

MINUTES

Mendocino College Academic Senate
Monday, November 15, 2010
12:30pm-1:30pm, Room #1060

- Call to Order** John Koetzner called the meeting to order at 12:35pm.
- Present** Leslie Saxon West, Steve Hixenbaugh, Doug Browe, Jason Edington, Rachel Donham, Jessica Morris
- Absent** Steve Crossman, Bob Harper
- Guests** None
- Agenda Approval** **M/S/C (Edington/Morris)** to approve the agenda of November 15, 2010 which included a Consent Calendar. Vote: Unanimous
- Consent Calendar** Approved the following:
1. Doug Browe appointment to Technology Committee
- Approval of Minutes** **M/S/C (Saxon West/ Browe)** to approve the minutes of October 25, 2010. Vote: Unanimous
- Public Comment** Leslie Saxon West wanted to acknowledge the passing of former active PT English Instructor and student, Susan Keegan.
- Committee Reports**
1. **MPFA (Mendocino College Part Time Faculty Association)**
Jessica reported that she just came from the MPFA meeting and will submit a more formal report for next Academic Senate meeting, but advised of a few discussion points as follows:
- Discussion and concern about timely notification to PT faculty of classes being dropped.
 - PT faculty will have a representative attend Board of Trustee meetings on a regular basis.
 - Concern how the Academic Calendar is adopted.
 - Jessica to advise Academic Senate on PT faculty committee appointments once confirmed.
 - Mentoring/Supervising – continuing discussions.
- President's Report** *John submitted a written report dated 11/8/10 as follows:*
Capital Campaign Meeting (10/27/10) – Kathy Lehner brought together a couple of members of the Foundation, the Board of Trustees, Larry Perryman, Virginia Guleff, and me to discuss the possibility of doing a capital campaign to help raise money for all the new construction and possibly for older buildings, too. The idea was to talk about the pros and cons of doing such a campaign because of the opportunities that the new Library/Learning Center, Willits Center, Lake Center, Student Center, etc will afford for naming rights. It was noted that if things move forward with the help of the Mendocino College Foundation, the college could possibly raise money to help purchase furniture and equipment which would then allow more money to be used on other projects associated with the bond. The Board of Trustees and the Foundation will meet on November 6th to discuss this more as part of the BOT's workshop.

Kathy noted it would take a policy change to do such a campaign. Virginia Guleff and Mike Adams created a spreadsheet of possible pricing of naming buildings and rooms, etc.

Foundation Skills (10/25/10) – Debra Polak and Virginia Guleff presented information about a conference they attended (as did Meridith Randall). They mentioned that eighteen people had signed up for the Teachers’ Institute. We planned to submit the Foundation Skills Learning Community program as an exemplary program to the Academic Senate for California Community Colleges Exemplary Program Award.

Note: We submitted the nomination for the Academic Senate for California Community Colleges Exemplary Program Award on November 8, 2010.

BIPC (10/28/10) The committee met for the first time in six weeks and discussed the following:

- Energy financing – PG&E has a program that will help finance energy projects for \$250,000 but might go as high as \$1,000,000 interest free. However, the estimated costs for doing HVAC and other energy savings projects is \$3,500,000. We will still have to look at other financing.
- Maintenance Equipment – As part of the new Maintenance Warehouse project, there was about \$350,000 budgeted for new equipment. Steve Oliveria is putting together a list for the next meeting, but indicated that it will include a forklift, tractor, flatbed truck and other things that he has been working on prices.
- Outdoor furniture & awnings for East Campus Quad – Jim Mastin reported that five table and ten benches will be delivered in a week or so for the new East Campus area. Mike Adams said that we are getting a quote on getting the awnings for Schat’s and the Bookstore soon so that those areas will be covered again.
- New spaces – The Facilities Committee is looking at new available spaces as the new Maintenance Warehouse goes into use. (More on that as decision are made about new uses. The committee was meeting later today).
- Willits Center property – Kathy Lehner, Mark Rawitsch and Mike Adams met with the Willits Planning Commission about the property in Willits that we have in escrow. The commission had concerns about the fact that the property is zoned for industrial use.
- Citizen’s Bond Oversight Committee (CBOC) – A report on the bond activities will be going to CBOC on November 2nd. It will contain the latest information on projects and budget for bond activity.
- Pt. Arena – Mike Adams reported that the Pt. Arena committee was meeting later in the day to make decisions on what to do with some of the remedial work that needed to be done there. He said that re-roofing and replacing siding would probably take place in spring 2011 because of how late it is now to do that work. More will be reported back at the next meeting.
- Money from savings on the Library/Learning Center project – Larry Perryman asked the committee to take a look at the prioritization of projects in the past and to make recommendations on how to spend part of the \$9,000,000 that was saved on the Library/Learning Center project because of the bidding environment. That will be done in future meetings.

PBC (Planning and Budgeting Committee) 11/4/10

The following areas were discussed:

- PBC met and discussed the issues surrounding the 50% law a bit more reminding us that the public hearing was Saturday, November 6th at 1:15pm.

- It also recommended that Kathy take the hiring of two new full-time faculty

forward for 2011-2012 to the Board of Trustees in the subject areas of Mathematics and Business Office Technology.

- It also voted to recommend reinstatement of one (1) Professional Development Leave for the 2011-12 academic year.

