

## MINUTES

Mendocino College Academic Senate

Thursday, April 1, 2010

12:30pm-1:30pm, Room #1060

- Call to Order** Leslie Saxon West called the meeting to order at 12:30pm.
- Present** John Koetzner, Jessica Morris, Steve Hixenbaugh, Lynn Haggitt, Paul Kemp, Jean Stirling
- Absent** Jason Edington, Les Pfutzenreuter
- Agenda Approval** **M/S/C** (*Koetzner/Stirling*) to approve the agenda of April 1, 2010. Vote: Unanimous
- Approval of Minutes** **M/S/C** (*Morris/Stirling*) to approve the minutes of March 18, 2010 with corrections. Vote: Unanimous
- Public Comment** None
- Committee Reports**
1. **MPFA** (Mendocino Part-time Faculty Association)  
Jessica asked about the Enrollment Management Guidelines Committee make-up. Leslie responded that both FT & PT faculty participate and that Duncan McMartin represents the part time faculty. The committee descriptions and committee composition is available under Committees on the College Intranet.
  2. **PBC** (Planning & Budgeting Committee)  
(*A written report was submitted by John Koetzner*)
    1. Kathy Lehner spent a good deal of time in this meeting considering staffing and budget. Mark Rawitsch stated that nothing new had happened in staffing and that the next meeting was April 20<sup>th</sup>. Kathy then went around the room to the voting members of PBC and asked for input in the previous staffing committee recommendations that were related to BOT and AST/PHY/EGR. The majority of voting members recommended the AST/PHY/EGR position. It was also noted that our faculty obligation number is 46 and we were currently a fraction under that. The penalty from the state is around \$100,000 (about the cost of a new full-time faculty member) so it was agreed we should hire at least one position at this time. John Koetzner and Meridith Randall argued for the second position (BOT) noting that we need to keep our FTES up in the next academic year. Koetzner also noted that the proposed 6.5% cut to the 4s and 5s for next year would save \$100,000 and could cover the cost of the second position.  
Karen Chaty gave an update report on the current openings and Kathy reported on the reorganizations of Lana to the Foundation Office and Toni Fort to the Instruction Office. She also reported that Tom Gang was moving back into full-time faculty, that he would receive an additional month's faculty contract and 50% release time. Kathy also noted that Vivian Varela had requested to retreat to a full-time faculty position.
    2. The budget news was fairly bright. The April revise shows that with the 4% pay cut, \$70,000 in 09/10 apportionment increase, \$80,000 in 08/09 apportionment increase, \$80,000 in nonresident tuition, \$75,000 in Lottery

money, \$70,000 in utilities savings, and savings on the centers leases, we are in pretty good shape as we head into the end of the academic year.

Karen Chaty reported that we were over on our costs for health care for this year. She also noted that our GASB 45 report shows that 16% of our current health care costs cover our retirees. However, she does not see that as changing too much, because we lose people to Medicare as we get new retirees in the future.

3. Kathy noted that will put together more emails to everyone in the district as we move through the remainder of the academic year and stressed how important communication is. She also noted that she had made meetings with constituent groups.

4. Ginna shared the Guidelines for Program Management and reminded us that this would help guide EAP as it looks at programs in the fall based on Program Review and then guide recommendations to PBC.

5. Larry Perryman mentioned that he wanted to update PBC on what was happening with cash flow on the bonds in a future meeting.

3. EAP (Educational Action Planning Committee)

No meeting to report on.

4. BIPC – Bond Implementation Planning Committee

*(A written report was submitted by John Koetzner. A conceptual site plan of the Lake Center was also passed around for Senate members to view)*

1. It was announced that Midstate Construction was awarded the contract for moving the modular buildings from the Quad to the East campus. The contract calls for the buildings to begin moving by June 1<sup>st</sup>, but that will probably be the first day that they'll do the electrical disconnect. The moves will be done in phases.

2. Swing Space issues - Ginna handed out a two-page grid that showed some possible moves for people and services to relocate temporarily during the summer while the East campus move is made. John Loucks requested assistance in getting some folks moved earlier because of how many phones lines, etc. he has to move and set-up even for people to have temporary quarters. He would like to be able to get it done over several weeks.

