

MINUTES

Mendocino College Academic Senate
Thursday, April 22, 2010
12:30pm-1:30pm, Room #1060

- Call to Order** Leslie Saxon West called the meeting to order at 12:30pm.
- Present** John Koetzner, Steve Hixenbaugh, Lynn Haggitt, Paul Kemp, Jean Stirling, Jason Edington, Les Pfitzenreuter
- Absent** Jessica Morris
- Agenda Approval** M/S/C (*Edington/Koetzner*) to approve the agenda of April 22, 2010. Vote: Unanimous
- Approval of Minutes** M/S/C (*Stirling/Haggitt*) to approve the minutes of April 2, 2010 with corrections. Vote: Unanimous
- Guests:** Jim Mastin and Debra Polak
- Public Comment** None
- Committee Reports**
- MPFA (Mendocino Part-time Faculty Association)
Paul Kemp reported that on behalf of MPFA (226 members strong with 178 current members) scholarships were awarded to 5 recipients for a total of \$2,200 paid for by MPFA donations and investments.
 - PBC (Planning & Budgeting Committee)
(*Written report dated 4/15/10 submitted by Leslie Saxon West*)
Budget News
Good news about the budget! Things have improved for the time being. Due to fifteen vacant positions and salary reductions, as well as some other unexpected items, the district has met its objective to end the year with no budget shortfall. Unexpected events in our favor include:
 - Lottery – It is anticipated that income from this source will be \$75,000 more than what was estimated in October. This increase is due to lottery allocations being based on prior year FTES, which in this case is '08-'09, a year in which FTES reflected an increase from the previous year.
 - Non-Resident Fees – The proposed April Revised Budget reflects an increase of \$80,000 from the amount reflected in the Adopted Budget.The following is from a financial report given to PBC: “The proposed April Revised Budget includes a net increase in revenue of \$421,662 and a net decrease in expenditures of \$457,915 from what was approved in the Adopted Budget. Total revenues now exceed total expenditures by \$85,689 which complies with the BOT’s Budget Parameter regarding a balanced budget. Therefore, the unrestricted ending balance is projected to increase from \$1,889,388 (9.5% of expenditures) as reflected in the adopted budget to \$2,768,965 (14.3% of expenditures). This is a significant improvement in our financial situation and will greatly aid us in meeting the financial challenges that await us in the next three years”.
Kathy Lehner will be sending out a current budget report to all employees soon.

Summer Staffing

Mark Rawitsch clarified the roll of the Staffing Committee in the context of potential staffing needs during the summer. It was proposed that no staffing decisions will be made this summer unless there is a dire need. If that is the case, the Staffing Committee members have agreed to discuss the needed topics via email. Clarification of summer staffing will come back for PBC approval before the end of the semester.

Another Retirement Announced/Reorganization

Larry Wise will be retiring, and Buck Jordan is no longer working for Mendocino College. Buck will not be replaced right now which means that we will employ only one, full time security guard and that is Chris Risch.

The institution is moving forward with a partial reorganization of Maintenance and Operations. We will be establishing a Maintenance Supervisor position in the Supervisory unit rather than filling the Director of Maintenance and Operations (Larry Wise). The Maintenance Supervisor will be a working supervisor (same concept as Custodial Supervisor). The position will supervise the Maintenance Technicians, Groundskeepers, Painter/Utility Worker, Security/Utility Worker, and the Administrative Assistant I.

The Custodial Supervisor and the Maintenance Supervisor will report directly to VP Larry Perryman. Larry will also take on certain management responsibilities currently assigned to the Director of Maintenance and Operations.

An internal transfer/reassignment/promotion opportunity for the Maintenance Supervisor will be posted in-house soon.

Assessing Programs

PBC was presented with a report on DSPS, as a proposed template, for assessing program viability in the coming year. As PBC faces decisions that will result in cost reductions, committee members were asked to think about the kind of information that would be important and relevant as we proceed with the process.

3. BIPC – Bond Implementation Plan Committee

(Written report dated 4/13/10 submitted by John Koetzner)

BIPC met to discuss a variety of topics that included:

1. Library/Learning Center project went out to bid and bids will be opened on May 26th, with June award by the Board of Trustees. We are hoping that the weak economy will help save several million dollars from the original estimate.

2. The first look at the Lowery remodel (where the book store, student center, & cafeteria will move once the Library, Learning Center, & Disability Services High Tech Lab move to the new building), was looked at. The remodel project is estimated at three million dollars, but the committee will look for ways to trim that amount down.

