

MINUTES

Mendocino College Academic Senate
Thursday, February 21, 2008
12:30-1:30 pm, Room #1060

- Call to Order*** Leslie Saxon West called the meeting to order at 12:32 pm
- Present*** Leslie Saxon West, Jessica Morris, Jason Edington, Alan West, John Koetzner, Reid Edelman, Jean Stirling
- Absent*** Barbara French
- Guests*** None
- Agenda Approval*** M/S/C (Edington/Koetzner) to approve the agenda of February 21, 2008 as presented.
- Approval of Minutes*** No minutes from last meeting were presented for approval.
- Public Comment*** None
- Committee Reports*** **1. EAP**
EAP Notes—Meeting 2/12/08
Submitted by Alan West
1. EAP approved the staffing request to reduce the DSPS Administrative Assistant by one month. This was a budget issue to save money. The work year was reduced from 12 to 11 months.
 2. Staffing Priorities Update. What is happening with existing approved staffing positions? Probably only 2 faculty positions out of 4 will be funded. EAP developed a prioritized list for the four positions. EAP recommended that the prioritized list would place Chemistry (replacement) #1, ESL (new) #2, Computer Science (replacement) #3 and English (replacement) #4. Another area of discussion was to explore if any or all of these positions not staffed this spring would remain at the top of the list? This is not totally clear, but EAP would like to maintain the non funded faculty positions at the top of the list so that they would not need to be added to the mix of new staffing positions considered in the next staffing cycle. Co-chairs of EAP will report this to BPC.
 3. Spring Staff Ranking Process for 08-09 was discussed. The

issue is should EAP rank the staffing positions that will be requested in the new program reviews this spring or should EAP wait until next year. Reasons that EAP may need to wait include considerations of the budget and the reorganization of the planning committees. EAP will await feedback from BPC to determine if we should rank staffing positions this year.

4. EAP membership terms were discussed briefly. Since committees are being reorganized, EAP is not addressing the terms of the current EAP members at this time.
5. A clarification of the counseling reassignment report to EAP at the 12/17/07 EAP was presented. Meridith indicated that she thought that she and Donald Moore did not imply that all of the counselors were part of the development of the plan. She also said that she thought that she and Donald Moore indicated that Kurt Combs and Candie Dickinson had brought the plan to the deans. Meridith said that this plan was clearly discussed in a counseling meeting and is recorded in the minutes of that meeting. The shared governance issues of making this type of decision were discussed and Meridith indicated that she and Donald Moore probably should have implemented this change in another way. EAP discussed the possibility of establishing a subcommittee to explore this aspect of shared governance and how to proceed. It was discussed that if department changes are proposed that influence the duties of the faculty and staff within that department, all members of the department should be at least consulted as a matter of process and courtesy. Leslie Saxon West stated that it was important to her, as a long time EAP member that all issues coming to EAP be clearly and carefully presented, especially issues related to faculty and educational programs. She also acknowledged that per MC instructional policies, AB 1725 and the Ed. Code, that including faculty in educational and program development/organization decisions is imperative.
6. Audio recording of EAP meetings was discussed to provide the minute taker with a reference to develop the minutes. Some discussion about this was conducted with no clear idea of how to proceed. It was a general feeling that EAP did not wish to have the EAP meetings recorded.

Discussion following EAP report: Jean and Jessica stated that there is still an error in the information regarding the re-organization of the counselor staff assignments. In the EAP report

to the Senate it states that the counseling re-organization plan “was clearly discussed in a counseling meeting and is recorded in the minutes of that meeting”. Jean and Jessica reported that this information was not correct and that changes in the counseling assignments were not actually discussed in a counseling meeting. They again stated that some counselors found out about their new assignments from other people outside of the department.

1. PBC

Planning and Budgeting Committee (PBC) – *Formally IMPSC Committee*

February 13, 2008

Submitted by Leslie Saxon West

1. Staffing update – PBC was informed that the following positions are currently vacant following resignations; Marketing and Public Relations Director, Athletic Director and full time faculty in chemistry, computer science and English. Additionally, the ESL faculty position, which was previously approved as a new position, is still pending. Due to the fragile state of State community college funding, all vacant positions are being looked at closely and alternatives for filling these vacancies are being considered. If faculty positions are being considered for hire now, EAP recommended to PBC that the following positions be considered in this ranked order:

#1 – Chemistry

#2 – ESL

#3 – Computer Science

#4 – English

Additionally, the DSPS (categorically funded) assistant position was changed from 40 hours/week for 12 months a year to 40 hours/week for 11 months a year.

2. Budget – Larry Perryman made a very informative presentation of our current budget. Administrators thought that our budget was going to be much better than it actually is. Institutional reserve funds have been used for COLA’s for most MC employees. This leaves our reserves at about 8%. The State recommendation for reserves is 5%. Larry and Kathy are hopeful that the State will find additional funds to help Community Colleges. In the meantime we will decrease expenditures in the 4000 and 5000 budget

categories, schedule classes in a more efficient manner, and try to maintain our enrollment numbers. As IMPSC transitions into PBC, the new committee will become more familiar with the budget and will work to ensure better planning tied to the budget.

3. Planning Committee Structure – Kathy Lehner presented a narrative explaining the new planning committee structure. Accompanying this document was a list of proposed committee members for PBC and the newest version of the planning committee organizational chart. All of this information will be shared with the constituent groups for further discussion. Planning committees are in a state of transition and it is hoped that by fall, '08 the new structure can be fully implemented.

3. SLO committee report

Written report submitted by John Koetzner

Steve Cardimona, Chair of the SLO Committee, is concerned about the composition of the committee. Originally, the committee included eight faculty members, but participation has dropped to five faculty members. One concern regarding the participation is that three members of the committee should be rotating off the committee after this academic year (Steve Cardimona, Greg Hicks and John Koetzner). Three faculty replacements will need to be recruited. His second concern is that fewer faculty are participating on this committee. Because of the drop in the number of faculty members participating on the committee, and the need to add new members next academic year, Steve would like assistance from the Academic Senate in recruiting more faculty members for this important committee. The next SLO Committee meeting (at the end of February) will also have this topic as an agenda item.

President's Report

Leslie reported that information regarding a possible resolution on institutional requirements will be addressed at a later meeting.

Old Business

1. One Time Professional Development Fund Allocation (\$7000 to spend by next June, 2009) Proposal was presented by ad hoc committee member Reid Edelman and discussed by Senate.
M/S/C (Morris/Stirling) to approve the document as modified.

2. **MacMillan Endowed Chair Award** – Revised document was presented by ad hoc committee member Alan West and discussed by the Senate. M/S/C (Morris/Koetzner) to approve the new award procedures with modifications.

2. **Faculty Survey for Professional Development** – John Koetzner presented the latest draft of the survey he has developed to assess the professional development needs of faculty.
M/S/C (Edington/Koetzner) to approve the survey with changes.

New Business

Proposed Faculty Constituent Representation – Senate members discussed going back to a model of having each Senator oversee one group of faculty constituents as a way to encourage more faculty participation. Leslie Saxon West presented a rough list which names about 8 or 9 faculty members in each group. Jason Edington will develop a description and brief list of responsibilities for Senate members overseeing each group. This proposal will be placed on a future agenda for consideration.

Adjournment

Meeting was adjourned at 1:30 pm.

Academic Senate Membership 2007-2008

Leslie Saxon West-President
John Koetzner – Vice President
Barbara French
Reid Edelman
Jason Edington

Jessica Morris - MPFA
Jean Stirling
Alan West