

MINUTES
Mendocino College Academic Senate
Thursday, August 20, 2015
10:00 – 12:30 p.m. (Off Campus – Retreat)

Call to Order Reid Edelman called the meeting to order at: 10:10 a.m.

Present Reid Edelman, Jason Edington, Jody Gehrman, Jessica Crofoot, Catherine McKay, Tascha Whetzel, Dan Jenkins and Vivian Varela

Absent Doug Browe and Steve Cardimona

Agenda Approval M/S/C (Edington/Gehrman) to approve the Agenda of August 20, 2015

Minutes Approval M/S/C (Edington/Gehrman) to approve the Minutes of May 7, 2015
Jenkins and Whetzel abstained due to absence.

Public Comment McKay mentioned that a CTE Liaison is needed from each campus. All CTE programs are to be reviewed every two years.

Jenkins stated that the CTE review is being discussed with the Curriculum Committee.

Edelman suggested that the CTE Liaison position be discussed further and will be placed on a future Agenda.

Committee Reports **Part-Time Faculty Report**

- Crofoot mentioned that the union is moving forward to fact-finding with the District.
- Crofoot will be attending the part-time faculty orientation in Willits this evening.
- The reopeners for the 2015/16 year are currently being discussed.

President's Report

Notes will be provided at the next meeting.

Old Business **Confirm & Introduce Senate Membership 2015/2016**

Edelman welcomed Varela to the Academic Senate.

M/S/C (Edington/Gehrman) to approve Crofoot as the part-time representative for a two year term.

Edelman asked that each Senate member share their plans for the 2015/2016 academic year.

A Summary of Comments:

- Crofoot and Edelman mentioned that they would like to determine the appropriate methods for submitting and selecting names of those interested in serving on committees.
- It was suggested that guidelines and experience may be necessary in order to serve on particular committees.
- Part-time faculty that are interested in serving on a committee should send an e-mail stating their interest. Only those teaching during that particular semester would be eligible to serve.
- Reid will discuss the process further with Crofoot and McKay.
- Jenkins mentioned that a part-time instructor may be reluctant to submit their name. He suggested that those interested in serving on a committee submit their name to the Academic Senate President or Vice President for further review.
- Edelman mentioned that the Senate has helped to staff many of the committees for the 2015/2016 academic year. There are many other committees that need to be staffed as well. Those that are listed in the Senate packet are part of the Committee Handbook.
- Edelman suggested that the Committee Handbook be placed online and each committee chair should update their respective information along with the terms of service. He feels the process needs to work in a more manageable way.
- Edington stated that he will help to support Edelman in his efforts to complete the handbook and equivalency process. He would also like to review and revise the Constitution and By Laws. The topic of Division Chairs may be reconsidered along with work assignments and compensation, especially as it pertains to department business being conducted during the summer.
- Jenkins mentioned that some areas of review are left to the Deans, especially for the CTE programs, due to under-representation of faculty. He stated that more full-time faculty that are invested in programs need to be involved. Decisions should not be left to management to take care of.
- Jenkins suggested that the need to review qualifications for academic rank advancement. Committee service and other accomplishments should be part of the ranking process as well as the length of service. Criteria should be determined prior to the next ranking that will take place during the fall semester.

- Jenkins mentioned that Veterans should have their academic needs attended to. He suggested that the Senate take the lead on this and find ways to serve them.
- Jenkins stated that our role, as a Senate, is to make sure there is a clear balance and a voice for faculty. If the faculty members are happy with the administration, then we should state so. If not, then further discussion may be necessary.
- McKay plans to encourage and promote more involvement from part-time instructors.
- Jenkins suggested that part-time instructors be compensated for their service.
- Gehrman will focus on the coast campus classes. She would like to expand the number of students that are served. She has a connection to the writers in that area.
- Whetzel would like more information regarding equivalency issues, The Point Arena facility and Coast issues. She asked the following: What has been completed? Do we have closure? Is there a procedure in place? Have fears been alleviated? She mentioned that some committees have strong focus and goals while others do not. Regarding student equity, she is looking forward to hearing about what the Senate's role will be.
- Whetzel would also like a better understanding of braided funding. What can the funds be used for and for whom?
- Crofoot mentioned that she appreciates the involvement of part-time faculty. She would like further clarification regarding dual-enrollment on behalf of faculty and students. Are the instructors a high school employee or a college employee? They meet minimum qualifications and they are teaching a college class.
- Jenkins suggested that Dean Polak attend a future Senate meeting to discuss concurrent enrollment.
- Varela mentioned that only 1 class currently meets the OEI standards.

