

MINUTES

Mendocino College Academic Senate
Thursday, February 18, 2010
12:30pm-1:30pm, Room #1060

- Call to Order** Leslie Saxon West called the meeting to order at 12:33pm.
- Present** Steve Hixenbaugh, Jason Edington, Les Pfutzenreuter, Lynn Haggitt, Paul Kemp, Jessica Morris
- Absent** Jean Stirling, John Koetzner
- Guests:** Catherine Indermill (*arrived at 12:45pm*)
- Agenda Approval** M/S/C (*Edington/Kemp*) to approve the agenda of February 18, 2010.
- Approval of Minutes** M/S/C (*Edington/Pfutzenreuter*) to table the approval of minutes for December 3, 2009 and February 4, 2010 to the next regular meeting.
- Public Comment** None
- Committee Reports**
1. MPFA (Mendocino Part-time Faculty Association)
Jessica Morris and Paul Kemp reported the following:
 - 2 PT faculty committee appointments have been recently made. Duncan McMartin will be serving on EAP and Robert Harper on the OffCom Committee.
 - Paul Kemp developed a survey for PT faculty to request office space on campus. Requests received have been given to Leslie who will forward them to the OffCom Committee to make a recommendation to Academic Senate.
 - Jessica thanked Paul for his time in developing this survey.
 2. PBC (Planning & Budget Committee)
(*A written report of the February 4th meeting was prepared by John Koetzner and distributed*)
The Staffing Committee update included recommendations for the February 4, 2010 PBC meeting:
Vacancy Ranking Recommendation in Priority
 1. Administrative Assistant II (for Dean of Instruction, Ukiah)
 2. FT Faculty Astronomy/Physics/Engineering
 3. FT Faculty Business Office Technology
 4. TIE (*listed alphabetically*): FT Faculty Art; FT Faculty Computer Science #2
 6. FT Faculty Music
 7. Native American Outreach Coordinator
 8. Athletic DirectorReminder of Program Review New Staffing Request Ranking (9/24/09)
 1. Web Programmer
 2. Nursing Instructor
 3. Mathematics Instructor
 4. Biology Instructor

This list reflects that we will be down nine faculty positions at the end of Spring 2010. It was approved to go ahead and fill the vacancy for the Dean of Instruction – Administrative Assistant II by hiring from within and explore the cost/benefit

analysis of the top two faculty positions on the list before proceeding on a recommendation for hiring.

Senate members were advised that the budget situation is grave. Multi-year projections show that without the 4% pay cut over the next eighteen months, the college would have faced a \$1.8 million dollar deficit in 2011/12. Currently the college is facing a 1.6 million deficit with the pay cut and by 2012/13, the deficit is projected to be at \$2.1 million. If there is no relief from the State and projections keep getting worse, possible solutions might include: freeze step/longevity pay, furlough extension, additional vacancies, PT instruction budget reduction, program reduction, health benefits or layoffs.

Tough decisions may need to be made that could affect personnel and programs. Faculty will be kept advised of the budget situation.

3. Enrollment Management

(A written report was submitted by Jason Edington)

Due to scheduling conflicts and the holiday weekend, EMC has met only one time this semester, but will be meeting again on 2/22. We have been getting more information from outside sources as to what is being looked at by the legislature. All California Community Colleges are still being told to focus on 'basic skills, workforce training, and transfer' courses. Further, courses which are considered 'Recreational, avocational, and for personal development were the courses that were being looked at heavily in 1984, and may be looked directly at again. (The language is vague, and this was intentional so as not to focus or marginalize one specific sector of the curriculum.)

On the EMC we are continuing to work on the draft for our guidelines, as well as discuss what is happening at the state level and beyond that shapes how the college will be able to offer classes in the near and further future. At our next meeting we will plan our goals for Spring 2010.

4. Staffing Committee

(A written report was submitted by Jason Edington)

A ranking of all staffing requests at this time was conducted and the list submitted to PBC.

A little about how the lists are pulled together. We currently maintain two different lists. One is a list from Program Review, and the other is a list from staffing requests. Not every vacancy generates a staffing request – someone has to fill out the request. We are also discussing going to a model where we re-rank the staffing request list no more than twice per semester. (No re-ranking necessary if no new requests come in.)

5. SUECo (Senate Union Executive Committee)

(A written report dated 2/8/10 was submitted by Leslie Saxon West)

Negotiation Update - Since the union has completed their negotiations with the district regarding salary cuts, they are proceeding with negotiations on items that remain on their list. SUECo was assured that the class cancellation guidelines developed several years ago by faculty and administrators will appear in our contract. Additionally, class size will be included in the guidelines.

