

MINUTES

Mendocino College Academic Senate
Thursday, April 17, 2008
12:30pm-1:30pm, Room #730

- Call to Order** John Koetzner called the meeting to order at 12:32pm
- Present** Jason Edington, Alan West, Jean Stirling, Paul Kemp, Barbara French, Jessica Morris, Reid Edelman
- Absent** Leslie Saxon West (*attending State Academic Senate Plenary Session*)
- Guests** Meridith Randall (*arrived at 12:47pm*)
- Agenda Approval** M/S/C (*West/Edington*) to approve the agenda of April 17, 2008.
- Approval of Minutes** M/S/C (*Edington.Stirling*) to approve minutes of April 3, 2008.
Reid Edelman and Paul Kemp abstained from voting.
- Public Comment** Paul Kemp read a letter sent to the Mendocino Part-Time Faculty Association (MPFA) from an anonymous, long time PT faculty member advising he was not offered the course he had taught for many years for Fall 2008 even after he did work to modify the course to online delivery as was requested of him. Jessica Morris will do a follow up with the instructor to see what she can do. Issues relating to contracts and instructor notification will be discussed at a future Senate meeting.
- Committee Reports**
- 1. EAP (Educational Action Plan)**
Written report submitted by Alan West dated 4/1/08
 1. Staffing Requests
None
 2. Spring Staffing Process and Direction from PBC
What EAP should do about the current staffing requests was discussed. As of this date, there is no direction from PBC regarding this matter. Kathy Lehner will be bringing information regarding the staffing issue tomorrow at the PBC meeting. EAP will wait until the EAP meeting on April 15th to decide how we should proceed with the new position ranking. EAP wants to make a recommendation about the ranking of the positions that are currently on the books, but not staffed at this time. Mark will ask Karen Chaty to provide the list of unfilled positions currently on the books to help EAP with the ranking of the unfilled positions.
 3. PAT At-Risk Updates and Recommendations
Should EAP just accept the PAT reports or should EAP take action to approve and/or make other recommendations for the programs at risk that are reporting to EAP? A revision to program management guidelines may be necessary to provide more options when a program is still considered at risk. PAT updates and recommendations are listed below.

a. Chemistry

In order to offer classes in organic chemistry the institution needs to hire a full time instructor as the institution has not been successful at finding part time instructors in this specialized area. Conclusion: the organic/biochemistry program will not be able to offer classes in organic chemistry until a full-time instructor is hired. Thus, this program is still at risk.

b. Dance

Due to lack of clerical support and reassigned time for the full-time instructor to direct performances, no full-scale dance performances in the Center Theatre will take place in the near future. This will result in a significant reduction in FTES for the Theatre Arts program as well as the institution.

c. Human Services Worker

The report was postponed until the next EAP meeting.

d. Native American Outreach

Because of the funding of a full-time NAO specialist, this program is no longer at risk.

4. PBC Report and Referrals from EAP

EAP requests that the status of the current staffing position vacancies be clarified.

5. Future Agenda Items

Master Planning Process

2. PBC (Planning & Budget Committee)

Written report submitted by John Koetzner dated April 2, 2008

While the agenda showed five items, the meeting focused on the first item which was the planning committee structure, specifically in regards to the staffing committee and the VP “Committee” that are part of the new organizational chart. When asked what the VP “Committee” would have as its task, it suggested that the VPs would be the “falls between the cracks” committee for anything that somehow did not go to or through the Deans. An example that was given was something that might be connected to money, but was not directly done through a Dean. Several jokes about it being renamed the “Falls between the cracks committee” were made. More definition of this place on the chart will evolve. Kathy Lehner noted it would be a place to possibly send Program Reviews as well as to the Deans.

The largest part of the meeting was devoted to a discussion of a possible structure for the new Staffing Committee. Kathy Lehner distributed a draft description of the committee, listing its background and purpose, its typical actions/decisions, committee composition, term lengths, experience/knowledge requirements for membership. Since the function is to act as an advisory committee to the PBC, the real focus of much discussion was on the actual committee composition. Kathy proposed the following groups be represented:

Educational Services	4 members
Student Services	2 members

Administrative Services	2 members
At large	3 members
Total committee members	11 Members

As a result of looking at the number of members, representing the different sides of the house, it was suggested that the number of members from Educational Services or Student Services could be a combination of Faculty, Classified, or Administrative personnel. The purpose of the “At large” would be to ensure that a balance would be achieved for creating a committee that was representing the three different units. Nancy Heth, Classified Senate President, raised a question about Classified participation since the membership was not completely clear yet.

