

MINUTES  
Mendocino College Academic Senate  
Thursday, January 28, 2016  
Room 4210 (Library Classroom) 12:30 – 2:00 p.m.

- Call to order* Edelman called the meeting to order at 12:34 p.m.
- Present* Reid Edelman, Dan Jenkins, Steve Cardimona, Tascha Whetzel, Jason Edington, Catherine McKay, Jessica Crofoot, and Vivian Varela
- Absent* Doug Browe
- Guest* VP Guleff
- Agenda Approval* M/S/C (Edington/Jenkins) to approve the Agenda of January 28, 2016
- Minutes Approval* M/S/C (McKay, Varela) to approve the minutes of December 3, 2015  
Approved with changes.
- Jenkins abstained due to absence.
- Public Comment* Program Review Cycle Proposal –  
VP Guleff mentioned that the Committee Chairs Committee, which is composed of all committee chairs, is discussing the revised program review process and the cycle to make more sense. VP Guleff stated that there is not enough time to make decisions before the next review and discussion.
- The proposed new program review due date is April 1. The data sets would be available the first week in February. Information that has been added to the forms, such as: equipment and staffing would go to the planning committee in late April.
- Jenkins mentioned that the additional time will provide an opportunity to make amendments or additions to program review documents.
- Edelman sent the information to faculty and has received supportive feedback regarding the change.

Edington mentioned that the replacement and retirement process of full-time faculty will need further discussion.

The revised process will be discussed at the next meeting to be held on February 11th and an approval thereafter.

Edington attended an ASCCC – Instructional Design Conference. He would like to encourage others to attend the next meeting. Edington will share a highlight of the meetings that the ASCCC offers at a faculty meeting this semester.

*Committee Reports*

**Part-Time Faculty Report**

McKay and Crofoot attended a leadership meeting that incorporates both the Mendocino and Lake County areas. McKay will bring information to the next Senate meeting.

**President's Report**

Edelman provided a written report. The following information was provided: BOT meeting (12/9/15); PBC meeting (12/15/15); VP/Deans/Senate/Director's meeting (12/15/15); and EAP (12/17/15).

Edelman mentioned that CUE members attended the recent Inservice. The faculty meeting went well.

A meeting was held with various constituent groups during Inservice. An “evidence team” will be looking at statistics and how to gather data, which will help to answer the question of - What to do next? Edelman asked Senate members if they were interested in being part of the evidence team or if they had suggestions of full-time faculty members to ask. The meetings will be held a couple hours each month. If you are interested in serving please inform Reid Edelman or Kate Veno.

Edelman mentioned that faculty involved in the hiring process and serving as a committee co-chair, need to attend a meeting held at Yuba College – Marysville campus on Tuesday, February 16, from 10:00 a.m. to 3:00 p.m. Sabrina Meyer, the HR Director, would like all Chairs and Co-Chairs to attend the equity hiring training. If additional information is needed please contact Reid Edelman or Sabrina Meyer. It was mentioned that the drive to Yuba is quite long. Edelman agreed to ask Sabrina Meyer about the possibility of teleconferencing for the event.

Edelman mentioned that PBC considered requests for increase in hours based on staffing committee recommendations. Further discussion/consideration will be made at a future PBC meeting.

*Old Business*

**2<sup>nd</sup> Reading of LMS Ad Hoc Committee Report**

Edelman thanked Edington and the committee members for their efforts and recommendations. The Ad hoc committee's vote to change to Canvas from ETUDES was not unanimous.

Edington read the suggested recommendations by the LMS committee for the transition to Canvas. He also read the recommendations regardless of the decision to change from ETUDES to Canvas.

He suggested an 18 month transition to organize and prepare before the launch of Canvas. There will be an overlap with ETUDES during this transition.

Gehrman asked about professional development funds for training purposes.

Varela will discuss the transition at the next Distance Education meeting. She mentioned that some schools are offering stipends for the transition and some are not. She will advocate for funding.

On Saturday, February 20, a meeting with Pat James will be held from 9:00 a.m. to 3:00 p.m. Varela will serve a light breakfast from 8:30 to 9:00 a.m. The topic will be: A Building for Excellence with an OEI rubric. This information will be discussed further in the Distance Education Committee meeting.

M/S/C (Jenkins/McKay) to approve the LMS Ad hoc committee's recommendations and approve the change from ETUDES to Canvas.

Jenkins abstained from the vote. All other Senate members approve the decisions made by the LMS committee.

Jenkins mentioned that, while he is not opposed to the change, he does like certain areas of ETUDES that Canvas does not offer. He clarified that his reason for abstaining is that he feels that we really have no choice

other than make this change and he prefers not to vote on something where there is, in reality, no choice.

### **Check-In on status of ad hoc committee – Mentoring of new faculty**

Jenkins is working on an assessment of faculty mentoring.

He would like the survey questions to identify things that every faculty member should know, such as: places faculty should go regarding questions and issues; if they know how to use particular technology; do they know how to access the Portal; etc.

He stated that part-time faculty are given very little guidance. He would like to develop a strong foundation for recommendations to provide specific information and concerns to the Senate.

