

MINUTES

Mendocino College Academic Senate
Thursday, August 27, 2009
12:30pm-1:30pm, Room #1060

- Call to Order** Leslie Saxon West called the meeting to order at 12:30pm
- Present** John Koetzner, Jean Stirling, Paul Kemp, Steve Hixenbaugh, Les Pfitzenreuter, Jason Edington, Jessica Morris, Lynn Haggitt
- Agenda Approval** M/S/C (*Stirling/Morris*) to approve the agenda of August 27, 2009.
- Approval of Minutes** M/S/C (*Edington/Koetzner*) to approve the minutes of May 7, 2009.
- Public Comment** Leslie Saxon West welcomed new Senate members Steve Hixenbaugh and Jean Stirling.
- Committee Reports**
1. MPFA (Mendocino Part-time Faculty Association)
Jessica reported that the first MPFA meeting will be August 27, 2009. Also, the MPFA “Day in the Redwoods” is being held on Saturday, August 29th at 1pm. All staff and their families are invited to attend.
 2. BIPC - (Bond Implementation Planning Committee)
(*Written report dated August 27, 2009 submitted by John Koetzner*)

During summer, TLCD did a presentation on the Campus Master Plan that reviewed how the East Campus was going to be organized and showed the flow of pedestrian traffic to get there. Additionally, it showed a new main entrance (slightly widened from its current state between the CVPA and MacMillan Hall). They also brought along a landscape architect who has since been replaced, because the campus felt he was not responding to suggestions for changing the plan according to BIPC suggestions.

Additional news from BIPC:

1. We are in contract for properties in Willits and Kelseyville to relocate Willits and Lake Centers in the future. Some soil tests, etc. are still being done on the properties to ensure the properties are suitable. TLCD Architecture is helping develop some initial site plans.
2. Point Arena has had its lead paint and asbestos assessments completed and now the Point Arena committee will prioritize what will be done at Point Arena to improve it. Some additional testing on the sheetrock was ordered to see if there can still be more costs savings so that the money allocated will do more to improve it.
3. Sunpower has begun developing the solar project with completion expected sometime in November (although the contract gives them through December) and the other energy projects have had an RFP issued and proposals were to be opened on August 24th.
4. The Raku roof was completed over the summer, but fire sprinklers still need to be installed.
5. Some disabled access issues were fixed in the Little Theater and CVPA, but there are more things that will be fixed in the coming year as other projects get underway.

6. Plans have been finalized for the new maintenance warehouse. It will be bid in three phases: maintenance warehouse and site work (for East campus); portable classroom relocation to East campus; and finally SSU building move.

7. Plans for the athletic fields were put on hold due to the water moratorium.

8. Recording studio upgrades should be completed by the end of winter break. Steve Oliveria has been asked to work on coordinating the Recording Studio upgrades by BIPC. Some equipment (mixer, data projectors, etc.) still needs to be installed in the CVPA.

9. Library/Learning Center construction plans have gone to Sacramento and will probably take several months to be checked and approved.

John added the following from the 8/27/09 BIPC meeting:

- Checking with Larry Perryman, per a faculty member request, if specific information about property purchases, appraisals, etc. can be disclosed.
- John will inquire and advise why the Recording Studio improvements that were planned to be completed in the summer of 2009 have been delayed until winter break.

3. PBC (Planning & Budgeting Committee)

(Written report of 7/16/09 meeting submitted by John Koetzner)

One of the agenda items, the draft *Guidelines for Shared Governance*, was tabled because only Mark Rawitsch, Kathy Lehner and I brought copies of this lengthy document. It was to be reviewed at the August 20th meeting instead. Other items included a twenty minute video on Prop 98 and how it triggers funding for community colleges. It is available through the system office web site for anyone who has sleeping problems. Additionally, Karen Chaty discussed staffing (new hires, current vacancies, and the staffing inventory list she keeps) as well as the new staffing request form (which has been sent back to a subcommittee of Mark Rawitsch, Karen Chaty, Leslie Saxon West and John Koetzner) to tinker with the language a bit. (It was suggested that it be simply called a "Staffing Form" instead of Staffing Request. It was recommended that any vacancies be reviewed every six months. Our follow-up accreditation report was accepted by WASC. Kathy Lehner also covered the Strategic Plan and focused on the Objectives, Action Items and Key Performance Indicators. There will be a follow-up meeting in the fall to continue working with the campus Strategic Plan.

