

MINUTES

Mendocino College Academic Senate
Thursday, September 1, 2011
12:30 – 1:30 p.m., Room #1060

- Call to Order** John Koetzner called the meeting to order at 12:30 p.m.
- Present** Leslie Saxon-West, Doug Browe, Jason Edington, Rachel Donham, Jessica Crofoot, Reid Edelman
- Absent** Steve Hixenbaugh
- Notetaker** Tammy Cartwright
- Agenda Approval** M/S/C (Saxon-West/Crofoot) to approve the Agenda of September 1, 2011.
Vote: Unanimous
- Approval of Minutes** M/S/C (Saxon-West/Edington) to approve the minutes of May 12, 2011.
Vote: Unanimous
- Public Comment** Catherine Indermill mentioned the new process regarding the proctoring of exams in the Learning Center.
- Discuss how to utilize the Learning Center and assist with make-up exams.
 - What are the issues/problems with the use of the Learning Center for proctoring exams?
 - What changes need to be made to better use the department and their time?
- Committee Reports**
1. MPFA (Mendocino College Part-Time Faculty Association)
 - Jessica Crofoot – Finish negotiations and determine who is available to participate in meetings and current positions that may be vacant.
- President's Report**
PBC – August 23, 2011
- The meeting started with Kathy talking about her commitment to Shared Governance and then focused for a good deal of time on the roles, responsibilities, and culture of PBC. There was a long discussion on whether some information in PBC should remain confidential. However, it was pointed out that it is bringing together constituent representatives, and that one could not get input or report back if material was confidential. We looked at the committee description for PBC and will review some potential changes to the committee description at the next meeting. Kathy talked about the need to revisit the Strategic Plan since it has been five years. She also stressed the need for better strategic directions to guide the planning and budgeting process. It was announced that Sue Goff would chair the Staffing Committee for this academic year. There is also going to be further discussion about what directions PBC will give the Staffing Committee as their charge this year. Finally, Larry Perryman presented on the budget (see attached handouts) and said that while we are getting the small college waiver, they are projecting a deficit to the budget reserve in 2014-15.

BIPC – July 7, 2011

There were a number of items discussed at the meeting:

- Lake Center was approved to go out to bid at the July BOT meeting. It is expected to award the project at its September meeting with the project beginning before the end of the year and completion set for December 2012.
- The college was going out for the second issue of the bonds at 37.5 million. (It has since received the money in August.)
- The BOT approved going out to bid for furniture and equipment for the new Library/Learning Center. John Loucks has been working on putting together the necessary equipment inventory. I asked about the technology requirements and Steve Oliveria mentioned that he had been in contact with TLCD regarding the AV/Media space.
- Willits Center project – TLCD is working on the design and there was discussion regarding the scope of the project based on what cost estimates might happen as well as the result of any cost savings for Lake if the bidding environment stays favorable. Two faculty members, Steve Hixenbaugh and Debra Polak, have been consulted on that project.
- Pt. Arena has been a question mark since last spring. The costs to just do some maintenance are \$500,000 and that is estimated to last about 10 years. To do the buildings correctly would cost about \$2,000,000. (It was mentioned that Alan West has been included in these earlier discussions regarding the Pt. Arena site.) One option is to possibly sell the property to the Public Lands Trust, thus keeping it available to students. The district took ownership of that property at the end of August.

Summer Professional Development Activities

Vivian Varela presented on Distance Education and Jaime Cechin presented Student Learning Outcomes at the Part-Time Faculty Orientation at the Ukiah campus on August 16th. John Koetzner presented on Koha and file sharing in EBSCO and ebrary at the Willits and Lake Center Part-time Faculty Orientations on August 17th and 18th. Debra Polak and John Koetzner presented at the New Faculty Orientation. Additionally, Julie Finnegan and Aeron Ives did a syllabus workshop and Steve Hixenbaugh did a customer service workshop on August 18, and John Koetzner did a one-hour workshop on Koha, EBSCO and ebrary for new faculty.

Pt. Arena	The budget has been cut in half for the necessary improvements to the Pt. Arena site. The amount currently available for the improvement project would sustain the site for approximately 10 years.
Public Land Trust	A discussion regarding the purchase of the Pt. Arena site and provide access to Mendocino College when necessary to conduct classes.
L. Saxon-West	Suggested the Academic Senate invite Alan West to attend a future meeting to provide an update regarding the Pt. Arena site.
Old Business	Tentative schedule....

C. Indermill

Class cancellation policy - Minor grammatical changes were recommended by Enrollment Management Committee and approved by the Academic Senate on September 1, 2011

Enrollment Management

Discuss who should attend and represent various constituents.

- Charlie expected the FTES to be decreased because of enrollment
- Projected to be approximately 250 FTES below
- Concern regarding enrollment
- Next meeting discuss action to take
 - o Add sections
 - o Additional marketing

V.

Guleff Datatel issues TBA and Positive Attendance classes may affect the total FTES

- Financial Aid
- CSU Transfer
- Economic Situations
- High school graduation rates have declined
- Fewer K-12 enrollment
- Fee Increase
- Cut in sections offered
- Additional sections were added as well; the enrollment numbers may have changed

Future Agenda Items:

- Discuss Enrollment Management Committee
- Update Committee Handbook
- Discuss Senate relationship to EMC
- Discuss class cancellation policy
- Discuss goals, etc.

Budget

The budget has been cut from \$2,475 to \$1,079. There are only enough funds to send one person to the Plenary Session meeting. The Vice-President should attend the meeting due to budget cuts.

Additional Meeting

Thursday, September 8, 2011 to appoint committee members where necessary and appropriate. Update the committee handbook with committee membership and terms.

Academic Senate Membership 2011-12

John Koetzner – President

Steve Hixenbaugh – Vice President

Leslie Saxon-West – Past President

Doug Browe

Rachel Donham

Jason Edington

Reid Edelman

Jessica Crofoot – MPFA

Tammy Cartwright - MPFA