BP 302 – Code of Conduct and bullying - The union is interested in pursuing the development of a policy or changing the wording in our institutional Code of Conduct policy (BP 302) related to bullying as several union members believe this is a problem on our campus.

Faculty Association – A brief discussion took place about the Faculty Association; the fact that its leaders have retired or will be retiring soon. Discussion commenced about the function of the association and who should oversee its functions. It was decided that this issue should be discussed at a future Academic Senate meeting.

Department Chairs – The union is not in favor of the Senate exploring the possibility of re-structuring departments/divisions and having department chairs. They tell us that this is not going to happen in the near future. Senate members at the meeting disagreed and will continue to follow up on this Senate objective.

Administrator Retreat Rights – Distance Education – Meridith and Karen Chaty met with union representatives and communicated their plan to support a retreat request from Vivian Varela to become a full-time instructor in Sociology with 50% release time for coordinating distance education. Quite a bit of discussion took place. More will be shared with Senate members at today's meeting.

Athletic Director – The administration is proposing that Tom Gang be given 50% release time to be Athletic Director. Currently, Tom collects a stipend on top of his full time teaching load, to perform the Athletic Director duties. Union members say there are potential contract issues with this plan.

Union Representative to attend PBC meetings– It was decided that it was appropriate and probably a good idea for a member of the union executive committee to attend PBC meetings. This will be communicated to President Kathy Lehner.

President's Report

Leslie announced the following:

- Needs a volunteer to attend the April 14th Board meeting due to a class conflict she has.
- Academic Senate Spring Plenary session is scheduled for April 15 & 16 in San Francisco. John Koetznor plans to attend. Leslie asked for another Senate volunteer to attend this important session.

Old Business

1. Update from Senators on Academic Senate Objectives 2009-10

(Written updates were submitted on the following objectives)

Objective #4 – Academic Senate Constitution/Bylaws: Discussed next steps with Leslie, will present topic in a Senate meeting in the very near future. To be discussed – Do we need to move to a separated format (constitution and bylaws) and if so, which of the topics in the constitution need to be more flexible versus which need to be more malleable.

Objective #8 - Retention and Growth: Jason and Jean met on February 10 and will be:

- 1) Sending out an email to Academic Senate members asking them to contact their constituents about the techniques that are helping to retain

students and what policies they feel are hurting retention (feedback to Jason or Jean 3/12)

- 2) Talking with Meridith Randall in reference to #1
- 3) Jason contacted Charles Duffy to see what retention rate information is available now (what time period, who was tracked)

Jean and Jason to meet and discuss findings in mid-March and plan presentation to Academic Senate and final steps.

Objective #12 – Datatel Implementation: Email sent to faculty on 2/11. Spoke with Paul on 2/11 about forwarding the email to him so that we can check with part time faculty.

Objective #1 - Hiring Policy and Practices for Full Time Faculty at Mendocino College – Leslie and John are in the process of reviewing the initial draft proposal presented to Kathy Lehner last Spring. Policies and Procedures from five other community colleges have been collected. John and Leslie have reviewed these documents and will incorporate what is thought to be relevant into our document. Once that is done a new proposal will be drafted and shared with Superintendent/President Lehner as well as the Academic Senate.

Targeted due date to review revised draft: March 15, 2010.

Leslie Saxon West and John Koetzner

Objective #3 - Department Restructuring of Academic Programs – At a faculty meeting in the fall the faculty at large met to discuss the pros and cons of restructuring academic programs with leadership by department or division chairs. Many faculty participated in this meeting and many good issues were raised.

Since many faculty seem to be interested in further exploring this issue, three different groups of faculty are meeting to discuss the implications of a new structure for their individual departments. Fine and Performing Arts, Math and Science and English faculty are all meeting separately to discuss what is currently working in our current structure, what is not working, and what a picture of a division with a chair might look like. Additionally, Leslie Saxon West and John Koetzner are in the process of reviewing a State Academic Senate paper entitled Roles and Responsibilities of Faculty Academic Chairs: An Academic Senate Perspective. A summary of this paper, as well as presentations from the three groups above, will be presented to faculty at a faculty meeting in the near future.

Targeted due date: Ongoing through Spring semester.

John Koetzner, Jason Edington, Les Pfitzenreuter, Leslie Saxon West

Objective #13 - Faculty Participation on Committees/Committee Handbook – John Koetzner and Leslie Saxon West briefly spoke with VPES Meridith Randall about this objective. Meridith agreed that the job of keeping the Committee Handbook updated should be the job of a permanent classified staff member and that a standard process should be developed to ensure that this document is updated on a regular basis. Meridith is going to explore this and let us know what has been decided.