Edington mentioned that since there are positions that the District is hiring for, we have an opportunity and a need to implement a new faculty mentoring program in time for the fall. He would like to help make this happen as soon as possible. He asked Jenkins if this new process could take place for the fall semester and volunteered to help in order to have a plan in place for the fall.

Jenkins stated that he is hoping for a report in April. There may be a need for funding and re-assigned time. He would like a well thought out mentoring plan and suggested that we work as a Senate to institutionalize the program.

Whetzel suggested that the survey give specific examples that were helpful or not helpful.

### **Consider AS constitution & bylaw revisions**

Edelman mentioned the need to review the Constitution and Bylaws prior to the election.

Edelman asked Senate members, “What should the role of the President be to appointing members to hiring committees?” The standing committee membership is appointed by the Senate membership.

Edelman stated there are reasons for including the Senate representative input of who should be placed on particular committees. He also

mentioned that sometimes confidential issues arise with committee appointments.

Edington mentioned that committee appointments should be done in a fair and equitable way. Those that are interested in serving should have an opportunity to be involved.

Edelman mentioned that further discussion will take place at the next meeting.

### *New Business*

#### **Appoint faculty co-chair to Student Equity Committee**

Leslie Banta has resigned the co-chair position. Edelman would like to nominate Tascha Whetzel to serve because of her capacity of serving on the Academic Senate and DRC.

M/S/C (Jenkins/Cardimona) to approve Tascha Whetzel to serve as the co-chair on the Student Equity Committee.

#### **Academic Senate elections and future leadership**

Edelman mentioned the need to finish revising the bylaws. The Senate is required to hold elections in April.

A review of the current Senate membership:

Edelman will be vacating the position of President and Edington will be President Elect.

There will be a vacancy for the position of Vice President and the Math department.

The following Senate member terms will end: Doug Browe, Steve Cardimona, Jody Gehrman, Dan Jenkins and Catherine McKay.

The following Senate members: Vivian Varela, Jessica Crofoot, and Tascha Whetzel will continue through 2016/2017 academic year.

Edelman asked senate members if they were interested in serving for another term. If stepping down, are there faculty members in your respective area that may be interested in serving? Gehrman suggested that replacement members should have tenure status. Edelman stated that the Vice-President be drawn from the ranks of the current senate membership.

Only in the event that no senator is interested in the position will it be open to all full-time faculty for consideration.

Edington mentioned that there is re-assigned time of 20% for the Vice President position and 40% for the President.

Edelman also mentioned that many colleges offer more release-time than ours, and that participating fully at the state-wide level is difficult without more release time. This issue has been discussed with the leaders of our full-time faculty union.

Edelman stated that he has learned a lot and serving as the Vice President and President is very educational and empowering. He suggested that each faculty member serve as Vice President and President.

If you would like more information on Senate leadership speak with Edelman or Edington or any past Presidents.

Edington mentioned that originally the elections for Senators were supposed to be staggered so that there would be better continuity from year to year of new Senators with Veteran Senators. He asked if anyone might offer any suggestions to help us return to this ideal.

*Future Agenda  
Items*

Faculty Meeting – February 25 (food by Student Services/Learning Skills/  
Counseling)  
Review academic rank procedures & process  
Review of Minimum Qualification Procedures  
Committee Reports (EAP, SLOT, Curriculum, Student Equity...)  
Test Proctoring  
CTE Liaison position & Senate CTE representation  
Consider altering calendar – Wednesday prior to Thanksgiving  
Staffing & services – Native American Resource Center  
Legislative issues  
Pt Arena pending resolution

*Next Meeting*

Thursday, February 11, 2016, from 12:30 to 2:00 p.m.

*Adjournment*

The meeting adjourned at 2:00 p.m.

## **Academic Senate Membership 2015/2016**

Reid Edelman – President

Doug Browe – (CVPA)

Dan Jenkins – (CTE)

Jessica Crofoot (PT Faculty Rep)

Jody Gehrman – (English, Library & Languages)

Tascha Whetzel – (Student Services, Learning Skills & Counseling)

Jason Edington – Vice President – (Math)

Steve Cardimona – (Science)

Vivian Varela (Social Sciences)

Catherine McKay (PT Faculty Rep)

## **PRESIDENT'S REPORT**

**Respectfully submitted by Reid Edelman, January 28, 2016**

### **BOT MEETING 1/13/16 (5-8:30 PM)**

#### **Approval of Agenda & Minutes**

Agenda approved.