The Grove project (East Campus including the new maintenance warehouse) has 50% of slab done for warehouse, more work is being done on foundations for portable classrooms, parking lot prep is happening too, and it was announced that flooring will be changed in most of the rooms making the change including the classrooms, Eagle's Nest, and the Student Center.

There were also a number of change orders associated with the activity on the East Campus that went to the Board on April 14th. Check the Board minutes for all the specific details.

3. Athletic fields will go out to bid in May. There will be a tight timeline, because now we have had a lot of rain, and the job won't be awarded or approved until June.

4. Cash flow was discussed again by Larry Perryman. He said it appears that we'll be able to do a fairly substantial second offering for the next series of bonds when we decide to go out spring of 2011 or fall 2011. The economy is looking a little better than previously thought.

5. There were several new members appointed to the Citizen's Bond Oversight Committee (CBOC) and their names were approved at the April 14th Board of Trustees meeting.

4. OffCom – Summer Offices

Leslie advised that Jim Mastin is overseeing the office relocations due to the quad move this summer. He has gotten together with OffCom Chair Terri Robertson and other key people involved making sure everyone that is affected by this move and needs a temporary summer office will have one assigned.

President's Report

Leslie reported that she has received inquiries by faculty who would like to review the results of the Staff Survey that was recently conducted. Kathy advised Leslie that this report is being worked on and will be available soon.

Old Business

1. Acknowledging Retiring Faculty – Leslie announced that a retirement party has been set for Sunday, May 16th, for the 6 FT faculty retirees. Leslie encouraged everyone to attend and to please get the word out to faculty constituents.

2. Textbook Report – Jim Mastin

Jim Mastin reported that the MC Bookstore sale to Nebraska Book Company of approximately one year ago "was the right decision, made at the right time with the right company." In reviewing the past year, sales are up 6% over the previous year and gross sales are 20% over their minimum goal. The college receives a guaranteed commission on sales; this year \$72,000 will be deposited to the general fund (\$60,000 was the guarantee) and \$5,000 a year goes to the Yvonne Sligh book fund.

As a larger company, the Bookstore can offer the students on-line book sales and year-round book buy backs. Management acts in a very proactive manner. The store was also completely remodeled in the Fall 2009.

Jim advised that a textbook rental program is being negotiated. The cost of the rented text is approximately 50% less than the cost of a new book. This program will not begin until Spring 2011 due to the relocation of the bookstore over the summer.

Leslie will invite Jim to a faculty meeting to explain the details of the textbook rental program.

3. Administrative Retreat Rights

Vivian Varella, currently the Director of Distance Education, has requested a retreat to FT faculty in the discipline of Sociology. Kathy Lehner is recommending approval of this at the next Board meeting. There is concern that the processes in place for documenting the staffing need through Program Review and recommendation for hiring for the position through the Staffing Committee process were not followed.

Leslie will send out an email to all FT faculty asking for their input on this recommendation and encouraged Senators to poll their constituents as well.

4. End of the year updates on objectives – deadlines

Leslie requested an end of year written report summary on objectives be submitted to her prior to the next Academic Senate meeting.

New Business

1. Report of State Academic Senate Plenary Meeting

(Written report dated 4/17/10 submitted by John Koetzner)

The State Academic Senate Spring Plenary voting for state officers and state resolutions took place on Saturday, April 17th at the Hyatt Regency (Airport) in San Francisco. Over 100 delegates representing colleges from all over the state were in attendance to help elect new statewide officers (Jane Patton to another term as president, Michelle Pilati as vice-president, and Wheeler North as the secretary for the top three key offices) along with 87 resolutions and amendments. The resolution process allows for open debate (up to 15 minutes for each resolution) and some of the resolutions definitely went to expiration time before votes were taken. One particular vote that our campus was interested in was the A.A. equivalency resolution that would have taken away local control for equivalency and would have had an impact on staffing some of our CTE programs and some other programs. I was one of twelve speakers who got up behind the con microphone, and to my surprise, no stepped up to the pro microphone. Thus, there was no need for debate after the first speaker. The vote was taken, and the resolution failed. However, there were a couple other similar resolutions and amendments that were also in line for a vote. They were sent to the Executive Committee for further review and a possible return at the fall plenary.

2. Committee Appointments

Leslie advised that key committee appointments have been identified and she requested help in recruiting faculty members to serve.

3. Tenure Committees

The following at-large committee members were drawn from a hat:

- Tenure Committee member for Rhea Hollis
Steve Crossman; Alternate: Steve Hixenbaugh

- Replacement member for Tascha Whetzel
Jim Xerogeanes; Alternate: Kurt Combs

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 Pfutzenreuter
Jean Stirling
Paul Kemp - MPFA
Jessica Morris – MPFA