MCFT to serve on a committee that the same standard should apply to adjunct faculty.

This information will be discussed at a future meeting and placed on the Agenda.

President’s Report – The report is attached. The following information is included: Point Arena – BOT Committee (9/16/16); Point Arena – BOT Committee (9/23/14); Constituent Leader Meeting with President Reyes (9/24/24); Committee on Institutional Effectiveness & Planning (9/29/14); Point Arena – BOT Committee (9/30/14); BOT Meeting (10/1/14); and PPAC (10/2/14).

Edelman met with Sheriff Tom Allman at a constituent meeting regarding a safety training center to be placed on campus. This training center would replace the shooting range currently located at Vichy Springs. A suggestion to create an indoor shooting range and training facility for police, fire and paramedics was made. This information needs to go thru the process for further discussion.

Old Business

Review Committee Assignments

CalWorks Counselor – Phil Warf (Faculty), Kurt Combs (Counselor) and Tascha Whetzel (Counselor)

Staffing Committee – Steve Crossman

Financial Aid Technician – Roger Adhers

Office Space – Deborah White

Academic Rank Process

Edington mentioned an issue regarding the academic rank process. According to Guleff we do not include units taught during the summer session because they are not counted for load purposes and they do not count towards STRS or PERS credit. The units are counted towards pay only and full-time faculty can bank a certain amount.

If the units are not counted for the summer session the part-time faculty will take longer to advance.

M/S/C: (*Browe/Crofoot*) to include summer session units in all academic ranking. This ONLY pertains to academic rank, as an honorary rank proposed by the Senate.

Faculty Meeting

- 1.) Providing food at the meeting was a good idea and will continue
- 2.) Fort Bragg requires further discussion. This topic will be added to the next meeting Agenda
- 3.) The Point Arena Field Station survey was not a Senate initiated item

A Discussion with President Reyes at the next Senate meeting – 10/23/14

It was suggested that President Reyes attend a Senate meeting

Topics to be discussed:

- Get to know and connect with faculty
- Attend a faculty meeting to discuss various issues/open lines of communication.
- Concern with how personnel matters were handled
- Discuss Point Arena Field Station
- Discuss Fort Bragg

Crofoot suggested that Senate members and their constituents bring 3 or 4 topics to the next meeting that they would like to have answered by President Reyes.

New Business

Point Arena

The Ad Hoc Committee is meeting today and again next week Tuesday. On Wednesday there is a special Board Meeting to discuss the Ad Hoc Committees recommendation regarding the Point Arena Field Station. The Board is expected to vote on November 5.

Edelman was very heartened by possible partnerships which have emerged through discussions with coastal stakeholders. He mentioned perhaps there is a way to sell the property, keep partnerships and have protections with fencing and signage.

Edelman mentioned the following suggestions from the Ad Hoc Committee:

Reservation – Sell the property to BLM and reserve the buildings and the College would be responsible for maintaining them. A MOU would be in place for college use.

Keep all buildings – the value of the sale will be very low.

Keep all buildings – BLM would manage the land. The money could be used to fix the buildings

Pt Arena Lighthouse – Create a visitor Center that would manage the station.

Keep residence buildings – The college would schedule their time and can be used by other groups/colleges to help maintain the buildings.

There may be other benefits of selling, partnerships that would work with BLM and help to maintain the buildings.

Fort Bragg

Requires further discussion and will be added to next meeting Agenda.

Dean Polak's – Faculty Meeting

There was a brief discussion about the information presented by Dean Polak at the recent faculty meeting.

Review Committees & Committee Handbook

Edelman – Thanked Senate members for submitting information to be included in the Handbook.

Adjournment

The meeting adjourned at 2:02 p.m.

