

MINUTES

Mendocino College Academic Senate
Thursday, October 22, 2009
12:30pm-1:30pm, Room #1060

- Call to Order** John Koetzner called the meeting to order at 12:35pm
- Present** Jean Stirling, Steve Hixenbaugh, Les Pfitzenreuter, Jason Edington, Jessica Morris, Lynn Haggitt, Paul Kemp
- Absent** Leslie Saxon West (*attending conference*)
- Guests** Terri Robertson, Alan West, Sue Goff, Diana - CTA Union Affiliation Representative
- Agenda Approval** M/S/C (*Stirling/Kemp*) to approve the agenda of October 22, 2009.
Vote: Unanimous
- Approval of Minutes** M/S/C (*Stirling/Morris*) to approve the minutes of October 8, 2009.
Vote: Unanimous
- Public Comment** Paul Kemp introduced Diana Fernandes-Lisi, the CTA Union Affiliation Representative.
- Committee Reports**
1. MPFA (Mendocino Part-time Faculty Association)
No formal report given.
 2. BIPC (Bond Implementation Planning Committee)
(*Written report submitted by John Koetzner*)

The BIPC has been meeting about every other week recently rather than every week. However, the most recent meeting covered the latest on what's happening with projects. Some that are scheduled for implementation for spring include the upgrade to the recording studio (scheduled during winter break, but need better connection with BBI), work beginning on the East Campus including the initial work for the maintenance warehouse, setting up infrastructure for the move of the portables and the move of the SSU building. Special note: Bids were opened for the maintenance warehouse project and the lowest bid was 3.1 million on a project that many thought would cost much more.

On October 25th the campus will cut over the power connection from the solar field to the main power line for the campus. It is set to go live by November 1st.

The athletic field's project that was scheduled for this past summer will move forward if fall and winter rains take us out of the drought conditions. We should know in February if we can re-schedule that project for summer 2010.

The Pt. Arena Committee has met and made some decisions about work to be done at the field station. TLCD is working with the campus to design some of the work. Improvements will begin following the spring

semester. A roof consultant was supposed to go out there during the week of October 12th.

A list of the projects and next steps will be sent out to full-time and part-time faculty by John Koetzner.

3. EAP (Educational Action Plan)

(Written report submitted by John Koetzner)

EAP met and reviewed Chapter VI of the Educational Master Plan and reviewed Guidelines for Program Management by looking at a Program Review for History. Charlie Duffy provided data so that we could look at the Program Review and try to decide if the committee could use Program Review to determine whether a program was to be maintained, revitalized or discontinued. After a bit of discussion, it was noted that maintenance didn't mean that a program doesn't have needs. It can still need additional funds for materials, equipment, staff, etc. As a second exercise, it proved to be a good one to start giving EAP ideas about how we might look at future Program Reviews and apply the Guidelines for Program Management. Until the next Program Review cycle, EAP will look at several more programs this way to better get a handle on how to apply the guidelines. Virginia Guleff also presented a timeline for the Program Review cycle and for revisiting the Educational Master Plan. This will be added to the integrated timeline that Kathy Lehner has set up with PBC.

The Educational Master Plan has been distributed to Faculty electronically and Leslie has received feedback from three faculty members. It is hoped that more faculty would respond to it prior to EAP adopting it and sending it forward to PBC.

4 PBC (Planning & Budgeting Committee)

(Written report submitted by John Koetzner)

At PBC, we discussed the planning structures and processes that are supposed to take place at PBC. Kathy Lehner began with an historical overview of how the college was organized in the past and what she has hopes for with PBC in terms of shared governance. While acknowledging that we are not there yet, she is hopeful that we will get closer to making recommendations based on strategic planning, program reviews, budget and the recommendations of committees that deal with staffing, facilities, technology, and programs. It was mentioned that communication was a key to moving forward and that we are still feeling our way through the process of how the college is newly organized. The most recent organizational chart includes her management advisory team, The Big Five. This discussion took up nearly an hour of the meeting and was a healthy look at how we are operating and how we wish to operate in the future.

Later, we had an overview of Program Review for next year by Charlie Duffy focusing on the revisions to Part 2 of Program Review. Program Review will be done electronically and is being designed by the CurricuNet folks. Charlie Duffy also gave a brief presentation on his faculty/staff survey.

Still later, we got a brief update from the Staffing Committee. No real news to report of late as the budget is so bad.

Virginia Guleff gave a report on EAP's progress on the Educational Master Plan and showed the timeline for the EMP and Program Review.

Larry Perryman reviewed the bad budget news and Kathy mentioned that she was meeting with both faculty and staff on October 22. The bad budget news is that projections show that will be at a 2.92% reserve for 2010/11 academic unless we cut about \$800,000. In 2011/12 the reserve is projected at -1.74% unless the college can save \$1,800,000. The worst scenario is 2012/13 when it is projected at -3.58% and \$2,200,000 would be needed to be cut to keep a reserve that would keep us off the watch list.