In order to participate in the course exchange program various standards have to be met. Most of the online classes have been taught by part-time instructors.

- Varela is currently taking a class using the CANVAS program reviewing pedagogy and best practices. The Canvas program is free

for four years. Mendocino College is currently spending \$27,000 on the ETUDES program. Varela feels the transition will be difficult for at least one year.

- Edington mentioned that a meeting has been scheduled for September 3, from 2:30 to 3:30 p.m. to discuss the Canvas program. The location has to be determined.

Motion to rescind – PT & FT Committee term-length equity

M/S/C (Edington/Crofoot) information will be brought back at a future meeting.

Check-In on Topics -----

- Point Arena

Cardimona sent an update on the Point Arena facility

Edington mentioned that the funds from BLM have not been determined

- Fort Bragg Center

The Board approved the last MOU, still in the feasibility process and gathering information regarding the site. A presentation from the legal team was provided on how to change the re-districting process. Once the information has been provided to the voters for re-districting, that is the point of no return.

- Minimum Qualifications

To be discussed at a future meeting.

- Administration

Edelman mentioned that he is pleased with the administration. More faculty involvement is needed. The administration would like our input.

Gehrman does not feel that the Senate should have to form an opinion regarding the administration.

Jenkins suggested that there be closure from a hot topic issue for Accreditation purposes. He feels that a statement should be made to identify points of friction and determine the status with regard to certain issues.

Whetzel suggested that the Senate continue to include President Reyes in certain meetings where additional information may be necessary.

New Business

Review Constituent Groups/Representative Areas & Membership

- Review “10 + 1”

We as a Senate – are responsible for the 10+1 issues which relate to academic issues.

- Update Senate Information

Edington will provide information to Varela due to new Senate membership.

- Brown Act Overview

Edington will provide a training or discussion regarding the Brown Act.

- Need to follow the Agenda;
- Any Brown Act committee needs to be posted 24 hours prior to the meeting date;
- Can have individual discussions but not 'serial meetings';
- This subject needs more clarity.

Review 2014/2015 Senate Goals

Minimum Qualifications will have further review

Determine the status of the Field Institute with Walsh. Ask her if the Senate still needs to move forward with this topic.

Point Arena Field Station is moving forward successfully.

Set 2015/2016 Senate Goals

Jenkins suggested that VP Guleff be invited to a Senate meeting for a discussion regarding the Student Success Act. Need to determine what the next procedures are and process.

Whetzel will discuss with Counselors to determine what they are providing to students. This topic needs to be discussed further regarding what the needs and expectations are.

Improve Communication and Committee reports. Committees should report back the Senate on a regular basis. Edington suggested that key committees attend a Senate meeting to provide an update. The Curriculum Committee should provide reports more regularly.

Curriculum/Staffing/Equity/SLO will provide time for those committees to report information on a regular basis.

Edelman would like to include the MPFA in SUECo meeting with MCFT. The meetings are usually held once per month. Edington will provide Crofoot the meeting dates and times.

Long Range issues –

Increase representation regarding educational policies. Conan McKay is currently serving on the Workforce Task Force and CTE Leadership Committees, Edington is currently serving on the Educational Policy committee, and John Koetzner has also served on state-level committees.

Edington, Edelman and Conan McKay will continue to attend Leadership and Plenary meetings. Edington and Conan McKay are participating in this year's ASCCC Leadership College.

Check-In on topics and food for 2015/2016 faculty meetings

- October 8 – Gehrman – English, Library & Languages
- November 5 – Varela – Social Sciences
- December 17 – Steve - Science
- February 25 – Whetzel – Student Services, Learning Skills & Counseling
- March 24 – Jenkins - CTE

- April 21 – Edington - Math
- May 19 – Edelman/Browe - CVPA

*Future Agenda
Items*

Review Academic Rank
 Faculty Evaluation Process
 Discussion of Enrollment Management Issues
 AS Bylaw Revisions
 Review of Minimum Qualification Procedures
 Office Space Committee Recommendations
 On-line Management System Committee
 Service to Veterans
 SLO'S, PSLO's, ISLO's

Next Meeting

Thursday, September 3, from 12:30 – 2:00 p.m.