Discussion of minutes. Trustee Haynes expressed the view that formal questions posed to Point Arena Field Station were not addressed in presentation. He asked that letter & questions be included in minutes. He also raised concern about inclusion of information in the minutes. Finally, he raised concern about his public comment items (3 “pieces of paper”) that were listed generally, but not reflected in detail in the minutes. He stated he will be voting against the minutes. Arturo said that the issue is about the amount of material the BOT wishes to have in the minutes and in the BOT packet. He said the intent is to be reasonable & rational about what goes in, not to preclude information in a biased way. Trustee Clark also stated that obfuscation was never anybody’s intent, and suggested summarizing points, though recognizing that this also could cause issues. Trustee Chaniot said that she had asked to read what Trustee Haynes had written. She would have liked to receive his comments by e-mail or in print. Trustee Haynes expressed frustration because he feels stymied in trying to get his information before the BOT and the public. It was agreed to include Trustee Haynes’s submitted material in the minutes. President Reyes then explained that some items were not included because they were an e-mail chain that occurred outside of the meeting, and was therefore inappropriate for inclusion. Also, the salary scale had already been provided. President Reyes suggested allowing the BOT to review all submitted items prior to considering whether or not this material should be in the minutes. He also suggested a future BOT workshop on how to decide what should or should not be included in BOT minutes. Minutes tables until February 10 BOT meeting.

#### **Public Comment**

None presented.

#### **President’s Report**

Written report submitted. President Reyes expressed special thanks to Sabrina Meyer for all her office’s work hiring a large number of adjunct faculty. Trustee Chaniot congratulated President Reyes on his 3<sup>rd</sup> anniversary at Mendocino College, and added that the state of our district is strong.

#### **Consent Agenda**

One item (# 3.5) on contract for Matt Gordon removed from agenda. All other items approved.

## Action Items

- 5.1 Contracts & Agreements: approved as presented
- 5.2 Non-resident tuition fee: approved as presented
- 5.3 Checking account for coast center deposits: approved
- 5.4 (previously 3.5) Approval of contract for Matt Gordon: approved.

## Big Picture

Campus Safety Update presented by VP Cichocki. Eileen presented a detailed power-point, which can be obtained through her office as requested. Safety will be a major component of upcoming in-service activities.

## Informational Items & Reports

Reports were presented as listed in the minutes. Eileen presented more excellent statewide budget trends. BOT policy revisions and additions were also presented. Trustee reports also presented.

The BOT went into Closed Session at 7:15 PM.

## PBC MEETING 1/25/16 (2-3:30 PM)

1. **Center for Urban Education:** Check-in on in-service and work with CUE. Generally very positive responses on the day, both safety training & work with CUE.
2. **Governor's 2016-17 Proposed Budget:** Eileen already spoke on the budget at in-service, but she provided recap & offered to answer any questions. Generally another good budget, though .47% COLA is disappointing. Next revise due in May. Prop 30 (temporary tax increases) is also due to expire in the next 2 years. Also, lots of cautionary talk about projections of next recession.
3. **Program Review Timeline Proposed Change:** Ginna presented proposal from Committee Chairs Committee to shift program review to Spring (due April 1) to provide more lead time for hiring / staffing. This year, program reviews would roll over from Fall unless submitters wish to make any changes or additions. Data would go to planning committees in May, providing some extra time for process & discussion. Arturo suggested that we may want to consider a division / department level review of requests to streamline requests prior to receipt by Staffing Committee. Possibly we should agendaize this for deeper discussion at Academic Senate and EAP.
4. **Staffing Request (VP Guleff):** Ginna presented staffing request for Native American Outreach & Support Specialist (NAOSS) position. This would be funded through Student Equity Funds. Salary & benefits would cost \$74,448. Arturo asked who the supervisor would be; Ginna said that would warrant more discussion. Arturo suggested that position might report to equity coordinator. Steve H. supported need for this position given our large Native American population (10% district-wide) and current gap with this percentage when compared with our 5% NA student population.
5. **Update (VP Cichocki):** Sabrina is away at Title IX training, so Eileen presented on her behalf. February 16 is equity in hiring training in Yuba. Will change next PBC meeting to February 23 to avoid conflict.
6. **Grants:** Minerva gave update on current grants in process...Talent Search, HSI-STEM & HSI-Strengthening Institutions. Talent Search grant cannot recruit specifically for our institution; it is intended to promote college attendance generally.

