

## MINUTES

Mendocino College Academic Senate

Thursday, May 7, 2009

12:30pm-1:30pm, Room #1060

- Call to Order** Leslie Saxon West called the meeting to order at 12:30pm
- Present** John Koetzner, Holly Brackmann, Paul Kemp, Barbara French, Les Pfitzenreuter, Jason Edington, Jessica Morris
- Absent** Lynn Haggitt
- Agenda Approval** M/S/C (*Edington/French*) to approve the agenda of May 7, 2009.
- Approval of Minutes** M/S/C (*French/Brackmann*) to approve the minutes of April 23, 2009.
- Public Comment** Leslie Saxon West was recognized for a very successful Spring Dance Festival.
- Committee Reports**
1. MPFA (Mendocino Part-time Faculty Association)  
It was reported that the May 3<sup>rd</sup> end of the year get-together sponsored by MPFA was a success.
  2. BIPC - (Bond Implementation Planning Committee)  
(*Written report dated April 30, 2009 submitted by John Koetzner*)
    1. CBOC (Citizens Bond Oversight Committee) Report was being readied by Carolyn Pryor for the upcoming meeting and it was mentioned that it will reflect some of the changes that BIPC has done, but that some of the budget figures will be based on the fiscal quarter that ended in March.
    2. The Solar Project with SunPower is moving forward with a new financing proposal with Bank of America. The College is going to move money from the energy project to the solar project because Bank of America changed its procedures for financing anything over 5 million dollars with the recent shake-up of its CEO. Now we'll finance 4.9 million and use about 1.3 million in bond funds that were previously earmarked for the energy project. (*This means that the amount taken from the bond will be financed for the energy project.*) The good news is that the interest rate will be 4.9 rather than 5.4. The project and financing piece went to the Board of Trustees on 5/6/09 and was approved. It is scheduled to break ground in June and be operational by December.
    3. More estimates of what the energy project will cost are being assessed. We already know that it can be done for 2.9 million less than what Siemens first estimated.
    4. There was discussion of a Project Labor Agreement. After much discussion, it was decided that a Project Labor Agreement might cause us to use fewer local contractors since many local contractors are not

unionized. The campus already does a prevailing wage agreement to ensure that people doing the work will be paid a fair wage. It was decided it would not be beneficial to local contractors if we did put a PLA in place.

5. A change order for the UPS generator project (at a cost of \$40,501.00) was made so that data and electrical for the East campus projects could be done. This was cheaper than re-routing things from the UPS.

John added the following notes from the 5/7/09 BIPC meeting:

- New RAKU roof – will be started in June.
- Athletic field improvements – being delayed due to the water shortage.
- Science building landscaping – bond money not being used for this project but it is also being delayed due to the water shortage.

3. EAP (Educational Action Plan)

*(Written report dated April 28, 2009 submitted by John Koetzner)*

1. EAP met to discuss the Guidelines for Program Management and applying it to the Culinary Arts Program Review. However, after much discussion, it was decided that the Program Review we had was from the previous academic year and it did not provide us with the correct data to make any assessment in the current academic year. As a result, it was decided that a subcommittee of Mark Rawitsch, Ginna Guleff, Meridith Randall, Paul Kemp, and John Koetzner would begin to look at this further during the summer with new data.
2. It was decided that EAP would review the draft of the Educational Master Plan at its next meeting so that it could be sent out to faculty prior to leaving for the summer. It was expected that faculty would give feedback sometime in September so that we can get it place for planning purposes.

4. PBC (Planning & Budgeting Committee)

*(Written reported dated 4/22/09 submitted by Leslie Saxon West)*

**Staffing Committee** – PBC discussed summer staffing and the procedure to follow if staffing decisions have to be made during the summer. It is the preference of all planning committees that all staffing decisions be postponed during the summer. It was acknowledged that things need to keep moving during the summer and occasionally quick staffing decisions need to be made. It was decided that if it is essential to deliberate about staffing during the summer break, the Staffing Committee will try to convene to make a decision about the staffing request. All members will be contacted and will be asked to attend a special meeting. If necessary, PBC will do the same. All PBC members will be contacted and a special meeting will be called. An attempt to include at least one PBC faculty representative in that meeting will be made. The Staffing Committee and PBC will consider the new staffing request in the context of the existing prioritized list, and will prioritize the requested position on that list.

**Planning Committee Structure – Organizational Chart** – The chart was reviewed and a few minor changes were made in relation to the committee names.

**Members Roles and Responsibilities** – There was a brief discussion about the roles and responsibilities of PBC members. Confidentiality was a major topic of this discussion. Committee members discussed when items under discussion are confidential. PBC members agreed that the major point of concern was when

meeting information was passed on to non-committee members and specific member information was included in that communication. PBC members agreed that sometimes it is best to wait until discussions have been finalized and that it was rarely appropriate to attach names of individuals to opinions discussed within meetings.