Adjournment

The meeting adjourned at 12:38

Academic Senate Membership 2015/2016

Reid Edelman – President	Jason Edington – Vice President – (Math)
Doug Browe – (CVPA)	Steve Cardimona – (Science)
Dan Jenkins – (CTE)	Vivian Varela (Social Sciences)
Jessica Crofoot (PT Faculty Rep)	Catherine McKay (PT Faculty Rep)
Jody Gehrman – (English, Library & Languages)	
Tascha Whetzel – (Student Services, Learning Skills & Counseling)	

PRESIDENT'S REPORT for September 3, 2015 meeting of the Academic Senate
Respectfully submitted by Reid Edelman

PBC 5/22/15

I. Review of Governor's May Revise Budget:

Eileen presented highlights of May revise, including:

- * 186K to MC in COLA
- * 200K increase to SSSP
- * 356K increase to SSSP equity
- * added 70K to MC due to bringing non-credit rate up to credit rate
- * \$800K to 1.7m increase to basic allocation / operating costs
- * additional \$150K to increase # of full-time faculty
- * additional 150K to improve institutional effectiveness. May be used for professional development.
- * provided for categorical program COLA: 5K to MC
- * \$ provided for "mandate back-log"; this is for 1 time funds which must be used for 1-time expenditures such as scheduled maintenance--\$900K to 1.6m. This is for money we should have received in the past for doing things that were mandated by the state. There are millions of dollars around the state for claims for mandated costs that have not been funded. This money can be used to restore institutional reserves.
- * 300K for instructional equipment & deferred maintenance

Also, there are several items that are technical in nature and do not impact us in terms of budget, such as paying off deferrals which will improve our cash flow, but not our budget allocation.

It is important to note that this budget still must be approved by the legislature, so these figures may change. However, Eileen feels that the numbers above are fairly conservative.

II. Review of June Tentative Budget Budget:

Eileen presented assumptions for the MC June tentative budget (this is for next year's budget, current year budget remains unchanged). Eileen will present updated budget scenarios based on the new and improved statewide figures. Figures for both statewide allocations and our actual FTES will be much better and ready for discussion in August.

III. Staffing & Recruitment Update (Eileen)

a) Sabrina Meyer has been hired as permanent HR director.

Other positions which have been hired include: Mathematics professor, groundskeeper, CDV Food Service worker, Nursing Instructor / Program Director & Curriculum Technician. Volleyball Coach, 2nd Nursing position and Student Equity Coordinator are in process.

b) Some replacement proposals have also come forward, including library position replacing Hope Patterson, replacement in Fiscal Services for Cindey Parker, replacement for Gregory Byard as Ceramics Technician, Kim Lyly in agriculture and a few others which will be coming soon.

There was a substantive discussion about our process for replacement positions. It was my understanding from our last PBC meeting that replacement positions would now fill out a staffing form which would go through a series of approvals, but would not require participation in the Program Review / Staffing Committee process. There was some confusion about this. There is a need for adequate consideration of possibilities of reimagining positions to fit college-wide priorities, but in many if not most cases, waiting a year to fill critical positions causes severe difficulties.

Debra Polak pointed out that the Staffing Committee would have liked to have had new & replacement positions submitted separately, so they would be supportive of this proposed approach.

PBC agreed to approve filling the Accounting and Library Specialist positions.

- IV. Update on Mendocino Coast Center:** We have received approval of our Substantive Change Request. We now have permission to offer 50% or greater of a degree or certificate on the coast. We also now have an MOA through June 2017. Steering committee for coastal implementation has been formed. This committee is being chaired by VP Ginna Guleff.
- V. District Board Priorities were presented.**
- VI. 5 Year Capital Outlay Priorities (VP Eileen Cichocki): Willits Phase 2 and other master plan priorities are under discussion.**
- VII. Mendocino Coast Field Station Update:** Request has come to move ahead with some repairs (shoring up pump house and fence repairs & signage. This was presented to PBC as information and approval. This was approved.
- VIII. Committee Goal Reports Update:** Ginna presented information on process in reporting committee goals and outcomes. She also presented goals and priorities for EAP and Educational Master Plan.

Next meeting dates: June and possibly July. Next meeting will be **June 10 at 9:30 AM.**

PBC 6/10/15, 9:e30-11 AM

- I. June Budget Revise:** Eileen presented a budget update. Things are looking very good. At this point, legislature is actually adding money to the governor's proposed budget. See budget narrative below:

Budget narrative:

The Superintendent/President recommends the adoption of the 2015/16 Tentative Budgets for the Mendocino-Lake Community College District General Fund, Debt Service Fund, Child Care Fund, Capital Projects Fund, Special Reserve Fund, Health Fund, Student Representation Fee Fund, Student Center Fund, and Student Financial Aid Award Projections, as shown in

Attachments A through I.

ANALYSIS:

All California Community College Districts are required to adopt Tentative Budgets for the coming fiscal year and transmit them to the County Superintendent of Schools prior to July 1 of the current year. The Tentative Budgets reflect the best estimates of coming year revenues and expenditures known at the time of submission. Since the State of California typically does not adopt its budget until after June 15, significant changes in projected revenues and expenditures can be anticipated for the September Adopted Budget.

