

## MINUTES

Mendocino College Academic Senate  
Thursday, March 6, 2008  
12:30pm-1:30pm, Room #1250

- Call to Order*** Leslie Saxon West called the meeting to order at 12:30pm
- Present*** John Koetzner, Jason Edington, Alan West, Reid Edelman, Jean Stirling, Paul Kemp
- Absent*** Barbara French, Jessica Morris
- Guests*** None
- Agenda Approval*** M/S/C (*Edington/Koetzner*) to approve the agenda of March 6, 2008.
- Approval of Minutes*** M/S/C (*West/Koetzner*) to approve minutes of February 7, 2008 and February 21, 2008, as amended. Paul Kemp abstained from voting.
- Public Comment*** Leslie welcomed Paul Kemp, who is replacing Mike Glenn as a part-time faculty representative on the Senate.
- Committee Reports***
1. **EAP** (*Written report of EAP meeting notes of February 26, 2008 submitted by Alan West*)
    1. No staffing requests were submitted for consideration.
    2. Communication from Superintendent-President

Kathy's response to information in the minutes of the EAP stating that the new planning committee structure was developed "without shared governance" was discussed. Kathy Lehner's email stated that the committee structure of the college was not technically an EAP issue. Many members of EAP took exception to these statements and suggested that it is the business of EAP to help develop planning strategies for the college. It is also in the spirit of shared governance that EAP and the Academic Senate be involved in these types of reorganizations. The reorganization has not been discussed in either body. The plan was simply provided to planning committee members. Shared governance is the issue. The committee discussed what type of communication is required to meet the spirit and letter of shared governance.

It was also the consensus of EAP that the President of the Academic Senate and the Vice President of Educational and Student Services should request that the issues related to the proposed new planning organization be placed on the PBC agenda for discussion.

EAP recommends that the entire proposed planning organization go to EAP and the Academic Senate for discussion and recommendations. Also, it was the consensus of EAP that the new staffing committee should

have input into the organization, membership and charge of that new committee.

### 3. Future Agenda Items

- Curriculum Committee updates on the new liberal studies degree patterns.
- Basic Skills Update
- Educational Master Plan—What are the next steps?
- What is EAP going to do with the new staffing requests mentioned in this program review cycle?

### 2. **BIP** (*Written report dated 3/4/08 was submitted by John Koetzner*)

The most recent developments in the Measure W bond implementation the following after a week off for the holiday week are the following:

1. Network cabling was needed to connect to the GYM HVAC, and it was decided that should come out of the funds for HVAC upgrades on the campus. (This was estimated to be around \$5,000.)

2. Discussion of a digital message board near room 1000 in MacMillan was discussed. It was suggested that Steve Oliveria and John Loucks look into what it would cost to set up a flatscreen TV/Monitor that run continuous messages about campus events, etc.

3. Solar Power was discussed and it is possible that an outside company might help develop it and then give us reduced energy prices to get the tax write-off. However, there is a December 2008 deadline to get it in place. Questions that are unanswered: Where would a solar field be located? What other associated costs would there be? (Initially, we would save the cost of the solar development in the bond money, but there would be long-term maintenance to consider.) More information will be forthcoming in the weeks and months ahead.

4. Lakeport property has been identified on Parallel Drive and an appraisal of the property has been done. The property owner (who is in Arizona) would like to keep a portion of it for office/commercial purposes, but the college would prefer to get the piece and decide how it would be developed for the front section that is zoned for offices. Currently, the owner wants about one million over what the current appraisal says it is worth, but the college intends to make a formal offer. It was also mentioned that if the property owner did not come down in price, the college could start the eminent domain process to acquire the property.

5. Athletic field improvements were discussed and Larry Wise brought up the idea of possibly using synthetic turf and he passed around a sample, explaining how the drainage and the synthetic turf worked. Once the

question of price was discussed, it sounded as if it might be too expensive to use and the product only has a 10 lifespan/warranty. This topic will be researched further.

6. Tom Gang, Ed Boyle and Mike Mari had some cost estimates for replacing old equipment in the fitness lab. It was discussed that this project should move forward. However, there were question about getting floor replacement cost estimates for the lab because that was not included in the bids that were brought forward. Since this is the line item called "Replace Instructional Equipment" that was part of the original list of bond projects, it was also mentioned that Reid Edelman, Leslie Saxon-West, Steve Oliveria, and Paul Kemp be given the direction to get the scopes of the CVPA and Recording Studio projects moving forward also.

7. It was mentioned that faculty should forward their information to me (J.K.) to forward to the BIPC to be put on the agenda for discussion/action.

Note: John amended his written report to include a proposed change that was announced at the end of the 3/5/08 BIP meeting regarding moving the duplicating/mailroom out of MacMillan Hall and to the future new maintenance warehouse. There was some discussion that mailboxes would be decentralized to the buildings where the faculty office/department is located, and mail distributed once a day. This affects faculty and all other constituent groups. John will send an email to all faculty asking for comments back regarding this move and he will take this input to the next BIP meeting. Senate members were asked to also check in with their constituents about this as well.