Nothing has been decided yet. This was just a draft document and got the PBC discussing Kathy’s ideas. There will be a planning retreat on April 22 at 2:30 PM to continue working on planning ideas (that is a carryover from sessions in the fall), and PBC meets again on April 23 and the final meeting for the academic year is on May 14.

Discussion – John advised that Kathy Lehner has asked Mark Rawitsch to be the chair of the new staffing committee. Senate members expressed concern that the proposed structure of this committee could potentially have no faculty representation. It was also expressed that PT Faculty have an opportunity to serve on this committee. It was suggested that Academic Senate begin to negotiate for a minimum number of 6 FT faculty members to be part of the committee structure and that the Academic Senate be the body to appoint these faculty.

3. BIPC (Handout – Facilities Master Plan - Ukiah Campus)

John Koetzner gave an overview of the Facilities Master Plan for the Ukiah Campus, highlighting the existing organization concepts and the planned new buildings and campus center concept. Discussion followed with some of the following ideas being shared:

- Development of the Allied Health building acting also as a “signature building” when approaching the college campus.
- Creating a pedestrian walk along the service roads that would flow into the main quad area where new library/learning resource center and student service area will be.
- Installation of solar panels off service road south of current library/vocational tech building area. Good southern exposure; reduced electrical rates.

President’s Report

John Koetzner made the following report on behalf of Leslie Saxon West

- Board of Trustees Meeting – One board member expressed her concern about approving sabbaticals during these difficult budget times. Meridith and Kathy explained that they had taken this into consideration and determined that the sabbaticals that are being requested will have minimal financial impact. Board member DeChaine emphasized the importance and value of faculty having the focused time to develop their professional skills. Kathy recommended

that the Board approve a fall sabbatical for Jean Stirling and a fall/spring sabbatical for Steve Hixenbaugh. The Board approved.

- Trustee Janet Chaniot is running for the California Community College Board of Trustees.
- Penny Walker and Pat Thygesen (CDV) gave a brief but thorough presentation of the CDV, which is celebrating its 30th anniversary in May.

Consent Calendar

1. Office Requests –OffCom
2. Basic Skills Budget and Action Plan
3. MacMillan Endowed Chair Sub-Committee Appointments – Holly Brackmann and Alan West

M/S/C (West/Morris) to approve consent calendar. Vote unanimous with Paul Kemp abstaining.

Old Business

1. Reorganization of institutional planning committees – make up of the Staffing Committee
(*This discussion was covered under committee report.*)

New Business

1. Nominations – Academic Senate VP 2008-2010
M/S/C (West/French) to nominate John Koetzner as Senate VP thereby placing his name on the May ballot for faculty to confirm. Vote was unanimous.

2. Developing Solar Astronomy at Mendocino College (Gerald De Bane)
Gerald made a brief presentation advising he had withdrawn his original office space request and submitted a new one. This request will be referred to OffCom and come back to Senate on May 1, 2008 for final approval.

3. Updates – Academic Senate Objective #1 – Academic Senate Integrated Timeline and Objective #6 – Hiring Practices and Policies at Mendocino College.
 - Jean Stirling presented timelines from the Instruction Office and from the President’s office and asked members if they should also be included in the Academic Senate Integrated Timeline. Senate members felt that this information was very valuable and should be available to all faculty and staff and incorporated as attachments. Jessica requested that additional timeline with issues such as office hours deadlines, flex time, and other changes to standard deadlines that affect PT faculty be also integrated.
 - A resolution involving policy and procedures of hiring practices has been drafted; however, it was determined that this issue should first go through channels of the college (PPAC) prior to the formalized resolution process. Further discussion on this will take place in the fall.

Adjournment: Meeting adjourned at 1:24pm.

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