Academic Senate Membership 2014/2015

Reid Edelman – President

Doug Browe – CVPA

Jessica Crofoot – MPFA

Dan Jenkins – CTE

Sarah Walsh – Social Sciences

Jason Edington – Vice President/Math

Steve Cardimona – Science

Jody Gehrman – English/Library/Languages

Catherine McKay – MPFA

Tascha Whetzel – Learning Skills/Counseling

PRESIDENT'S REPORT, for 9/23/14 AS Meeting

Respectfully submitted by Reid Edelman, Academic Senate President 10/17/14

PBC 10/7/14

1. Eileen presented 2013-14 Annual 311 Report:
50% law calculation came .56 on the "good side"
2. Eileen presented Multi-Year Budget Projections to be presented to BOT. Discussion of daunting increases that are coming for STRS and PERS contribution rates over the next 6 years. Health plan costs are scheduled to increase at 5% each year. Looked where to target FTES for coming years...2900 (current) or target of 3043 (base). Where does potential FTES from Fort Bragg factor into all of this? Stay at 2900 for 15-16 as target. Plan for 3043 for 16-17 (with or without Fort Bragg). If we move into Fort Bragg whole hog, we would need to be at 250 for Fort Bragg by 17-18. This would mean we would be at 3043 by then, if we go down that road.
3. Staffing: Director of Financial aid not filled...did not receive enough applicants to go into interviews...going out again for this position. May consider an interim for this position. Fiscal Services search is in process. Closes on October 23. No applicants yet received. HEP / CAMP offers have been made...expect announcements soon. CalWorks committees are being formed. EEO (Equal Employment Opportunity) Committee has formed and will be meeting. EEO plan has been submitted and posted.
4. Planning Retreat Outcomes: Revised strategic goals were presented. As was retreat survey. We decided to write objectives but not activities, leaving that to people on the ground in various areas. Now the question is how to develop planned activities. We assigned Reid/Senate and Ginna assigned to Goal # 1 (foster student success & learning...). Goal # 2 assigned to Ketmani, Goal # 3 to Debra P., Goal # 4 to Eileen and Goal # 5 to Jessica Silva and Steve Hixenbaugh.
5. Fort Bragg Agreement: agreement either approved or soon to be approved by CR through Summer 2015. We will need to do the same through our BOT at special meeting on October 15.

Steve Hixenbaugh suggested his coming to Academic Senate or Faculty Meeting to talk with AS about Recruitment & Retention Strategies for faculty. Consider for future agendas.

POINT ARENA BOT AD HOC COMMITTEE 10/9/14

Minerva presented results of survey on Point Arena. 93 surveys started. 83 surveys completed. Survey was sent to all full time employees plus all adjunct faculty and 3000 students. Of responses, 28% were classified, 31% faculty, 14% MSC, 24% adjunct faculty, 2% temp-hourly and 1% student. Survey responses were less than expected.

92% familiar with current offer.

59% of classified wish to sell

69% of faculty want to keep the facility

90% of MSC want to sell

52% of all responses felt college followed proper process. 18% said proper process was not followed.

Minutes from September 30 were discussed and approved with amendments.

Discussion ensued about how to summarize work of the committee and how to present findings to the BOT.

A motion was discussed which involved selling the land while reserving all the buildings and developing partnerships to repair, maintain and manage the facility. Passed with only one opposed (Ed Haynes).

VP/Deans/Senate Meeting 10/14/14

- 1) Braided Funding Worksheet: an attempt to pull together all student success funding sources into a single plan / document. Equity Planning is a part of this. Need to solidify faculty representatives on Equity Planning Committee. No funding or mandate for adjunct faculty on this one. We will need Sarah plus 4-5 faculty members. No more than 5 please.
- 2) Spring 2015 Schedule & Enrollment Targets: FTES numbers for this past Summer & Fall are reporting at 299 for Summer and 1100 for Fall. Target is 3045 for the year including 2 summers, so we are about 250 FTES behind for the year. We need to do major push for Spring & Summer 2015. Current planned cost of Spring 2015 schedule is 1.3 million not including Fort Bragg. 2.2 million has been budgeted for the year not including Summers. .5 million is budgeted for each Summer.
- 3) Bookstore Timeline: Introduced Brian Klovski (bklovski@neebo.com; 467-9127) who is the new manager of the College Bookstore. Book rentals went from 10%-40%. Sales up 20%. He requests that faculty respond to his e-mails / contacts with regard to getting the wrong books off the shelves and the correct ones on the shelves. He is having a problem with some faculty members not responding to his e-mails. Deans will provide Brian with full-time faculty list by disciplines so that he can follow-up with FT faculty to resolve issues relating to adjunct faculty in various disciplines. Contract with bookstore calls for an advisory committee. Ginna will follow up with Eileen about this. Question regarding commission on athletic events. Also discussed ideal timelines for getting book adoptions forms. Ideally info to him by mid-October for Spring semester. Discussed expectations for book buy-backs for end of semester.
- 4) 3SP: Report to Chancellor's Office on how we are meeting all Title 5 requirements relating to Student Success Act. Report due this Friday and will require AS President signature.
- 5) Website Migration: Karen Christopherson sent out a spreadsheet due soon. October 31-information due. Need training on how to update and switch over web content, possibly at in-service or the day before in-service.
- 6) Area Updates: Discussion of alternatives to placement of students ("Accuplacer" is not required)

POINT ARENA BOT AD HOC COMMITTEE 10/14/14

Minutes from the October 9 meeting were approved with amendments.

The committee then moved on to a working session to revise a draft document for presentation at the October 15 Special Meeting of the Mendocino College BOT.

SPECIAL MEETING OF BOT 10/15/14

Public comments were presented. All but one in favor of delaying sale and / or keeping the Field Station. ASMC President Melissa Reynolds presented a petition with over 350 signatures in support of maintaining College ownership of the Point Arena Field Station. Further, she said that she was not aware of the Ad Hoc Committee survey that included only one student response.

Marley Bavinger from TPL spoke of pain of the process and her hope for a positive resolution to the issue. She argued that at the moment the land is not protected.

Ed Haynes reviewed the report of the Ad Hoc Committee page by page. I reported on the Committee's recommended option.