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

Leslie reported the following:

- Faculty members Jason Edington, Mary Holcomb and Paula Gray were granted tenure and this was announced at the March 5, 2008 Board of Trustees meeting.
- Susan Janssen is new faculty member Tascha Wetzel's mentor.
- The Academic Senate Program Review will be placed on the next meeting agenda to discuss.
- Successful hot topic meeting regarding The Learning Center and its role in proctoring make-up exams. Margaret Sanchez presented her dilemma in the increased volume of test proctoring which is not the responsibility of The Learning Center. Future discussions with faculty regarding make-up exams will be conducted.

### ***Old Business***

1. Faculty constituent representation  
**M/S/C (Koetzner/Stirling)** to approve the constituent list. Vote was unanimous. Leslie will send this out to all faculty letting them know the Academic Senate has adopted this.

### **Faculty Constituent List – Spring ‘08**

As a constituent representative for faculty members on the Academic Senate, Senators have the following responsibilities to their constituents:

1. Ensure that constituents are made aware of whom their representative is.
2. Keep constituents aware of issues occurring in the Academic Senate and be the first point of contact if there are questions.
3. Solicit feedback from constituents.
4. Represent issues brought to the Senate by constituents.
5. Senators may serve as representatives for any faculty member whether or not that faculty member is a member of that Senator’s constituent group.

#### **Reid Edelman**

Les Pfitzenreuter  
Paula Gray  
Holly Brackmann  
John Parkinson  
Doug Browe  
Jody Gehrman  
Jaime Cechin  
Bob Alto

#### **Jean Stirling**

Steve Crossman  
Mary Holcomb  
Shannon McCulley  
Kurt Combs  
Geoff Navarro  
Candie Dickinson  
Dan Jenkins  
Jean Franco  
Tascha Whetzel

#### **Alan West**

Sue Blundell  
Susan Janssen  
May Dye  
Rachel Donham  
Gerald De Bane  
Steve Cardimona  
James Curiel  
Jim Xerogeanes

#### **Barbara French**

Fran Laughton  
Melissa Hladek  
Karen Wilson  
Ed Boyle  
Tom Gang  
Greg Hicks  
Steve Fowler  
Warren Unck

#### **John Koetzner**

Nancy McLelland  
Debra Polak  
Steve Hixenbaugh  
Julie Finnegan  
Lynda Myers  
Lynn Haggitt  
Terri Robertson  
Tonia Widler

#### **Jason Edington**

Deborah White  
Roger Ahders  
Roger Hock  
Catherine Indermill  
Susan Bell  
Rebecca Montes  
Phil Wharf  
Penny Walker

#### **Jessica Morris and Paul Kemp**

All part-time faculty

#### **2. Update – Professional Development Survey (John Koetzner)**

John gave a brief summary of the 21 responses he received back on how faculty looks at things, how they feel about the staff development

activities we currently have and if these really fit their needs. The survey results show trends as it relates to individual faculty or department growth. John is keeping the survey open longer for more faculty responses. He also plans to post the survey on the intranet as a PDF file so people can view. Final results will be announced at the next Academic Senate meeting.

### 3. Updates – Academic Senate '07-'08 Objectives

Draft handout distributed of AS Objective #1 – Academic Senate Integrated Timeline of Senate Activities:

#### ***New Business***

#### 1. Re-organization of institutional planning committees

Handouts were provided to Senate members as follows:

- Membership of the Planning and Budgeting Committee (PBC)
- Narrative to Accompany the New Planning Committee Structure dated February 13, 2008
- Organizational Chart – Planning Committee Structure

Discussion: The process of reorganizing the institutional planning committee has been going on indirectly for a couple of years through the strategic planning workshops held in the fall. The goal has been to bring planning and budget decisions into one committee instead of two. The new structure will hopefully ensure that issues brought up in Program Reviews are addressed more effectively. A notable change is that staffing requests will no longer go to EAP (*then to IMPSC*) but directly to the Staffing Committee. Leslie and John have requested from Kathy Lehner a definition and member make-up of this committee. It was also stressed that shared governance continues to be very important to faculty.

Some members of Senate felt that communication had not been clear in this committee reorganization process and the new structure is not being considered as still “proposed.” It was suggested that the Academic Senate be proactive and come up with a proposal for representation of the Staffing Committee to present to Kathy.

Leslie is scheduling a special faculty meeting for Thursday, March 13, 2008 so that Senate members and faculty can continue discussing this issue.

***Adjournment:*** Meeting adjourned at 1:28pm.

#### **Academic Senate Membership 2007-08**

Leslie Saxon West - President  
John Koetzner – Vice-President  
Reid Edelman  
Jason Edington  
Barbara French

Paul Kemp - MPFA  
Jessica Morris - MPFA  
Jean Stirling  
Alan West