BEGINNING BALANCE

The projected 2015/16 General Fund beginning balance is \$1,863,998 based on the 2014/15 budgeted ending balance. \$1,676,174 of the projected 2015/16 beginning balance is unrestricted. Currently over \$250,000 of prospective expenditures are encumbered. Actual expenditure levels cannot be determined until the current year's books are closed and those encumbrances are resolved.

REVENUE:

The General Fund revenue included herein is based on the most recent 2015/16 fiscal year budget information received from the Governor's Budget, the Governor's May Revise, the Chancellor's Office, the Community College League of California, the Legislative Analyst's Office, and School Services of California.

Apportionment Base/Restoration/Stability: This proposed Tentative Budget assumes that the District will report an enrollment of 2,960 FTES for 2014/15 which is 83 FTES less than our enrollment base of 3,043 FTES. Summer 2015 enrollments are appearing very strong, therefore the college may be able to report our base of 3,043. If the college attains its goal of serving 3,043 FTES, the budget as presented here would improve by \$388,000.

This budget includes a deficit factor of 0.5% on general apportionment, resulting in a revenue reduction of \$95,000. A deficit factor on apportionment is a result of the difference between what the State assumes all 72 colleges will receive for property taxes and enrollment fees and what colleges actually receive.

COLA Revenue: The COLA on apportionment in the 2015/16 Governor's May Revise is 1.02%, which equates to \$186,000 for Mendocino College and is included in this budget.

Growth Revenue: The Governor's May Revise included 3.0% funding for enrollment growth. A new funding formula has been developed to take into account the need for access (growth) in each District. Multiple factors are considered based on population data from each District. 50.1% of the calculation is based on "need for access", which includes number of adults without college attainment, number of households below the poverty level, and the number of

unemployed adults, all as compared to statewide counts. 49.9% of the calculation is based on current FTES, which is the District FTES compared with overall system FTES. The calculation then factors in the District's actual growth for the previous two fiscal years. When all of these factors are taken into account, our growth rate for 2015/16 will be 1%. It is not likely we could earn any growth in 2015/16 as we are reporting all eligible Summer 2015 FTES in 2014/15.

Revenue for Operating Costs: The May Revise includes \$267 million for support of district general operating expenses, an increase from the \$125 million proposed by the Governor in January. The distribution of these funds is still under discussion, but will likely bring \$800,000 to \$1.7 million to Mendocino College. The actual amount will depend upon the level of funding in the enacted budget and the allocation method. This budget includes an increase of \$800,000 to our basic allocation. The current funding proposal from the Chancellor's Office Funding Formula Task Force is to double the rural college allocation from \$562,282 to \$1,136,036. The remaining amount is due to increases to the college allocation, center allocation, and the rate per FTES. These are an ongoing source of revenue.

Career Development College Preparation (CDCP) Rate: The May Revise increases the CDCP funding per FTES to the same level as Credit FTES. This is estimated to result in \$70,000 increased revenue to Mendocino College. The increased CDCP rate is included in this budget.

One Time Funds: The May Revise includes \$627 million to fund the mandated cost backlog, up from \$353 million in the January Budget. Depending on the level in the enacted budget, Mendocino College could receive between \$900,000 and \$1.6 million. These are one time funds and can only be spent on one time needs such as equipment or capital projects, restoring reserves, or funding outstanding retiree health benefit liabilities. This budget includes \$900,000 in mandated cost backlog funds.

EXPENDITURES:

Salaries, Wages, and Benefits Due to cuts in the State Budget, staff vacancies have been judiciously reviewed for the past seven years with a result in a savings estimated to be as much as \$1 million annually. Prior year reductions in various expenditure accounts have been carried forward into the 2015/16 budget year. This budget includes funding for positions currently filled and those currently being recruited.

Projected 2015/16 costs for all currently authorized positions are reflected in this budget, including step and longevity increments for which current staff are eligible. The cost of these increments is approximately \$200,000. Salaries and wages are budgeted according to the terms of the current collective bargaining agreements, including the 1% salary increase agreed upon with Classified staff and M/S/C effective 7/1/15. This proposed budget does not include expenditures which may result from future collective bargaining settlements.

The General Fund Budget includes a payment to the Health Fund equal to \$1,600 per plan participant per month or \$19,200 per year which is \$50 per month less than 2014/15 and more accurately reflects actual costs for the past three years. This rate may be adjusted during the

year as actual health costs become known.