<u>Committee</u>	<u>2014-15 Committee Composition</u>	<u>Committee Composition for 2015-16</u>
<u><b>EAP</b></u> <u>2 year terms</u> <u>Need 6 FT &amp; 1 PT fac</u> <u>Co-chairs:</u> <u>AS Prez &amp; VPI: Edelman &amp; Guleff</u>	<u>Jason E (term expiring)</u> <u>Dan Jenkins (term expiring)</u> <u>R. Montes (term expiring)</u> <u>Tim Beck (terms ends 2016)</u> <u>V. Varela (term ends 2016)</u> <u>J. Crofoot (term ends 2016)</u>	<u>Jason E (serves by virtue of position-AS VP)</u> <u>Dan Jenkins (serves by virtue of position-SLO Chair)</u> <u>R. Montes (serves by virtue of position-Curriculum Chair)</u> <u>Tim Beck (terms ends 2016)</u> <u>V. Varela (serves by virtue of position-Distance Ed. Coord.)</u> <u>J. Crofoot (term ends 2016)</u>
<u><b>Enrollment Management Committee</b></u> <u>Terms not specified</u> <u>Need 6 FT &amp; 1 PT fac</u> <u>Co-Chairs:</u> <u>VPI: V. Guleff &amp; AS Pres. or VP: J. Edington</u>	<u>Vivian Varela</u> <u>Conan McKay</u> <u>M. Frederickson</u> <u>Les Pfitzenreuter</u> <u>Roger Hock</u> <u>Jessica Crofoot</u>	<u><b>Reaffirmed current membership &amp; specify 2 year terms as indicated:</b></u> <u>Vivian Varela (term ends 2017)</u> <u>Conan McKay (term ends 2017)</u> <u>M. Frederickson (term ends 2017)</u> <u>Les Pfitzenreuter (term ends 2016)</u> <u>Roger Hock (term ends 2016)</u> <u>Jessica Crofoot (term ends 2016)</u>
<u><b>Curriculum</b></u> <u>2 year terms for FT</u> <u>1 year term for PT</u> <u>Chair: R. Montes</u>	<u>Leslie Banta (term expiring)</u> <u>Tim Beck (term expiring)</u> <u>Julie Finnegan (term ends 2016)</u> <u>Rodney Grisanti (term expiring)</u> <u>Tascha Wetzel (term ends 2016)</u> <u>Jeff Brunner (PT rep)</u>	<u>Leslie Banta &amp; Tim Beck appointed to additional terms, through 2017. Jeff Brunner appointed to additional term as PT rep. Conan McKay to replace Rodney Grisanti.</u>  <u>2015-16 committee composition to be:</u> <u>L. Banta (term ends 2017)</u> <u>Tim Beck (term ends 2017)</u> <u>J. Finnegan (term ends 2016)</u> <u>Conan McKay (term ends 2017)</u> <u>Tascha Wetzel (term ends 2016)</u> <u>Jeff Brunner (PT rep) (term ends 2016)</u> <u>Kurt Combs (by virtue of position as Articulation Officer)</u>
<u><b>Staffing Committee</b></u> <u>3 year terms for faculty</u> <u>Includes 5 faculty, FT or PT</u> <u>Chair: Dean D. Polak</u>	<u>Steve Crossman (term ends 2017)</u> <u>Doug Boswell (term ends 2016)</u> <u>Barbara French (term expiring)</u> <u>Rachel Donham (term ends 2017)</u> <u>Greg Hicks (term ends 2017)</u>	<u><b>Appoint John Koetzner to replace Barbara French with a term running Fall 2015-Spring 2018:</b></u> <u>Steve Crossman (term ends 2017)</u> <u>Doug Boswell (term ends 2016)</u> <u>John Koetzner (term ends 2018)</u> <u>Rachel Donham (term ends 2017)</u> <u>Greg Hicks (term ends 2017)</u>
<u><b>SLOT</b></u>  <u>Chair: Dan Jenkins</u> <u>Two year terms</u>	<u>Jaime Cechin (term ends 2016)</u> <u>Julie Finnegan (term ends 2016)</u> <u>John Koetzner (term ends 2015)</u> <u>Aeron Ives (term ends 2016)</u> <u>vacant</u> <u>Christine Soldate (PT-2016)</u>	<u><b>Committee assigned as listed:</b></u> <u>Jaime Cechin (term ends 2016)</u> <u>Julie Finnegan (term ends 2016)</u> <u>John Koetzner (term ends 2017)</u> <u>Rachel Donham (term ends 2017)</u> <u>Jordan Anderson (term ends 2017)</u> <u>Christine Soldate (PT-2016)</u>
<u><b>Basic Skills</b></u> <u>Two year terms</u> <u>Chair: Sarah Walsh</u>	<u>Leslie Banta</u> <u>Jaime Cechin</u> <u>Ginny Buccelli</u> <u>Tascha Whetzel</u> <u>Maria Cetto</u> <u>Andrew Letsky (PT Rep)</u>	<u><b>AS recommends that Jean Stirling replace Leslie Banta on the committee. Also, add Roger Adhers to represent Math. Terms should be established as listed:</b></u> <u>Roger Adhers: (through 2016)</u> <u>Jean Stirling (through 2017)</u> <u>Jaime Cechin (through 2016)</u> <u>Ginny Buccelli (through 2017)</u> <u>T. Whetzel (through 2016)</u> <u>Maria Cetto (through 2017)</u> <u>Andrew Letsky (PT Rep) (through 2016)</u>
<u><b>Distance Education</b></u> <u>2 year terms</u> <u>Includes 5 FT, 1 PT, 1 counselor plus chair</u> <u>Chair (distance ed. coordinator): V. Varela</u>	<u>Conan McKay</u> <u>Jason Edington</u> <u>Roger Hock</u> <u>Dan Jenkins</u> <u>Steve Crossman (by position)</u> <u>Catherine McKay (PT Rep)</u>	<u><b>Catherine Indermill to replace Conan McKay. Terms should be established as indicated:</b></u> <u>Catherine Indermill (through 2017)</u> <u>Jason Edington (through 2017)</u> <u>Roger Hock (through 2016)</u> <u>Dan Jenkins (through 2016)</u> <u>Steve Crossman (by position)</u> <u>Catherine McKay (PT Rep)</u>

