

MINUTES

Mendocino College Academic Senate
Thursday, September 29, 2011
12:30pm-1:30pm, Room #1060

- Call to Order** John Koetzner called the meeting to order at 12:38pm.
- Present** Leslie Saxon West, Steve Hixenbaugh, Doug Browe, Rachel Donham, Jessica Crofoot, Tammy Cartwright
- Absent** Reid Edelman, Jason Edington
- Guests** Alan West (*arrived at 1:09pm*)
- Agenda Approval** **M/S/C** (*Saxon West/Donham*) to approve the agenda of September 29, 2011
Vote: Unanimous
- Approval of Minutes** **M/S/C** (*Saxon West/Cartwright*) to approve the following minutes:
September 1, 2011, September 8, 2011 as corrected, and September 15, 2011.
Vote: Unanimous
- Public Comment** None
- Committee Reports** 1. MPFA (*Mendocino College Part Time Faculty Association*)
Jessica reported that there is an upcoming CCA planning conference in Sacramento scheduled in October.
- President's Report** John submitted a written report dated September 29, 2011 as follows:
- Board of Trustees (BOT) meeting of September 14, 2011
(*Prior to the BOT meeting, the BOT toured the new library/learning center to see how it is progressing*)
- Approved library furniture bid that came in \$200,000 lower than first anticipated.
 - Lake County project came in about \$2,000,000 over what cost estimates were expected to be. Mike Adams reported that he and Mark Rawitsch have met with the contractor to trim about \$1,000,000 from the project which is the most allowable by law once bids have been accepted.
 - Larry Perryman explained that the spring budget had a 1.6 million reduction but that we were exempted as a small college so the cuts were only \$1,052,000 so that we have a budget that kept the cuts that were made in spring 2011. No cola for the fourth year. He also noted that the state owes us about 11% that they've withheld for the past couple of years. He also noted that fees went up. It includes three increases: step increase, health benefits increases, and unemployment insurance increases. He noted that the college has saved almost \$1,000,000 through not filling vacancies. We have a very healthy ending fund balance that will cover this year and next year.
 - Kathy talked about the resolution in support of the Mendocino College Library sales tax measure on the November ballot. Motion passed to support the resolution in support of the Mendocino County libraries.
 - Karen Chaty reported that health benefits were 6.03% less than the previous year, but the new health benefits budget was increased by 10% for 2011-12.

EAP meeting of September 14, 2011

EAP met and discussed the following things:

1. Goals for the 2011-12 academic year. While discussing these goals, it was decided that the following needed to happen starting ASAP:
 - A. Program Review Summaries – It was decided that the Program Review summaries need to be read and that we need to look for themes. (*For example, if a good number of them called for more staffing, we should make note of that for our executive summary to PBC along with any other themes that emerged.*) It was agreed that we would all read the summaries and then come back at the second meeting to discuss what themes we found.
 - B. Update for Educational Master Plan – We discussed the need to update the Educational Master Plan this year and we decided that we should actually do addenda to the previous chapters rather than re-write the whole document. The following people are assigned to work on these chapters by the third meeting: Chapter 1 (Philosophy) – Mark Rawitsch and Steve Hixenbaugh; Chapter 2 (Methodology) – Meridith Randall; Chapter 3 (Research) Charlie Duffy; Chapter 4 (Program Response) Dan Jenkins and Sue Goff; Chapter 5 (Pedagogy) – Karen Wilson, Debra Polak and John Koetzner; Chapter 6 (Shared Vision) Reid Edelman and Virginia Guleff.
 - C. PATS – It was decided that we need to follow up on the Program Advisory Teams from last year (Native American Outreach, Paramedic and Physical Therapist Assistant) and that we could probably look at curriculum that is being readied in Agriculture and for an Entrepreneurship Certificate.

PBC – September 20, 2011

1. At PBC, we discussed the following items:
 - A. A summary of the programs reviewed by PBC so far, but we have over two-thirds of the programs out there that still need to be looked at in the coming year. (*It was noted that with this year's budget and the small school waiver, there is a bit less pressure.*)
 - B. We reviewed the draft recommendations from the California Community College Student Success Task Force.
 - C. Budget Priorities – I made mention of the survey that we had done on the portal regarding PBC and how we had 25 faculty responses in just a couple of days. Kathy suggested I share the questions with the other constituent groups to see if they could do something similar. Steve Hixenbaugh and Virginia Guleff made a case for more faculty. Steve noted that we are in need of FTES for next year so that we do not lose revenue, and faculty help generate FTES and revenue. Virginia noted that programs flourish if they have full-time faculty. The discussion will continue.
 - D. Staffing – We reviewed the vacancy list again (*which was sent out in an email to faculty regarding the PBC survey*) and we briefly discussed that the Staffing Committee will need to begin looking at Program Review requests as well as the vacancy list.

