

MINUTES

Mendocino College Academic Senate
Friday, September 12, 2008
1:00pm-5:00pm, Room #1230

- Call to Order** Leslie Saxon West called the meeting to order at 1:09pm
- Present** John Koetzner, Holly Brackmann, Barbara French, Lynn Haggitt, Paul Kemp, Les Pfutzenreuter, Jason Edington, Jessica Morris
- Absent** None
- Guests** John Hancock, Board of Trustee (*arrived at 1:40 pm*)
Note: Leslie welcomed Trustee Hancock and introduced him to the Senate members.
- Agenda Approval** M/S/C (*Brackmann/Koetzner*) to approve the agenda of September 12, 2008.
- Approval of Minutes** Minutes of August 28, 2008 will not available until September 25th.
- Public Comment** None
- Committee Reports** **PBC** (Planning and Budgeting Committee)
Written report submitted by Leslie Saxon West
- Meeting of July 31, 2008 – Staffing Update
The following positions will not be filled this year:
- Articulation Specialist
 - Athletic Director (*Tom Gang will continue on interim basis*)
 - Director of Public Information and Marketing (*consultants will be utilized*)
- The following positions will be filled this year:
- Dean of Student Services
 - Chemistry (*position has been filled with full time faculty member who has a one year contract*)
 - ESL (*position is being funded with categorical funds for one year*)
 - Career & Transfer Center Specialist (*position filled with reduced hours*)
 - Ceramics Assistant
- Meeting of August 27, 2008
1. Committee Description for the Staffing Committee was finalized.
 2. The Staffing Request Form has been revised.
 3. The job description for the Dean of Student Support, Retention and Outreach was discussed in detail. The job has been expanded to include specific duties related to student retention and outreach. Revisions to the job description will be made and we will proceed with hiring this position.
 4. Jean Stirling is requesting that her job become 100% counselor instead of 60% counselor and 40% guidance instructor/coordinator. She would continue to coordinate the Guidance Program but would use her teaching hours as overload. Follow up discussion will take place at the next PBC meeting.

SUECo (Senate Union Executive Committee)

Reid Edelman submitted an informal report of the September 2, 2008 meeting to Leslie Saxon West. Those attending the meeting representing Senate were Leslie Saxon West, John Koetzner, and Jason Edington. Catherine Indermill, Deborah White and Reid Edelman represented the Union. The following issues were discussed:

- Full time faculty obligation to participate on institutional committees
- 50% Law
- Flex Responsibilities for Faculty
- Sabbaticals
- Hiring Practices for full time faculty
- Division/Department Chairs

Note: SUECo meets two times each semester for the purpose of Senate and Union working together on faculty issues that overlap.

President's Report

Leslie reported the following:

- Attended the Board of Trustees meeting of September 10, 2008. Vivian Varela made a nice presentation to the Board on Distance Education. Kathy Lehner presented the past year in review.
- Board of Trustees minutes and agendas are posted on our website and board packets are now being sent out via email each month. Encouraged Senate members to review.
- MacMillan Endowed Chair proposals due at the end of the day on September 12th. Three have been received.

Old Business

1. Selection of faculty representatives to the Staffing Committee **M/S/C** (*Koetzner/Haggitt*) to approve the following faculty members that volunteered to sit on the Staffing Committee. Vote was unanimous.

- Alan West
- Holly Brackmann
- Jason Edington
- Steve Oliveria
- Penny Walker

2. EAP – faculty membership

Since there are no full time Senate members who volunteered to be on EAP, Leslie will go to the faculty at large and request one more member.

New Business

1. Introduction to the Academic Senate

New Academic Senate binders were distributed to all members.

Leslie gave a brief history on how the Academic Senate originally was formed and how the Senate is the legal voice of the faculty, making recommendations in respect to academic and professional matters. Leslie reviewed each section of the binder. She reminded members that Academic Senate is a Brown Act committee.

2. Develop Senate Objectives for 2008-09 – Senate members began to develop a list of Senate objectives for the '08-'09 academic year.

Adjournment:

Meeting adjourned at 3:55pm.

Academic Senate Membership 2008-09

Leslie Saxon West – President
John Koetzner – Vice-President
Holly Brackmann
Jason Edington
Barbara French

Lynn Haggitt
Les Pfitzenreuter
Paul Kemp - MPFA
Jessica Morris - MPFA