<p><b><u>Student Equity</u></b> Terms not specified  <b><u>Co-Chairs: Leslie Banta &amp; VP Guleff</u></b>  <u>1/28/16: Tascha Whetzel appointed to replace Leslie Banta as faculty co-chair</u></p>	<p><u>Jordan Anderson</u>  <u>Tascha Whetzel</u>  <u>Rhea Hollis, Maria Cetto</u>  <u>Jessica Crofoot</u>  <u>Leslie Banta</u>  <u>Sarah Walsh</u>  <u>Mike Guiffrida</u></p>	<p><b><u>Leslie Banta to replace Sarah Walsh as committee chair. Tomja Ramming to join the committee:</u></b>  <u>Jordan Anderson (term ends 2017)</u>  <u>Tascha Whetzel (term ends 2017)</u>  <u>Rhea Hollis (term ends 2017)</u>  <u>Maria Cetto (term ends 2017)</u>  <u>Jessica Crofoot (term ends 2016)</u>  <u>Tonja Ramming (term ends 2017)</u>  <u>Sarah Walsh (term ends 2016)</u>  <u>Mike Guiffrida (term ends 2016)</u></p>
<p><b><u>Additions to committee staffing considered in Fall 2015:</u></b></p>	<p><b><u>2015-16 Committee Composition (faculty only)</u></b></p>	<p><b><u>Proposed Actions:</u></b></p>
<p><b><u>Facilities Committee</u></b>  <u>Two year terms</u>  <u>Chair: Steve Oliveria (Dir of Maintenance &amp; Operations)</u></p>	<p><u>Steve Cardimona</u>  <u>Jim Xerogeanes</u></p>	<p><b><u>Assign 2-year terms as follows:</u></b>  <u>Steve Cardimona (term ends 2017)</u>  <u>Jim Xerogeanes (term ends 2016)</u></p>
<p><b><u>Non-Credit Committee</u></b>  <u>Two year terms</u>  <u>Chair: Ketmani Kouanchao (Dean of Student Services)</u></p>	<p><u>New committee</u></p>	<p><b><u>Assign:</u></b>  <u>Conan McKay (term ends 2017)</u>  <u>Tascha Whetzel (term ends 2017)</u>  <u>Euline Olinger (term ends 2017)</u>  <u>Sarah Walsh (term ends 2017)</u></p>
<p><b><u>EAP</u></b>  <u>2 year terms</u>  <u>Need 6 FT &amp; 1 PT fac</u>  <u>Co-chairs:</u>  <u>AS Prez &amp; VPI: Edelman &amp; Guleff</u></p>	<p><u>Jason E (term expiring)</u>  <u>Dan Jenkins (term expiring)</u>  <u>R. Montes (term expiring)</u>  <u>Tim Beck (terms ends 2016)</u>  <u>V. Varela (term ends 2016)</u>  <u>J. Crofoot (term ends 2016)</u></p>	<p><u>Jason E (serves by virtue of position-AS VP)</u>  <u>Dan Jenkins (serves by virtue of position-SLO Chair)</u>  <u>R. Montes (serves by virtue of position-Curriculum Chair)</u>  <u>Tim Beck (terms ends 2016)</u>  <u>V. Varela (serves by virtue of position-Distance Ed. Coord.)</u>  <u>J. Crofoot (term ends 2016)</u>  <b><u>Fill vacant at-large FT faculty seat:</u></b>  <b><u>Nominees:</u></b>  <u>Rodney Grisanti</u>  <u>Rachel Donham</u>  <u>Jordan Anderson</u>  <u>Kurt Combs</u>  <u>Ginny Buccelli</u></p>
<p><b><u>Student Services Council</u></b>  <u>2 year terms</u>  <u>Co-chairs:</u>  <u>Lead Counsellor &amp; VPI: Crossman &amp; Guleff</u></p>	<p><u>Faculty serving by virtue of their position:</u>  <b><u>FT DRC counselors</u></b>  <u>(currently Rhea Hollis &amp; Tascha Whetzel)</u>  <b><u>Cal Works Counselor</u></b>  <u>(currently Tanja Ramming)</u>  <b><u>Curriculum Committee Chair</u></b> (R. Montes).</p>	
<p><b><u>Accreditation Steering Committee</u></b></p>		<p><u>At 10/15/15 meeting:</u>  <u>Lisa Rosenstreich and Alicia Mendoza appointed to replace Steve Cardimona.</u></p>

**Committee volunteers for 2016-2017:**

**Technology:** Casey Bylund

**Faculty Meeting Topics & Food Rotation**

**October 8:**

- Present AS 15-16 goals (Reid & senators)
- Report on Coastal Implementation (Dan & Jody)
- OEI presentation (Jason)

Food by Jody & English / Communication / Library / Languages

**November 3 (Tuesday):**

- Report on statewide initiatives and plenary resolutions

Food by Vivian & Social Sciences, Psychology, Political Science & History

**December 17:** Steve & Sciences

**January 22, 2015** (in-service: lunch provided by administration)

**February 25:** Tascha & Student Services / Learning Skills / Counselling

- Brian Kloviski on bookstore matters
- Jessica Silva on marketing services
- VP Jason Edington to report on Instructional Design Conference

**March 24:** Dan & CTE

**April 21:** Jason & Math

**May 19:** Doug & CVPA

Reid will assist with set-up & clean-up for all meetings, provide plates, cups, napkins & utensils for all meetings and assist with CVPA lunch.