The proposed 2015/16 June Tentative Budget includes a PERS (Public Employee Retirement System) District contribution rate of 11.847%, an increase from the 2014/15 rate of 11.771% which will result in a minor cost increase of \$3,100.

The Tentative Budget includes a 2015/16 STRS (State Teachers Retirement System) District contribution rate of 10.73%, up from 8.88% in 2014/15. This results in a cost increase of \$132,000.

Supplies and Services Departmental supplies and services budgets reflect the continuation of significant reductions that were made in prior years and include \$15,000 for professional development.

Capital Outlay At this time, unrestricted funding for capital outlay within the General Fund does not have a budget for equipment.

CATEGORICAL PROGRAMS

The proposed June Tentative Budget includes over 40 categorical programs, totaling approximately \$4.9 million. This is a significant increase in the number of programs. Only a few years back, the college had 30 programs totaling \$2.9 million. Categorical revenues are projected based on tentative information from various state and federal agencies.

The Governor's May Revise includes many augmentations to grants and categorical programs, including:

- \$100 million increase to SSSP
- \$115 million increase to Student Equity
- \$2.5 million to fund COLA on EOPS, DSPS, and CalWORKs
- \$148 million for deferred maintenance and instructional equipment

Until a 2015/16 State budget is adopted, some degree of uncertainty will prevail as to categorical program budgets.

ENDING BALANCE

The projected 2015/16 unrestricted ending fund balance is \$2,410,473 or 11.56% of expenditures and transfers. Typically, District expenditures are known with greater accuracy than revenues at this time. The 2015/16 beginning balance will also be more precisely projected by the time the Adopted Budget is presented. In the event of timely passage of the State Budget, more accurate revenue information will be available in time for inclusion in the September Adopted Budget.

SUMMARY

In summary, there are many revenue and expenditure assumptions included in this budget that

will likely change based upon enrollment and the final budget enacted by the State. The May Revise is by far the best budget Community Colleges have seen in a very long time. The proposed increases will help as we continue to recover from the devastating reductions of the recession.

Dan Troy, Vice Chancellor of College Finance at the Chancellor's Office provided this caution in his summary of the May Revise: *"Even with this good May Revision news, it is important to remember that the colleges have not yet fully recovered from the bad times. We have not completely restored access and college operational budgets are still approximately \$750 million below where we were, accounting for inflation. Further, college budgets will face additional stresses in the coming years, as PERS and STRS obligations are scheduled to increase rapidly and the state faces the sunset of Proposition 30 revenues. Given these circumstances and our knowledge of the volatility of the state's revenue system, we suggest that districts plan carefully now so they are prepared to meet the challenges ahead."*

OTHER FUND BUDGETS:

The Debt Service Fund Budget (Attachment B), was included for the first time in 2009/10 to reflect the debt service payments on the Solar project. A portion of the project was funded by municipal lease bonds and the debt service will be offset by the energy savings from the solar field and PG&E rebates. The college received a \$500,000 interest free loan from PG&E to upgrade the HVAC system. This loan will also be repaid with the energy savings from the project. When the loan on the HVAC upgrade project is paid off in 2018, the transfer from the general fund will level off at \$350,000 until the solar field is paid off in 2021. At that time the debt service fund will no longer be necessary and the \$350,000 will be available for other purposes.

The Child Care Fund Budget (Attachment C), reflects a program similar to the 2014/15 program. The estimated increased costs for salary step and column advancements are included in this budget. The proposed budget reflects a general fund subsidy of \$120,395.

The Capital Projects Fund Budget (Attachment D), includes projected revenues and expenditures as well as reserves set aside for future capital projects.

The Special Reserve Fund Budget (Attachment E), includes reserves for accrued vacations, load banking, GASB 45 requirements, and self insurance (active/retiree health plans, property, liability, and workers' compensation). Accrued vacation and load banking are each reserved at 25% of the total value of vacation and load banking accruals respectively, based on the most recent audited figures.

The Health Fund Budget (Attachment F), identifies those monies set aside for payment of health benefits during the 2015/16 fiscal year. This fund was established when the District made a decision to self-insure these benefits. Revenue is budgeted at \$1,600 per plan participant per month (\$19,200 annually) for 2015/16.

The Student Representation Fee Fund Budget (Attachment G), reflects the \$1 per semester that each student pays to support student government here at the College.

The Student Center Fund Budget (Attachment H), reflects the \$1 per unit per semester to a maximum of \$5 that each student pays for equipment and improvements to student areas in the Lowery Student Center and student areas at the Lake Center and North County Center.

The Student Financial Aid Award Projections Budget (Attachment I), reflects a program similar to the 2015/16 program.

