

## MINUTES

Mendocino College Academic Senate  
Monday, August 30, 2010  
12:30pm-1:30pm, Room #1060

- Call to Order** John Koetzner called the meeting to order at 12:35pm.
- Present** Leslie Saxon West, Steve Hixenbaugh, Doug Browe, Rachel Donham, Jason Edington, Jessica Morris
- Agenda Approval** M/S/C (*Edington/Saxon West*) to approve the agenda of August 30, 2010.  
Vote: Unanimous
- Approval of Minutes** M/S/C (*Saxon West/ Hixenbaugh/*) to approve the minutes of May 20, 2010 with corrections. Vote: Unanimous
- Guests:** Kathy Lehner (*12:30 – 12:45pm*)
- Public Comment** Kathy Lehner offered her congratulations to new Senate members. She discussed the staff survey conducted in the Spring 2010 and commented that results indicated that improving communications on an administrative level is desired. She asked if she could speak at the first faculty meeting on September 16<sup>th</sup> regarding this topic.
- Leslie provided an update on how Jerry DeChaine is doing. She was able to talk with him this morning and reported that even in his very fragile condition, he was enjoying a cup of coffee on the deck, his grandchildren were visiting often and he was his usual, spunky self. Jerry loves hearing from people so she encouraged anyone that desired to call or send a note.
- Committee Reports**
1. BIPC (Bond Implementation Planning Committee)  
*Written report submitted by John Koetzner dated 8/26/10*  
BIPC met on 8/26/10 and discussed the following areas:
    1. State Bond – The State did not put a facilities bond on the November ballot. As a result, there is no chance we can get any type of match for either Lake or Willits Center.
    2. Pt. Arena Field Station – Mike Adams reported that bid specs for phase one of the Pt. Arena Project should go out this fall. TLCDC has come up with a lower price for assisting in proposal plans. Once the agreement is signed, the specs will be finished to go out to bid.
    3. Voc Ed Space – Space for the EMT program was changed in the portable classrooms as a result of the change in configuration for the buildings when the move to the East Campus was made. There is a need to build some cabinetry/or do reconfiguration to accommodate equipment, etc. Additionally, there will be a Facilities Committee meeting on September 12<sup>th</sup> that will also explore what other needs there are in the Vocational Area on the East Campus along with facility needs.
    4. Soccer Field – With improvements to the fields, it was noted that the BIPC members had received an email regarding the fact one field was two yards short of being a regulation soccer field. (The field is 63 yards wide rather than 65 yards wide). It was explained that while improvements to make it a better football field could be accommodated, the cost to change all the drainage along the sides of the field (with six concrete drains five feet deep) was cost prohibitive.

5. East Campus – It was noted that with the move to the East Campus, the new Quad was without an information kiosk and that there was a need for outdoor seating. Jim Mastin will be bringing forward information on seating for the new East Campus Quad. Some samples of kiosks will be brought forward also.
6. Athletic Fields – Some underground lines needed to be replaced during the renovation along with some valves. This added an additional \$70,000 to the project.
7. Library/Learning Center – There was a cost of \$100,000 for excavation and compaction of soil at the site for the new Library/Learning Center. (However, there was a cost savings of \$39,000 because there was no lime used on the soil for that project).

2. PBC (Planning & Budget Committee)

*Written report submitted by John Koetzner dated 8/26/10*

PBC met and devoted it's time to introducing the new members to committee structure, a review of the budget information, Staffing Committee structure and the number of open positions (which includes seven faculty positions that are vacant). In addition, Kathy Lehner focused on some articles related to future trends in Community Colleges and how funding might be tied to student success, transfer, etc. rather than growth. Meridith Randall reported that she and the Deans were forming a task force to apply for a Title III grant that could support Basic Skill, staff development, persistence and graduation rates. She asked for faculty and classified representation. Kathy also reported that the Shared Governance Guidelines would go to PPAC and go out to constituent groups for comment. She also announced that the annual planning retreat will be October 1<sup>st</sup> in the Dance Studio.

***Consent Calendar***

Approve Program Review for 2009-10

***President's Report***

John advised that there were quite of few office space issues during the summer due to the quad modulars being relocated to the East Campus. He expressed his thanks to Reid Edelman from the OffCom committee for putting in hours of time addressing problems, being respectful of office space requests and making sure FT faculty relocation went smoothly. Thanks to Reid and the Off Com committee.

***New Business***

1. Appoint members to new Tenure Review Committees –

At-large and alternative faculty names were drawn from a hat as follows:

- Tim Beck (*Alan West-Faculty of Discipline*), Jim Xerogeanes/Steve Crossman
- Jeffrey Bergamini (*Faculty of Discipline TBA*), Debra Polak/Karen Wilson
- Doug Bosell (*Faculty of Discipline TBA*), Greg Hicks/Kurt Combs
- Alicia Mendoza (*Jean Stirling-Faculty of Discipline*), Susan Janssen/Rebecca Montes/Steve Hixenbaugh)
- Nora Danning (*Fran Laughton-Faculty of Discipline*), John Koetzner/Bob Alto
- Vivian Varela (*Faculty of Discipline TBA*), Jody Gehrman/Julie Finnegan

2. Approval of Meeting Schedule and Senate Retreat – Fall 2010

M/S/C (*Edington/Donham*) to approve meeting schedule and change regular Senate meeting on September 13<sup>th</sup> to a regular meeting/workshop and extend meeting hours to 12:00-2:00pm. Vote: Unanimous

*Notes: Steve suggested that we use Outlook calendaring to send meeting notices to all faculty for Academic Senate and Faculty meetings as a way to encourage more faculty participation.*

3. Select Evaluation Teams for Full-time Faculty

Deferred to next meeting. Waiting to receive list of faculty being evaluated this academic year from Personnel.

4. Approve New Committee Appointments

- EAP – Dan Jenkins
- Staffing Committee – Deborah White, Steve Oliveria (MPFA)
- Safety Committee – Roger Ahders, Paula Gray
- SLO Committee – Aeron Ives, Marcus Frederickson, Karen Wilson
- Technology Committee – Deborah White, John Koetzner, Sue Blundell, Aeron Ives
- Distance Ed Committee – Conan McKay, Dan Jenkins

**Discussion:** Staffing Committee make-up consists of 5 faculty members. Steve Oliveria represented PT faculty while also being a classified employee. It was acknowledged that Steve is in a new role as management now and Senate is aware of potential conflicts. Jessica advised members that MPFA had this discussion also, and knows the importance of faculty representation on this committee but wishes to have Steve continue serving as the MPFA representative on the Staffing Committee

**M/S/C** (*Saxon West/Morris*) to approve committee appointments. Vote: Unanimous

**Note:** Enrollment Management Committee – 3 faculty volunteers are currently needed and being recruited. This committee is global and should be well balanced with diverse disciplines. Committee appointments will be presented for approval at the next meeting.

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

**Academic Senate Membership 2010-11**

John Koetzner – President  
Steve Hixenbaugh – Vice-President  
Leslie Saxon West – Past President  
Doug Browe  
Rachel Donham  
Jason Edington  
Jessica Morris – MPFA

*Note: An election is being planned to elect one full-time faculty member and MPFA needs a second member for this academic year to complete the Academic Senate Membership for 2010-11.*