3. A conceptual site plan drawing of what the Lakeport property could look like in the future was developed by TLCD and presented at the meeting. It shows a variety of things happening there in the future. However, the first phase is simply some small buildings with the sense of a small quad or meeting area in the middle. It is scheduled to have occupancy in spring 2013. (I'll share this conceptual site plan with faculty through a scanned image.)

4. Larry Perryman brought up that we will need to make a second bond offering in another year or so. We are down to around \$14,000,000 from the first offering, and we have about \$34,000,000 in projects under way. However, the economy may force us to only take enough to complete those projects for now and then make a third offering. (However, there is a concern that that eats into more of the bond proceeds, because they are fixed costs now matter how much money you get.) Larry Perryman is meeting with our bond consultant on April 1 to find out how much we can go for in the next offering.

5. Pt Arena - Mike Adams reported that he had delivered a copy of the report to Alan West and that it broke down to about \$800,000 in deferred maintenance and slightly over \$1,000,000 in improvements. He did say that

there may be a way to reduce the costs on the repairs by breaking them into several smaller projects such as a roofing project , a siding project, etc. but it means more management on our end.

### ***President's Report***

Leslie announced the following:

- Leslie and John are working on resolving an issue that involves lack of communication in the process of finding space for quad offices and services that will be moved or be temporarily displaced during the move over the summer.
- Vivian Varela, Director of Distance Education, has formally requested a retreat to FT faculty. Kathy will be recommending approval of this retreat at the May Board of Trustees meeting. Academic Senate will poll constituent faculty members to discuss and see how the faculty feels and will respond to Kathy's recommendation formally to the Board of Trustees.

### ***Old Business***

#### 1. Update on Senate Objective #10 - Textbooks (Lynn Haggitt)

Jim Mastin was unable to attend meeting to bring a proposal regarding textbook rentals. Lynn advised that she has a very comprehensive listing of websites that students can purchase textbooks from for reasonable rates but it currently is not in a good format. Instructors could include these links on their course syllabi. It was also suggested to order extra desk copies of course textbooks to place on reserve at all centers for student use. More books are also available digitally which will help cut down on costs.

Jessica has a student resource page that lists six websites to use for textbook purchases and rentals that she will send to Lynn. The goal is to inform all faculty of this resource and request that they make this available to their students by posting on their office door, on their websites or attach it to their course syllabi.

### ***New Business***

#### 1. Acknowledging Retiring Faculty

The retirees have requested a special gathering that their families can be included in. Faculty constituents will be polled to see who would like to help plan this event. Retirement plates and presentations will be made to the 5 retirees at the last faculty meeting on May 13.

#### 2. MacMillan Endowed Chair/Great Teachers Seminar – Limited Foundation funding.

The Foundation is only able to fund either \$2500 for professional development of a FT tenured faculty member or fund \$2500 to send 2 instructors to the Great Teacher's Seminar (includes newer, non-tenured instructors). Senate agreed that the Great Teacher's Seminar should be funded as this would touch more faculty members and have more of a faculty impact.

#### 3. Committee Handbook – Keeping the handbook updated

Historically it has been a problem keeping this handbook updated. Meridith agreed that this is a big job and needs to be assigned to an employee, but according to her, currently there is no one that can perform this administrative function. Leslie will seek guidance on this issue from Kathy, as Leslie and John feel that this is an institutional issue, not exclusively a faculty issue. If the institution decides that this

document needs to exist, the institution will have to come up with a way to ensure that it is updated on a regular basis.

4. Upcoming State Senate Resolution re: Minimum Qualifications and the AA Degree

This issue has been discussed at Academic Senate and faculty meetings with no consensus reached on how John should vote on it at Spring Plenary. A “Hot Topic” meeting is scheduled for Tuesday, April 13<sup>th</sup>. It was recommended that constituent faculty members be polled on how they feel. This could potentially affect vocational faculty and eliminate the ability to hire faculty that go to technical schools that don’t offer degrees. It could also take away local power to make faculty decisions through the “3B” approval process.

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

**Academic Senate Membership 2009-10**

Leslie Saxon West – President  
John Koetzner – Vice-President  
Jason Edington  
Lynn Haggitt  
Steve Hixenbaugh

Les Pfitzenreuter  
Jean Stirling  
Paul Kemp - MPFA  
Jessica Morris – MPFA