Attachment A-1 Attachment A-2 Attachment B Attachment C Attachment D Attachment E Attachment F Attachment G Attachment H Attachment I

General Fund Unrestricted Tentative Budget General Fund Restricted Tentative Budget Debt Service Fund Tentative Budget Child Care Fund Tentative Budget

Capital Projects Fund Tentative Budget Special Reserve Fund Tentative Budget Health Benefits Fund Tentative Budget Student Representation Fee Fund Tentative Budget Student Center Fund Tentative Budget

Student Financial Aid Award Tentative Projections

- II. **Staffing:** Eileen and Ginna reported on follow-up to PBC discussions on formalizing process for staffing replacement positions vs. new positions. Jason and Ginna worked on a flow chart. In summary, new positions go through the Program Review & Staffing Committee processes. Replacement positions fill out a staffing form which comes directly to PBC, which will either approve the position or send it back through the Program Review / Staffing processes. Jessica asked about how we will handle replacement of positions that have been left vacant in the past. We discussed a time limit (x # of years) after which vacant positions would no longer be considered active. Categorical / Grant-funded positions would continue to come to PBC for review and information.

Ginna then presented several forms for replacement positions for our consideration:

- 1) Agriculture Tech.
- 2) Ceramics Instructional Asst.
- 3) Prop 39 Program asst.
- 4) Child Development Specialist

All of the above were recommended for approval by the president.

- III. Update from President Reyes on status of MOU with CR for Coastal Center. Still in process in negotiations with CR. If CR approves of our requested changes today, our BOT may approve the MOU tonight. If not, it will need to wait for our July BOT meeting.
- IV. Strategic Planning Retreat Date set for Friday September 25, 8 AM-3 PM.
- V. PBC agreed to not have a meeting in July. Fall meeting dates set for Tuesdays.

6/10/15:

Conference Call with Center for Urban Education, 11:30-12:30

On our end:

Arturo Reyes, Leslie Banta, Reid Edelman, Ginna Guleff & Minerva Flores.

On line from CUE:

Alicia Dowd (professor at USC, one of the directors of CUE)

(Other director is Estella Bensimon.) Alicia will be the presenter joining us on August 20.

Debbie Hanson & Deanna Cherry

Agenda for conference call today:

- 1) Our goals & needs: need to examine our institution for hidden barriers. (Ginna), need to develop strategies for self-reflection on our practices among faculty (Leslie) Need to capture meaningful data (Minerva). Discussion of creating an equity focus for the August 20 in-service day.
- 2) Setting agenda for Aug. 20 workshop from CUE

Strategies for change

Using data in meaningful ways

Equity-minded self-reflection

If there is an expectation that our work with CUE will continue, we should take time to imagine that future collaboration / work.

Possibly an introductory session followed by a panel discussion and then break-out groups for a total of 3 hours with the full group of employees.

6/10/15:

BOT Meeting, 5- 8 PM

In discussing the agenda, Ed Haynes requested going into closed session prior to voting on the newly received MOU from College of the Redwoods. A closed-session discussion was added prior to the action items on the agenda.

BOT took action to recognize the work of the Citizen's Bond Oversight Committee.

Cake was served to celebrate!

Public Comment: Wade Koeniger spoke with regard to Measure W. Special recognition should go to Tom Kesey, Meredith Randall and Kathy Smith. He also recognized BOT members at time Measure W was approved. He then went on to discuss the new Foundation Affiliate Group supporting the MC Coastal Field Station. He announced the receipt of a \$24K planning grant from the National Science Foundation!

Professor Steve Cardimona spoke next. He mentioned the new advisory council of science professors from other institutions. He spoke with enthusiasm regarding the NSF planning grant which will be crucial in qualifying us for larger grant applications. He mentioned that the

easement sale funds being allocated to the Field Station will show the support of the college for the facility and also may be matched by other grants for which we may apply.

Next Nayeli Castaneda was sworn in as the student BOT representative for 2015-16.

Arturo presented his President's Report to the BOT.

After a brief closed session, the BOT moved onto a discussion of the tentative budget. Eileen presented information on the Statewide June revise budget, local current budget overview and Proposed tentative budget. Eileen recommended raising budget reserve goal to 15% from current 8% which is still less than the statewide average. The BOT accepted the tentative budget as presented. They also accepted the Measure W audits.

The BOT then moved on to a discussion of proposed on policy revisions.

The BOT approved and accepted the proposed MOU with College of the Redwoods regarding the Coastal Fort Bragg campus center.

Minerva presented the "Big Picture" presentation on the Student Success Scorecard.