<b>Fine &amp; Performing Arts</b>	<b>Science</b>	<b>Mathematics</b>	<b>CTE</b>
<i>Doug Browe</i>	<i>Steve Cardimona</i>	<i>Jason Edington</i>	<i>Dan Jenkins</i>
Boswell, Doug Edelman, Reid Grisanti, Rodney Pfutzenreuter, Les Rosenstreich, Lisa Saxon-West, Leslie	Anderson, Jordon Beck, Tim Blundell, Sue Donham, Rachel Frederickson, Marcus West, Alan	Ahders, Roger Banta, Leslie Finnegan, Julie Bylund, Casey Pai, David White, Deborah	Danning, Nora Chaudrue, Vicki Laughton, Fran Petti, Nicholas Woods, Lisa Xerogeanes, Jim Drake, Tiffany
<b>Library, English &amp; Language</b>	<b>Social Sciences</b>	<b>Learning Skills &amp; Student Support Services</b>	<b>Part Time Faculty</b>
<i>Jody Gehrman</i>	<i>Vivian Varela</i>	<i>Tascha Whetzel</i>	<i>Jessica Crofoot &amp; Catherine McKay</i>
Buccelli, Ginny Cechin, Jaime Cetto, Maria Haggitt, Lynn Koetzner, John Rawlinson, Bart	Hock, Roger Indermill, Catherine McKay, Conan Montes, Rebecca Walsh, Sarah Warf, Phil	Combs, Kurt Crossman, Steve DaCruz, Cintya Hicks, Greg Hollis, Rhea Mendoza, Alicia Ramming, Tanja Stirling, Jean	

## **Approved Academic Senate Goals for 2015-2016:**

1. Finalize & review Committee Handbook {4,5,6,7,8,9 & 10}
  - consider streamlining committees
  - review process for recruiting & appointing adjunct faculty to committees
  - Discuss structure & reporting of Faculty Office Space Committee. Assess whether Faculty Office Space Committee should report to Academic Senate, faculty unions or both (possibly through SUECo)
2. Review Equivalency Procedures {6 & 7}
3. Participate in Development of the Fort Bragg / coast campus {1,3 & 10}
4. Participate in discussions and planning regarding potential provision of services to international students {4, 5, 11}
5. Lead investigation and actions with regard to OEI and Online Platform Choice {4}
6. Recommend revisions to new College Web-Site {4 & 11}
7. Review criteria and process for academic rankings {11}
8. Support continued representation & involvement of our local AS at statewide level {8 & 10}
9. Participate in planning and discussions with regard to SSSP (Student Success & Support Programs) & Student Equity priorities{1, 2, 3, 4, 5 & 6}
  - Participate in planning / assessing priorities with regard to potential future collaboration with CUE (Center for Urban Education). Do we wish to embark on the Equity Scorecard process with CUE?
10. Investigate and recommend actions with regard to administrative workload of faculty (do we want to revisit division chairs?) {6, 7 & 10}

### **Ongoing matters:**

1. Continue to support effective communication & collaboration between faculty & administration / management. Identify potential points of friction and possible solutions. Communicate faculty support for administration as applicable. {11}
2. Review state-of-the-college with regard to SLOs, PSLOs & ISLOs {1, 3, 4, 5, 7, 9, 10}
3. Review Constitution &/or Bylaws (annually) {11 & all}
4. Follow progress and discussions occurring in key faculty committees & provide time in AS meetings for regular reports from key committees

**Proposed Revisions to Academic Senate Bylaws:**

**Constitution:**

**CONSTITUTION  
of the  
MENDOCINO COLLEGE ACADEMIC SENATE**

*MARCH 1976*

*(Revised as of March 1978)*

*(Revised as of May 1985)*

*(Revised as of May 1988)*

*(Revised as of April 1994)*

*(Revised as of May 1996)*

*(Revised as of May 1997)*

*(Revised as of September 1998)*

*(Revised as of May 2003)*

*(Revised as of May 2013)*

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**ARTICLE I**

**NAME OF ORGANIZATION AND DEFINITIONS**

Section 1.

The official name of this organization shall be the Mendocino College Academic Senate.

Section 2.

The following terms are used frequently throughout the constitution:

- A. Full-time Faculty – Employees of Mendocino College compensated on the certificated salary schedule who are contracted on at least a 60% basis as faculty and for which minimum qualifications for hire are **specified** by the Board of Governors (Ed. Code 87003)

- B. Part-time Faculty – Employees who are compensated on the full-time certificated schedule under 66.9% 59.9% and those who are compensated on the part-time hourly schedule.
- C. Member – Any faculty elected to the Senate by the full or part time faculty.
- D. Resolution – A written expression of an opinion or a request for action to be taken. Resolutions require a majority vote of the Academic Senate to be passed.