Targeted due date: May, 2010

Objective #14 - Policy and Procedure Related to Shared Governance

Policies and procedures related to shared governance have been obtained from several other colleges. John Koetzner and Leslie Saxon West are in the process of reviewing these documents and will share them with Kathy Lehner in the new future. Once this is done, John and Leslie will proceed with making recommendations to the Academic Senate and these recommendations will eventually go to PPAC and the Board of Trustees. The topic of reviewing the document entitled “Mendocino College Guidelines for Effective Participation in College Governance and Decision Making” remains on the PBC future agenda list.

Targeted due date: Discuss with Kathy Lehner by end of February, '10.

Depending on what transpires during this meeting, Leslie and John will bring this issue to the Academic Senate in March, 2010.

Leslie Saxon West and John Koetzner

Objective #9 - Increase involvement of faculty in outreach activities.

- 1) Jessica, Steve, Jason and Jean met in November 2009 and created an outreach survey to be given to faculty at the spring in-service in Ukiah. The purposes of the survey were to determine what outreach/marketing activities (fall 2008-09) took place, what populations/groups are we seeing in the classroom and counseling office, and what activities/materials might be effective for promoting classes/programs
- 2) Outreach survey was completed by 12 adjunct and 38 full-time faculty and results were compiled
- 3) Jessica, Steve, Jason and Jean to meet again by first week of March to review results and draw possible conclusions from survey results
- 4) Present results and conclusions to faculty on March 25 and brainstorm additional strategies for improving outreach/marketing (especially given budget situation)

New Business

1. Accreditation Report

It was recognized that this report was late in getting to the Academic Senate for proper review. It was also acknowledged that there is a certain timeline to meet in submitting this report that requires Senate endorsement prior to going to the Board of Trustees for approval. After some discussion, it was agreed that Senate members needed more time to thoroughly review the document and that a special Academic Senate meeting will be called next week to finalize Senate approval.

2. Possible Restructuring of Management Positions: Distance Education

A proposal to allow retreat rights for the current Director of Distance Education was discussed at length. The proposal is to allow the individual in this position to become a full-time instructor in Sociology with 50% release time to coordinate Distance Education. This would save the District approximately \$25,000 if this were to happen.

According to the Management Personnel Handbook, Mendocino College has a policy that allows administrators the right of retreat with certain stipulations. Part of allowing the retreat is because the position is no longer justified, eliminated or absorbed by other managers; however, duties of the administrator cannot follow the faculty member into the classroom.

Senate members expressed concerns that the Sociology position has not come to the staffing committee and is not on the priority list of vacant faculty positions to fill. This reassignment would be bypassing the process. Even with retreat rights, do we fill a position that is not a staffing priority? All existing unfilled positions are needed while a sociology position would be created simply so that an employee could retreat. Perhaps this is allowable under the letter of the law; we could do this, but should we?

Other issues were briefly discussed:

- Obviously the district does not currently need a full time administrative position dedicated to Distance Education.
- There may be some existing full time faculty on staff who would be interested in coordinating Distance Ed. Many if not most campuses give reassigned time to a full time faculty member for coordinating this program.
- Even though we have a policy that allows an administrator to retreat, should it be utilized during an economic/budget crisis when it is not a priority, especially when we are faced with future layoffs and program cuts?
- A decision to do this would affect staff morale in a negative way. This would send the wrong message to staff.
- Faculty should play a significant role in hiring new full time faculty. This is imperative to ensure quality teaching personnel.
- Perhaps the individual in this position should look into some other administrative jobs that are currently vacant.
- Retreat rights for administrators was a hot topic several years ago at MC, and it is believed by some senior faculty members that there were some changes made to this policy. Senate needs to look into this.
- This is not personal. It is about process.

This issue and proposal has also been presented to the union and is being supported by the District. If this request is formally made, the Senate will have an opportunity to express its views to the Board of Trustees. Ultimately, the approval has to go to the Board with Kathy Lehner's recommendation. There will be more discussion about this at the next faculty meeting.

Adjournment: Meeting adjourned at 1:30pm.

Academic Senate Membership 2009-10

Leslie Saxon West – President
John Koetzner – Vice-President
Jason Edington
Lynn Haggitt
Steve Hixenbaugh

Les Pfitzenreuter
Jean Stirling
Paul Kemp - MPFA
Jessica Morris – MPFA