5. Professional Development Committee

(Written report submitted by John Koetzner)

The committee met and reviewed the activities for last year, including all flex activities, conferences and workshops attended, as well as all the workshops presented at the campus such as the Basic Skills Mini-conference and other faculty development opportunities connected to SharePoint, Datatel, etc.

Additional planning for spring in-service in a couple areas connected to fall in-service as well as some activities such as SharePoint, Basic Skills, and Program Review will added in the coming months and spring.

4. PPAC (President's Policy Advisory Committee)

(Written report submitted by John Koetzner)

Three policies have been through a second reading: Tobacco Use, Visitors on Campus, and Weapons on Campus. These had been previously distributed by Leslie Saxon West to faculty and comments were shared with PPAC. Some additional revisions are being made and then the policies will be distributed. A first reading was given to a revised policy regarding disposition of property (BP 613 and AP 613.1).

Additional questions/comments regarding the written committee reports were as follows:

- On behalf of MPFA, Jessica asked if a list of Ukiah Spring 2010 classes being cancelled had been received. John advised he was hopeful that list would come by the end of the week.
- List of cancelled classes for Spring 2010 has been received for Willits and Lake Center.
- John stressed that it was important as Academic Senators to have knowledge about the class cancellations and felt faculty would have more input into the process with the revival of the Enrollment Management Committee.

President's Report No report given.

Old Business

1. Academic Senate Objectives – 2009-10

- Objective #7 – Supervision/Mentoring Part-Time Faculty.

The wording on this objective will be updated after Jessica receives side letter for contract language.

M/S/C (*Stirling/Pfutzenreuter*) to approve Academic Senate Objectives for 2009-10 as presented. Vote: Unanimous

2. Educational Master Plan – Faculty Comments

John announced that only four comments have been received from faculty regarding the Educational Master Plan draft. Some concerns with the draft included the following:

- Some statistics stated in the plan were questioned and there were concerns about including data if we are not going to address it.
- Some programs described had no time-table or development purpose.

It was requested that any faculty provided feedback be given feedback so there is knowledge of what happens to all the information supplied. Another concern addressed was the lack of dialogue between departments and lack of a common forum where faculty can see the feedback given and respond to it. Some ideas included email exchange or an intranet site. John will forward these ideas on to Leslie and try to get something set up.

John advised that comments are still being accepted prior to the plan being adopted through PBC. He encouraged Senate members to review the draft carefully and a more detailed discussion will take place at the next Senate meeting.

New Business

1. Resolution #F'09'01 – Full-Time and Part-Time Faculty Offices - First Reading

Resolution was read by Terri Robertson, Chairman of the Office Space Committee (OffCom). Terri stated that OffCom developed this resolution to establish the full-time and part-time faculty office assignment procedure and process formalized for the future.

It was questioned why the current procedure was not working and possibly there may have been just a glitch in the correct process over current office space issues that occurred over this past summer. Some points of discussion included the following:

- Concerns that decisions have been made in the past about office assignments and procedures not followed when faculty are out on break.
- Process not totally clear and fragmented.
- There is insufficient space for PT faculty.
- Concerns that there are already resolutions in existence regarding office space. It may be a good idea to review old resolutions and develop a new procedure and process for office assignments.
- Different considerations may need to be made for various buildings on campus when addressing safety needs.

Terri Robertson agreed to start an email dialogue with faculty regarding office space issues and plans to schedule a meeting for those interested in discussing possible revisions to the current procedure.

2. Enrollment Management Committee

- Appointments

The following faculty members volunteered to participate on this committee: Reid Edelman, Candie Dickinson, Duncan McMartin, Alan West, Jason Edington, and Paul Kemp. It was noted that there was no faculty representation for Humanities.

M/S/C (*Haggitt/Pfutzenreuter*) to approve the faculty volunteers as listed above. Vote: Unanimous

- Suggested Revisions to Committee Purpose, Goals and Duties

Note: The original committee description was developed in 1996 listing membership to include 12 administrators and 2 faculty members.

The Enrollment Management Committee description and committee purpose was sent out to all faculty for review and input for revisions.

Senate discussion included the following recommendations:

- PT faculty representation a priority appointment; opened up to FT faculty if not filled. PT faculty appointed, not elected, by Academic Senate would be more appropriate wording.
- Committee membership to include constituent group representation.
- Experience should be required for membership; currently the description states “none” under this category.
- Faculty appointments should include a cross-section of departments

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 Pfutzenreuter
Jean Stirling
Paul Kemp - MPFA
Jessica Morris – MPFA