## **ARTICLE II**

### **PURPOSE**

#### Section 1.

The purpose of the Academic Senate is to represent the faculty of Mendocino College in all college academic and professional matters as defined in (section 53201 of) Title V of the California Administrative Code. Per AB 1725, the activities of the Academic Senate are also focused on ensuring student success in an educational experience of the highest quality.

## **ARTICLE III**

### **MEMBERSHIP, ELECTION AND TERMS, Qualifications of Officers**

#### Section 1.

The officers of the Academic Senate shall be the ~~Past President (non-voting officer)~~, President (voting only in the case of a tie), Vice President, and a number of senators, outlined in the Bylaws of the Academic Senate, elected for two-year alternating terms by the full-time faculty from various departments/divisions, representing CTE programs and academic programs, as outlined in the Bylaws of the Academic Senate. Further, two part time faculty representatives shall be elected for two-year alternating terms by the part-time faculty from the ranks of the part time faculty. Faculty who are also management/confidential are excluded from Senate membership. All Senate members must retain their faculty status at Mendocino College to continue in office.

#### Section 2 – OFFICERS: ELECTION AND TERMS

The Vice-President is the President-Elect. Candidates for this position shall be nominated from among the Senate members who are full-time faculty. More than one Senate member may be nominated. The nominees, except where it is not possible, shall have served at least one full term as a Senator. The Vice President shall be elected by the full-time faculty. The Vice-President will assume the office of President at the close of the academic year following the President's term of office, after confirmation by a simple majority of the ballots cast by the full-time faculty eligible to vote. If the President leaves office for any reason before the end of his/her term, the Vice President will assume the office of President through the end of that academic year, at which time elections will be held. **The Past-President may elect to serve a one-year term.**

The Academic Senate President shall serve a two year term and may be confirmed by an election of the faculty for an additional one year term (such as in the event that a Vice-president is unable to run, retires, etc. ). A President may not serve more than three consecutive years. The newly appointed Academic Senate President and the Past-President shall assume their new offices at the close of the academic year. The newly elected Academic Senate members and Vice President shall assume office at the close of the academic year following their election.

## **ARTICLE IV**

### **ROLE, FUNCTION AND DUTIES**

#### **Section 1. ROLE**

The academic and professional interests of the Mendocino College Faculty shall be furthered through the Academic Senate and Committees of the Senate. The faculty retains all the rights of initiative, recall and petition.

#### **Section 2. FUNCTION**

The primary function of the Academic Senate shall be to act as the representative of the faculty, to make recommendations to the administration of the college and the governing board of the district, in the form of resolutions, with regard to academic and professional matters as specific according to section 53201 (section 53200 = 10 + 1) of Title V of the California Administrative Code.

#### **Section 3. DUTIES OF MEMBERS**

Academic Senate members shall:

- A. Review all submitted resolutions and amendments and combine, reword, append, or render moot the solutions and amendments as necessary.
- B. Research issues in order to make informed decisions on academic and professional issues.
- C. Communicate regularly with their faculty constituents regarding resolutions and other Senate activities.
- D. Attend regularly scheduled meetings or inform chair of their absence.
- E. Participate in other Senate business such as reviewing policies and serving on Senate subcommittees.

#### **Section 4. DUTIES OF THE PRESIDENT ~~###continue AS review at this point###~~**

The President shall:

- A. Establish the time, place, and agenda, ~~and chair~~ of all Senate meetings, ~~and chair those meetings~~
- B. Appoint all faculty to standing, ~~and special~~ and hiring committees, as outlines in the Academic Senate Bylaws.
- C. Act as the chief liaison between the faculty, administration, and the Board of Trustees
- D. Attend all Board of Trustees meetings and report back to the Academic Senate and faculty on important faculty issues discussed there.
- E. Serve as a voting member of the PBC (Planning and Budgeting Committee) or other designated institutional decision-making body.
- F. Serve as the co-chair of the Educational Action Plan committee.
- G. Ensure that all written material is prepared for dissemination at scheduled Senate meetings.
- H. Perform any other function normally thought to be within the realm of a presiding officer which is otherwise not denied by the Senate Constitution.

#### **Section 5. DUTIES OF THE VICE PRESIDENT**

The Vice-President shall:

- A. Act as President in the absence of that officer

- B. Succeed to the Presidency in the event of a mid-term vacancy of that office.
- C. Serve as a voting member of the PBC (Planning and Budgeting Committee) or other designated institutional decision-making body.
- D. Serve on the Educational Action Plan committee
- E. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.

Section 6. TREASURER AND SECRETARY

The positions of Secretary and Treasurer are optional and utilization of these offices is left to the discretion of the Senate.

**ARTICLE V**

REASSIGNED TIME

Section 1.

In order to successfully carry out the responsibilities with which the office is charged, the Senate President shall be granted reassigned time of at least 40 percent of his/her assigned load. The Senate Vice President shall be granted reassigned time of at least 20 percent of his/her assigned load.