The BOT moved on to First Readings of new policy revisions. In particular, the BOT discussed concerns from Trustee Haynes with regard to his concerns regarding BP 3900 with regard to limiting free speech on campus.

At 8:35 the BOT completed its business and moved on to trustee reports.

The meeting adjourned at 8:50 PM.

8/12/15:

Legal Presentation on Transfer of Fort Bragg Territory, 3-4 PM

Guy Bryant & David Soldani, partners in the law firm of AALRR.

Soldoni recommends Eastshore Consulting for guidance on financial side of the transfer.

Approval required by County Committee on School Organization, the to BOG.

6 approval criteria:

- 1) no increased cost to state
- 2) no reduced state aid to college districts not party to this petition
- 3) projected funding of each reorganized district is adequate for 1st 5 years
- 4) allocation of property taxes has been accurately determined and will be appropriately implemented
- 5) reorganization will not affect racial or ethnic composition of district

- 6) reorganization will not decrease educational opportunities for the residents of the districts affected

Strategy:

- 1) Lay groundwork before submitting petition
- 2) Meet with decision-makers
- 3) Pursue waiver option to eliminate election requirement
- 4) Pursue aggressive timeline for completion

Sample timeline:

9/15: decision-maker & stakeholder meetings

10-12/15: analysis of 6 criteria

12/15: waiver public hearing

1/16: prepare & submit petition

2-3/16: county committee public hearings & submittal of waiver to SBE through county BOE

4/16: submit to BOG

5/16: SBE waiver approval

6-7/16: final approval by BOG

11/16: election if required

AALRR and Eastshore Consulting would be the team for the process.

Ballpark costs would be approx. 45K for legal fee and similar for financial consultants. Also, fee may be reduced if Tom Henry from CR provides some services and also there is possible cost sharing of fees with CR.

8/12/15:

BOT Meeting: 5 PM-

Meeting started with public comment and presentation by legal firm proposing working with us on Fort Bragg territory acquisition.

President Reyes presented his report.

A question came up regarding possible relocation of bus stop to area near maintenance to address some disciplinary issues which have arisen in the current site.

Tom Henry from CR was introduced and made a brief presentation of his role in the Fort Bragg transition. One important difference Tom mentioned with regard to the legal presentation was that, in Tom's view, an election will almost certainly be required.

Consent agenda approved as submitted.

Action items:

6.1: discussion of possibility of refunding the Measure W bond presented by Piper Jaffray Company. Bond could be refinanced with significant savings to the taxpayers. Various options

were presented with ranges of savings spread out over the next 35 years. The BOT unanimously preferred option 2B which will result in a modest savings by current taxpayers and a 31 million \$ savings over the next 35 years.

Other action items were addressed and are noted in the BOT meeting minutes. All policy revisions were approved.

MOU through June 2017 with College of the Redwoods was discussed with tremendous enthusiasm for the document. Document was approved.

Informational reports & trustee reports were presented.

The meeting went into closed session at 7:45 PM.

8/25/15, 3-4:30 PM:

Senate / Deans / VP Meeting-

- 1) Reid presented update on Academic Senate goals as developed in our recent retreat to the group. Some extended discussion on OEI and potential change to Canvas. Ginna would like to address the AS OEI Committee. Funding will be available for faculty professional development if we move to Canvas. Also, program review forms will be out in September and due at the end of October. It looks like we will be moving away from CuricUnet, possibly using a word document for the upcoming program reviews and in the future moving to some other more effective system.
- 2) We discussed need to update Committee Handbook.
- 3) Area updates were presented: A&R, Financial Aid, Child Development Center, Phi Theta Kappa, Student Services & Welcome Week, SSSP budget, counseling office, campus safety with regard to bus stop on campus, FTES & dual-concurrent enrollment, and athletics. Anastasia mentioned the difficulty some online students have due to lack of computer access. If they can't even access a computer to enroll, how will they be successful in an online course? She suggested designating a computer room for use by online students. Jason also suggested revisiting the idea of providing exam proctoring, and specifically the possibility of online exam proctoring through use of web cameras as a possibility to be explored.
- 4) Future topics were considered: new accreditation standards, faculty advisors, division chairs / administrative workload, potential uses and expansion of student ambassador program.

From: Alan West
Sent: Monday, April 06, 2015 9:09 AM
To: Reid Edelman
Cc: Aeron Ives
Subject: Office Requests

Hello Reid,

As you know, Aaron Ives recently sent an email to the office committee with 3 office requests from the math department. Here are the faculty office committee recommendations to the Academic Senate.

REQUEST #1--- USE OF OFFICE 9180 FOR THE REPLACEMENT MATH INSTRUCTOR

It is logical to use office #9180 for the new/replacement math instructor. The faculty office committee recommends that this request be approved.

