

## MINUTES

Mendocino College Academic Senate

Thursday, April 7, 2011

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

- Call to Order** John Koetzner called the meeting to order at 12:32pm.
- Present** Steve Hixenbaugh, Leslie Saxon West, Doug Browe, Steve Crossman, Jessica Crofoot, Tammy Cartwright
- Absent** Rachel Donham, Jason Edington
- Guests** None
- Agenda Approval** **M/S/C** (*Saxon West/Cartwright*) to approve the agenda of April 7, 2011 including the Consent Calendar. Vote: Unanimous  
*Consent Calendar: Jim Xerogeanes and Jason Edington will sit on Enrollment Management Committee*
- Approval of Minutes** Approval of minutes for March 24, 2011 was tabled until next meeting.
- Public Comment** John announced that two Senate positions will become open after this semester (Jason Edington and Jessica Crofoot) and an election for the FT Senator seat would be held in April.
- Committee Reports**
1. MPFA (*Mendocino College Part Time Faculty Association*)  
Jessica announced the following:
    - MPFA will appoint an Academic Senate representative at the beginning of the Fall 2011 semester
    - Campus safety continues to be a concern. Some recent events were cited where no follow through was done to her knowledge.
    - Jessica reported that her contract was not renewed and she was uncertain if she would be wearing the MPFA hat after May.
- President's Report** John submitted a written report as follows:
1. PBC – PBC revisited a budget and a “Potential Budget Solutions” worksheet that had previously been discussed in a confidential meeting two weeks earlier. The March 28<sup>th</sup> meeting ended with a vote which I had asked for (although some of us were not very clear on all the things we were voting on by the next day when we heard about some of the notifications) because it was indicated we needed to reduce the budget by at least \$600,000 from a list that showed \$910,000 in potential cuts. The PBC meeting was followed by a Wednesday meeting where Steve Hixenbaugh, Catherine Indermill and I were called to look at the projected budget outlook. It was noted that we need to still probably cut several hundred thousand dollars more along with using ten percent of the reserve to get by in 2011/12. I inquired if we could go below 7% because we are facing such tough budget times. The projected budget also went into the 2013/14 academic year with projections. (Those sheets are part of the Senate packet for you to see the projections).

During the Wednesday meeting, we also asked questions regarding process, etc. and pointed out that we had worked hard to communicate with faculty, but that some of the reductions in the fall schedule had been done in ways that several full-time and part-time faculty felt were not communicated well initially. I told Kathy I felt like I was stuck in the middle, because the reductions to the fall schedule happened between PBC meetings, and I heard from faculty before we had really discussed it in PBC. I explained that there was a bit of a disconnect for faculty, because of the 50% Law stuff that had happened as recently as February.

We also pointed out that when communication is more specific, as well as done more frequently, people understand it better than if it is done in broad brushstrokes. Kathy said she would do a more specific budget memo that included areas being cut for 2011/12. She released that memo on 4/1/11.

*Discussion: There are some faculty concerns that decisions are being made too quickly and without thorough investigation and due process through the PBC Committee. There is also concern on how the communication is being handled when informing PT faculty they are not being rehired. FT faculty should be informed and included in this process. When cuts are made to PT faculty, programs are affected and ultimately, students.*

### **Old Business**

1. Program Review for Academic Senate – (Self Evaluation – contained in last Senate Packet) John reported that he received no responses back on the Program Review he sent out for review. He will write up the Program Review as the Academic Senate is integral to the college. John will send the completed document out electronically for final review and approval and obtain Senator signatures on the cover page at the next meeting.
2. Campus Cleanliness  
John will be meeting with Catherine Indermill as campus cleanliness issues are working condition issues that the Union needs to have knowledge of. John asked that Senators talk with their constituents about concerns they have about issues that need to be taken care of and to contact the Union directly about them.
3. Enrollment Management  
John briefly discussed the draft for Enrollment Management and Schedule Planning Guidelines 2010-11. Jim Xerogeanes and Jason Edington have agreed to serve on the Enrollment Management Team Committee to help finish out the semester with faculty representation. Leslie Saxon West will report about the EMT meeting she will be attending.

### **New Business**

1. Plenary & Budget  
Due to budget shortfalls and reduction in schedules, John reported that even though it was so important to attend the Spring Plenary Session, it wasn't appropriate to go at this time. John will ask for enough money to send Academic Senate representatives to the Fall & Spring Plenary sessions next year and also money for Steve Hixenbaugh to attend the summer leadership conference.

## 2. Latest Budget Projections

A review of the General Fund – Unrestricted Budget Multi Year Projection and Projected Budget Scenarios was made. Senators had comments or concerns regarding the budget projections as follows:

- Projections through 2013/14 are not predictable and you can't argue the future because you don't have any facts. Focus should be on next year and the following and what kind of processes we are going to have in place when dealing with budget shortfalls.
- How is the 50% law ratio being identified in the budget? It was recommended that this ratio be reported more frequently than once a year.
- How will the \$300,000 in reductions in PT faculty salaries going to impact the other side of the house?
- Is it a good decision to hire 4 FT faculty at this time?

*Future Agenda Items* Update – Academic Senate Goals and Objectives for 2010-11

*Adjournment:* Meeting adjourned at 1:35pm.

### **Academic Senate Membership 2010-11**

John Koetzner – President

Steve Hixenbaugh – Vice-President

Leslie Saxon West – Past President

Doug Browe

Rachel Donham

Jason Edington

Steve Crossman

Jessica Crofoot – MPFA

Tammy Cartwright - MPFA