### ***President's Report***

Leslie made the following general announcements and highlights from the May 6<sup>th</sup> Board of Trustee meeting:

- The last faculty meeting will be on May 14<sup>th</sup>. A lunch is planned to honor the retiring faculty, and all campus staff will be invited to come share cake at the end of the meeting.
- Going forward with hiring the Career and Technical Education (CTE) Dean. The rest of the restructuring plan is defunct.
- The Yvonne Sligh Book Scholarship vouchers will be funded from Foundation and employee contributions (\$5,000) and the new bookstore annual contribution (\$5,000). A plan on equitable distribution to students should be developed.
- The Community Foundation gave \$5,000 to the Mendocino College EMS program in support of students training to be paramedics in both Lake and Mendocino County.
- Charles Duffy gave a thorough presentation on the Accountability Report for Community Colleges (ARCC) to the Board of Trustees.

Leslie thanked all Senate members for their hard work this past academic year. She especially acknowledged Barb French, who completed her term and is going off the Senate, and Holly Brackmann, who is retiring. Steve Hixenbaugh will be coming on as a new Senate member, Jean Stirling is filling the final year of Holly's term, and Jason Edington is running for Senate again.

### ***Old Business***

1. Academic Senate Objectives – 2008-09 – Report on accomplishments for each Senate objective.

1. Hiring Policy and Practices for Full Time Faculty at Mendocino College  
(*Leslie Saxon West, Alan West, John Koetzner*)
  - Information on this topic was gathered from other institutions
  - AdHoc Committee was formed and submitted their recommendations to Academic Senate
  - Minor revisions were made and a draft was sent out to the faculty-at-large. It was strongly supported by most full time faculty that responded.
  - Leslie and John will make personal contacts with colleges where FT faculty have a greater responsibility in the oversight and leadership of the hiring process for FT faculty. This objective will be carried over into the 2009-10 academic year.
2. Department Restructuring of Academic Programs  
(*Les Pfitzenreuter, Jason Edington, Leslie Saxon West*)
  - Thirteen colleges of like size to Mendocino College were contacted regarding their departmental organization structure; five responded.
  - All colleges maintain either department chairs or division chairs
  - Duties include working with faculty on scheduling, attendance at planning committee and other shared governance meetings, coordinating program reviews and budget oversight.
  - Chairs receive reassigned time for their work

- Dean Guleff supports department chairs and is assisting with the development of a preliminary list of positive and negative aspects of restructuring our academic programs for faculty review in the fall.
3. Academic Rank Procedure  
(*Leslie Saxon West*)
    - This document has been updated and accepted by the Academic Senate
  4. Supervision of Part-time Faculty  
(*Jessica Morris, Paul Kemp, Leslie Saxon West*)
    - Wording has been changed in PT Handbook from supervise to “mentor” when describing the FT faculty responsibility and accountability of PT mentoring.
    - Dean Guleff will be posting a list of responsibilities that FT faculty mentoring PT faculty have on the college website.
  5. Review Sabbatical Procedures  
(*Les Pfitzenreuter, Leslie Saxon West*)
    - Two rubrics have been developed; one listing the criteria for evaluating sabbatical applications and one evaluating completed professional development leave projects and reports.
    - This material was shared at a spring Senate Union Executive Committee meeting and will go out to the faculty-at-large.
    - The Union will continue the process by revising the newly accepted contract to reflect the rubric criteria.
  6. Full-time Faculty Participation on Committees  
(*Leslie Saxon West*)
    - Faculty appointments to committees for the 2009-10 academic year have been completed.
    - Faculty response to participating on committees much more positive than in past years.
  7. Academic Senate Constitution/Academic Senate Bylaws  
(*Leslie Saxon West, Jason Edington*)
    - This objective was not accomplished and will be placed on next year’s list. Jason will work on project over the summer.
  8. Retention and Growth  
(*Barbara French, Jason Edington, Jessica Morris*)
    - Doing well in retention
    - Support for students (*book vouchers, financial aid workshops, WebAdvisor, Early Alert System*)
    - Bob Alto and Sarah Walsh have drafted a student resources document to help assist students on what services are available.
  9. Professional Development/Flex  
(*John Koetzner, Lynn Haggitt*)
    - Lynn Haggitt and Bob Alto discussed flex activities with faculty at the spring in-service meeting.
    - Three additional workshops were conducted on Flex during the spring semester.

- Faculty has a deeper understanding of the expectations related to flex activities.

*Adjournment:* Meeting adjourned at 1:30pm.

**Academic Senate Membership 2008-09**

Leslie Saxon West – President

John Koetzner – Vice-President

Holly Brackmann

Jason Edington

Barbara French

Lynn Haggitt

Les Pfutzenreuter

Paul Kemp - MPFA

Jessica Morris - MPFA