Board of Trustees Workshop (November 6, 2010)

I made a statement to the Board of Trustees regarding the 50% law based on our last Senate meeting, the three meetings with faculty that we had to get specific input, and the general faculty meeting a week earlier. I reinforced the need for the district to take action this academic year rather than waiting until next academic year to start resolving this issue. My statement is below:

Academic Senate Statement to the Board of Trustees – Public Hearing on Saturday, November 6, 2010.

The Academic Senate will work with the district and the board on the waiver for the 50% law, and we have offered ideas to get us into compliance with the 50% law. After reviewing the issue with faculty, I presented an Academic Senate President's report to the Board of Trustees of some possible solutions at the November 3, 2010 meeting. As of Thursday afternoon, two of the suggestions became recommendations to Kathy Lehner to present to you:

- Hire more full-time faculty (Two recommended at this time by PBC for the 2011-12 academic year.)
- Reinstatement of professional development leave for 2011-2012 (Only one leave was recommended at this time by PBC).

However, this will only begin to address the problem starting next year when we should make progress this year.

A third possible solution that could impact the 50% law on the correct side this year would be to:

- Add additional sections in spring and to possibly add a larger intercession between spring and summer session, thus spending more money on faculty salaries this academic year.

The Academic Senate also supports ideas that would need to be negotiated with the Mendocino College Federation of Teachers (MCFT)

- Increasing full-time faculty salaries and increasing overload/summer salary schedule.
- Adding steps to the full-time faculty salary schedule.
- Compensate lab instructors who have prep time and correction of labs at a higher rate of pay than is currently being offered for long lab sections.

Additionally, the Academic Senate support ideas that would need to be negotiated with the Mendocino Part-time Faculty Association (MPFA) that include:

- Increasing part-time faculty salaries to coincide with the full-time overload/summer pay as a way to create equity and to help solve this issue starting this academic year.

We are concerned that our campus is only one of three identified in the state as far as being on the wrong side of the 50% Law for the 2009-2010 academic year and that

with a very healthy 16.1% reserve (and looking to get 2.2% growth money unless the budget changes again in January), that we need to move this year rather than waiting another year before we address this issue. First of all, we would like to see more updates regarding the 50% law at the Planning & Budgeting Committee meetings as well as at the Board of Trustees meetings. We know from Planning & Budgeting that we are down seven (7) faculty positions on the current jobs inventory and faculty are the key to solving the 50% law issue.

EAP (Education Action Plan) 11/4/10 – EAP met and discussed a new program proposal for Physical Therapist Assistant. Dan Jenkins needed to check on whether this area was even feasible as there was discussion of it becoming a 4-year program thus nullifying a need for even considering such a program at a two-year campus.

The final program review summaries will be reviewed and summarized for the next EAP meeting. The remainder of ones that were decided to review for PATs were assigned between Virginia Guleff and Sue Goff as leads.

Discussion: A Senate member questioned why there appeared to be a deviation from Staffing Committee procedure which originally prioritized and ranked certain faculty and administrative positions on the top of the list that now weren't. It was explained that Kathy Lehner requested PBC to re-rank CTE and transfer degree faculty positions and this decision may have not been communicated to the Staffing Committee members.

Other discussion items from the President's Report included the following:

- *John advised that he, Catherine Indermill and Rachel Donham attended the special Board Workshop/Public Hearing on November 6th. John advocated strongly for hiring more FT faculty, offering more sections and reinstating Professional Development funding.*

Old Business

1. 50% Law – brief update from public hearing
(See President's Report for written update)

New Business

1. Student Survey Questions – input needed for Spring 2011
(Draft Survey distributed to Senate members)

John advised that Charles Duffy will be conducting a student survey in the Spring, 2011 and has requested that 5 questions on this survey be generated from Academic Senate. John suggested that we may want to ask students what programs/classes they want to see added, reinstated, or which sections they think are needed for the schedule. He asked that Senate members check in with their constituents on what they would like to know from their students and send question suggestions to him by Wednesday, November 24th.

2. Professional Development – MacMillan Award/Great Teachers Seminar – need proposal for Foundation meeting in early 2011.
Senate members agreed to propose \$5,000 to the Foundation Budget Committee for funding both MacMillan Award and Great Teachers Seminar on an annual basis.

3. Potential sharing/shift of Senate work to MCFT based on contract language

(Handout distributed)

John started the discussion by advising Senate members of the following areas that currently fall under Academic Senate duties that are contractual and may be considered for shifting to MCFT:

- Composition of Evaluation Teams – handing over assignment of evaluation teams to MCFT since it is part of the contract and the process is also defined in the contract.
- Professional Development Leave – this is also part of the contract. In the past, Academic Senate has had to recruit three volunteer faculty members to review and approve applications for professional development leave.
- Committee Work – participation is contractual. Each year it becomes harder to get volunteers to serve on committees. Having the union assign committee work would make participation more equitable to all faculty.

John would like to begin conversations with MCFT to see whether they would take this on. This item will be placed on the next Academic Senate meeting agenda.

4. Report on Fall 2010 Plenary Session

John briefly gave a report on the Fall 2010 Plenary Session he attended. He will email his formal report to Senate members and it will also be available on the Academic Senate Portal for all faculty.

Adjournment: Meeting adjourned at 1:30pm.

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 Morris – MPFA