President's Report

Leslie made the following announcements:

- All agenda items must be received by Friday prior to the Senate meetings. Agendas are posted by noon on the Monday before the meeting. Written committee reports are due on Tuesday.
- Leslie would like to receive all final 2008-09 goals and objectives summary statements and place this on the next Academic Senate agenda for review prior to making the final report to the Board of Trustees.
- An Academic Senate Workshop meeting date needs to be scheduled. A review of goals and objectives for the 2009-10 academic year will be established at this meeting.

Consent Calendar

1. Office Committee recommendation – Steve Hixenbaugh to move his office from room 724 to room 725.
2. Appoint Jason Edington to mentor Sarah Walsh and Steve Cardimona to mentor Aeron Ives.

M/S/C (*Koetzner/Stirling*) to approve consent calendar. Vote: Unanimous

New Business

1. Report on summer Academic Senate Leadership Conference – John Koetzner (*John distributed a CD ROM to Senate members which included materials from the conference such as the Statewide Academic Senate bylaws, constitution, and information on the system office*)

John gave an informative report on the conference he attended with highlights as follows:

- Good general sessions and breakout sessions on keeping a positive vision and being a strong Academic Senate leader in the shared governance process.
- Sessions gave some great strategies for getting faculty to be involved in committee work and for having a strong Academic Senate that moves the mission of the college forward.
- Information on the Brown Act pertaining to running Senate meetings.
- Important information on budget analysis and understanding budget reserves and the impact high reserves have when State is required to make budget cuts.

Leslie thanked John for attending this important conference during summer break.

Note: John was appointed to the State Library Issues Committee – Standards and Practices of Community College Librarians.

2. Appoint members to new Tenure Review Committees

The following at-large faculty members were drawn from a hat:

Aeron Ives – Jean Stirling
Marcus Fredrickson – Catherine Indermill
Sarah Walsh – Susan Janssen
Bart Rawlinson – Jason Edington
Conan McKay – Reid Edelman
Stephanie Rodriguez – Tom Gang

3. Approval of Constituent List – Academic Year 2009-10

Removed duplication of Tascha Whetzel's name under Jean Stirling's name.

M/S/C (*Edington/Koetzner*) to approve constituent list with change.

Vote: Unanimous

4. Approval of meeting schedule – Fall, 2009

Removed 9/18 workshop date. Added additional hour to 9/10 meeting for workshop.

M/S/C (*Koetzner/Pfuzenreuter*) to approve meeting schedule with changes.

Vote: Unanimous

5. Select evaluation teams for full-time faculty

M/S/C (*Stirling/Haggitt*) to approve evaluation teams for full-time faculty.

Vote: Unanimous

6. Committee appointment – SLO committee

No appointment made as no faculty member volunteered to serve on this committee.

7. Educational Master Plan

Leslie advised that Virginia sent this out by email asking faculty to review it. Leslie stressed that this is a very important document that will help “drive” the institution when adopted. She requested that all members read it carefully and send her feedback. This plan will lead us through the planning and budgeting process and it is important to have a balanced response to it. Everything will be data-driven in the

future and programs may be discontinued and other programs initiated based on this data and the Educational Master Plan.

Adjournment: Meeting adjourned at 1:20pm.

Academic Senate Membership 2009-10

Leslie Saxon West – President

John Koetzner – Vice-President

Jason Edington

Lynn Haggitt

Steve Hixenbaugh

Les Pfutzenreuter

Jean Stirling

Paul Kemp - MPFA

Jessica Morris - MPFA