**ARTICLE VI**

ELECTION PROCEDURES

Section 1. NOMINATION OF PROSPECTIVE SENATE MEMBERS

Candidates for Senate members shall be self-nominated or nominated by another faculty member during a stipulated time period with a slate of potential Senators representing different curricular areas on the ballot

Section 2. ELECTION OF SENATE MEMBERS AND VICE PRESIDENT

- (a) Shall be conducted by an election committee selected by the Senate in advance, holding elections by the end of April in years where elections are deemed necessary
- (b) Balloting:
  - 1. Shall be secret
  - 2. Shall be verified
  - 3. Candidates shall be listed alphabetically including incumbent status.
  - 4. Shall be counted by the designated election committee on the last day of the election.

Subsection A.

In the event that no Senate member is able to accept the nomination for Vice President, an election from the full-time faculty to select a Vice-president shall be held prior to the general election.

~~Subsection B.~~

~~The association of part-time faculty shall select its own method for the election of the part-time representative to the Academic Senate.~~

Section 3. RESIGNATIONS

If a member resigns from office leaving one year or more of the term open, a special election will be held for a representative to serve the remainder of the term only. If the resignation leaves less than one year of the term open, the Senate may either appoint a replacement or hold a

special election. Special elections shall be conducted for vacant positions in a timely manner per ARTICLE VI, Section 1 and Section 2b.

## **ARTICLE VII**

### **REMOVAL FROM OFFICE**

#### **Section 1. VOTE OF CONFIDENCE**

Any member of the Senate who is a full-time faculty shall be subject to a vote of confidence whenever 20 percent of the full-time faculty request such a vote in writing.

The Election Committee, formed at a time of need with three Senators, shall conduct and verify the vote of confidence. Balloting by the full-time faculty shall be secret. A simple majority of ballots cast indicating a vote of confidence shall constitute a successful vote of confidence.

In the event that a Senate member does not secure a simple majority indicating a vote of confidence, the position shall be given up, and the vacancy filled by regular election procedures.

#### **Section 2. ABSENCE FROM OFFICE**

Any Senate Member or Officer who has three consecutive absences from regular meetings may be removed from office by formal resolution action (except in the event of illness or a disability that limits participation for a limited time) ? .

#### **Section 3. VACANT POSITIONS**

Any vacancy of one year or more created by removal from office will be filled by regular election procedures. A vacancy of less than one year may be filled by election or appointment. (As in ARTICLE VI, Section 3)

## **ARTICLE VIII**

### **MEETINGS**

#### **Section 1.**

Regular meetings of the Senate will be held at least twice a month during the Fall and Spring semesters. Special meetings of the Senate may be called at the discretion of the President or the request of any two Senate members.

#### **Section 2.**

While Senate represents the faculty, it is involved in shared governance, and works toward agreement on the ten plus one areas of academic and professional matters. Whenever possible, agreement is reached without the need for formal resolutions. However, if the action of a formal resolution is necessary, then the action taken by the Senate may be made in formal resolution form and by a simple majority vote. All such action items must come to the Senate in formal resolution form and will be required to have a first and second reading at consecutive meetings, unless extenuating and compelling reasons exist for an action to be taken at a first reading. (See Appendix B for resolution process)

#### **Section 3.**

Half plus one of **voting members (including Vice-president)** shall comprise a quorum.

#### **Section 4.**

Meetings of the faculty will be held at least once a year and when called by the President or a vote of the Senate.

## **ARTICLE IX.**

### **COMMITTEES**

### Section 1.

All faculty appointments to college standing and special committees shall be made by the Academic Senate **according to processes outlined in the senate constitution and bylaws.** Only those faculty appointments thus made shall be considered to represent the faculty on those committees. See The Committee Handbook for a list of the standing committees which have faculty membership. That list will be updated as needed by Senate action.

### Section 2. SPECIAL COMMITTEES

- (a) Special committees will be created by the Academic Senate as the need arises and will be dissolved by formal Senate action.
- (b) Each special committee shall consist of the chairperson appointed by the Senate President and as many faculty members as the Academic Senate chooses.

## **ARTICLE X**

### AMENDMENT PROPOSAL

#### Section 1.

Any faculty member may submit a resolution to the Senate proposing constitutional amendments.

#### Section 2.

A Constitutional Amendment shall be ratified by receiving a two-thirds (2/3) vote of the cast by full-time faculty eligible to vote.

## **ARTICLE XI**

### RULES OF ORDER

#### Section 1.

The Academic Senate is governed by the Brown Act. The Senate **(& its standing subcommittees???)** will conduct their business according to Roberts Rules of Order. Any deviation from Roberts Rules of Order shall be determined by formal Senate action.

## **ARTICLE XII**

### RATIFICATION OF THE CONSTITUTION

Upon the approval of two-thirds (2/3) of the ballots cast by full-time faculty eligible to vote in a duly authorized election, this Constitution will become effective on July 1 following the constitutional changes.

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Approved by ballot May, 2013