- E. Annual Planning Retreat – Kathy announced that the Annual Planning Retreat would take place on two Fridays (*dates are now set at October 14th & 28th from 9-noon*)

BIPC – Bond Implementation Planning Committee

1. The following areas were discussed at BIPC:

- A. Bond audit – auditors are looking at the bond projects. They questioned the mowing of the property in Lakeport as a maintenance expense rather than a true bond expense. It was only a couple hundred dollars.
- B. Interest earnings – We asked bond advisors to examine interest earnings on the bond. Maximum allowable was \$3,000,000. However, in 2010-11 we only earned \$27,000.
- C. Bond reallocation – Reduced interest projections to 2.5 million. The Lake Center bid came in \$2,000,000 over expectations, so money is tight. We talked about the fact that we will discuss reallocation of projects on October 13, 2011.
- D. October 13th – There will be a big meeting regarding projects. There will be presentations regarding some of the projects on the list to determine funding or their placement on the list. Some presenters will be Mark Rawitsch on Lake and Willits Centers, Barb French on Allied Health/Nursing, and Alan West on Pt. Arena.

Note: John announced that the Statewide Academic Senate is looking for nominations of a part-time faculty member that they would fund to go to Fall Plenary. Nominations are due by October 25, 2011. John gave an informational flyer to Jessica and will send it to her electronically so she can get the word out to our PT faculty. The Statewide Senate is also encouraging active past presidents desiring to have more influence on a state level to consider serving on the statewide Board of Governors.

Old Business

1. 2nd reading of the Academic Senate Funding resolution

M/S/C (Browe/Donham) to approve changes made to original draft of resolution.

Vote: Unanimous

Resolution F'11-01

Funding Support for Academic Senate

Initiated by: Leslie Saxon West

Seconded by: Jessica Crowfoot

Sept. 5, 2011

Whereas, Title V guarantees the role of faculty in shared governance;

Whereas, local Academic Senate's serve as the official "voice" of the faculty in advocating for faculty roles in "Academic and Professional Matters;"

Whereas, to be effective the Mendocino College Academic Senate requires at a minimum, membership to the State Academic Senate and participation in State Academic Senate activities such as area meetings, plenary sessions, and other important workshops and conferences;

Whereas, Academic Senate must be fully informed of the most recent developments in the State and Area levels for shared governance;

Whereas, Academic Senate can more fully support the faculty and engage in its duties of shared governance by actively participating in the discussions, debates and informational exchanges with their colleagues at other institutions;

Whereas, local senates are subject by law, to provisions of the Brown Act, requiring among other things, that all documentation related to Senate agendas and minutes is official and is prepared and disseminated in a specified and specialized manner.

Whereas, resources are necessary in meeting the Academic Senate obligations to promote and protect effective participatory governance on behalf of faculty at Mendocino College;

Therefore, be it resolved that the Mendocino College district provide annual funding to ensure effective Senate operations for:

- Clerical support no less than 8 hours per month.
- State Senate yearly dues.
- Two plenary sessions per year for two senators each.
- Leadership conference for incoming Academic Senate President, every other year.
- Expenses associated with attendance to Area B meetings – one person, twice a year.
- Funds for miscellaneous operational supplies.

2. Committee Assignments

John reviewed the list of committee assignments for 2011-12. Discussions included the desire for new faculty members to become involved in committee work.

M/S/C (*Saxon West/Browe*) to approve committee assignments as presented.
Vote: Unanimous

3. Goals/Objectives 2011-12

John reviewed the new goals and objectives established for this year. Tasks were developed by Senators responsible for oversight of the objective and documented on grid. More discussion will follow at next meeting.

New Business

1. Basic Skills Plan/Budget

John reviewed the plan and budget with Senators. He advised that this plan and funding has been in operation for a couple of years and will end in June 2013. This funding has supported supplemental instruction and learning communities in basic skills (math and English), the ESL faculty position, and specialized counseling for basic skills students.

M/S/C (*Saxon West/Browe*) to approve Basic Skills Plan and Budget as presented.
Vote: Unanimous

2. Constituent Groups for 2011-12

A constituent list was presented by John Koetzner outlining faculty assigned to an Academic Senate member for this year. Some discussion took place relative to constituent groups and future department restructuring as follows:

- Consider making Academic Senate members de facto department chairs, representing faculty fairly. This would also increase the number of faculty participating on Academic Senate.
- Consider having a representative Senate; form faculty counsel where everybody is involved and all departments are represented as a goal.
- It was suggested that in order to start communicating with our constituents, this list be approved to have something in place while we continue discussions on restructuring.

M/S/C (Crofoot/Cartwright) to approved constituent groups for 2011-12 as presented. Vote: Unanimous

Future Agenda Items Kurt Combs will be a featured speaker addressing some changes that are coming up at the October 27th meeting.

Adjournment: Meeting adjourned at 1:28pm.

Academic Senate Membership 2010-11

John Koetzner – President

Steve Hixenbaugh – Vice-President

Leslie Saxon West – Past President

Doug Browe

Rachel Donham

Reid Edelman

Jason Edington

Jessica Crofoot – MPFA

Tammy Cartwright - MPFA