REQUEST #2---USE OF OFFICE 9179 BY ADJUNCT MATH FACULTY

The faculty office committee recommends that this request be approved and expanded. We recommend that adjunct office #9179 not only be available for science and math part-time instructors but also be available to other departments occupying the science building. These additional departments would include Political Science, History, CDV and Psychology. Adjuncts from these departments wanting to use the office would send their request to the chair of the faculty office committee. Upon approval, the faculty office committee would advise the instruction office about the request. The instruction office would then send a key request to facilities. When the keys are produced they would be sent to the instruction office for distribution to the part-time faculty.

REQUEST #3--- USE OF ADJUNCT OFFICE SPACE BY FULL-TIME INSTRUCTORS FOR MEETINGS

The faculty office committee did not reach an agreement on this issue. The faculty office committee recommends that the academic senate discuss and take action on this issue. It is our opinion that this is a larger, campus-wide issue that should be discussed by the entire Academic Senate. The question for me is how, as full-time faculty members, do we want to treat our adjunct faculty as it concerns their office space. I think that adjunct offices should only be used by part-time faculty. All members of the office committee did not agree with this idea so we are sending the request on to you. Please let us know when this third issue will be discussed by the senate.

Thanks,

Alan B. West

SLOT Report: Academic Senate
4-23-15
Dan Jenkins, SLOT chair

ACCJC Annual Report completed – SLOs beginning on page 3. Minimal increase over last year in the percentage of courses evaluated. Most notable improvement over last year is the revision of SAOs.

ACCJC standards call for an alignment (“mapping”) of SAOs with Institutional Learning Outcomes. Since ILOs are “learning” outcomes and are based on graduation requirements (competency areas), SAOs don’t map. We made the argument that SAOs are clearly student-centric and support student learning in measurable ways, and a link can be made between successful SAO outcomes and student learning, but that we don’t expect to “map” individual SAOs to the ILOs. Instead, SAOs were aligned with accreditation standards applying to the different service areas.

All but one Service Area Outcome has been drafted (most are finalized). These will be assessed during Program Review, Part II.

Faculty completing Program Review Part II this year were informed of the need to complete PSLO assessments. Documents to assist in the PSLO assessments were created and uploaded to the portal.

An evaluation of SLO assessments was completed. An overall improvement in the quality of assessments was noted, and most assessors believe outcomes are being achieved without the need for modifications (altering lesson plans or assignment schedules were identified as the most common modifications needed). The most significant theme identified was a lack of connection between current assessments with previous assessments (especially in regards to results of identified modifications needed). It was determined that this could be addressed with a modification to the Program Review procedure.

Program Review screens were evaluated and modifications were suggested – to include PSLOs and SAOs in PR Part II; and to include an opportunity for outcome assessors to comment on the results of recommendations from previous assessments. This will provide much needed information on how assessments are affecting institutional decision-making.

John Koetzner will facilitate a discussion during the faculty meeting on 4/30 regarding the influence SLO assessments have had on faculty.

ISLO assessment (Jenkins, Polak, Flores) had to be rescheduled due to illness. Pending.

Proposed Committee Staffing for 2015-16 (confirmed at May 7 AS meeting)

<u>Committee</u>	<u>2014-15 Committee Composition</u>	<u>Committee Composition for 2015-16</u>
<p><u>EAP</u> <u>2 year terms</u> <u>Need 6 FT & 1 PT fac</u> <u>Co-chairs:</u> <u>AS Prez & VPI: Edelman & 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></p>
<p><u>Enrollment Management Committee</u> <u>Terms not specified</u> <u>Need 6 FT & 1 PT fac</u> <u>Co-Chairs:</u> <u>VPI: V. Guleff & AS Pres. or VP: J. Edington</u></p>	<p><u>Vivian Varela</u> <u>Conan McKay</u> <u>M. Frederickson</u> <u>Les Pfitzenreuter</u> <u>Roger Hock</u> <u>Jessica Crofoot</u></p>	<p><u>Reaffirmed current membership & specify 2 year terms as indicated:</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></p>
<p><u>Curriculum</u> <u>2 year terms for FT</u> <u>1 year term for PT</u> <u>Chair: R. Montes</u></p>	<p><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></p>	<p><u>Leslie Banta & Tim Beck appointed to additional terms, through 2017. Jeff Brunner appointed to additional term as PT rep. Conan McKay to replace Rodney Grisanti.</u></p> <p><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></p>
<p><u>Staffing Committee</u> <u>3 year terms for faculty</u> <u>Includes 5 faculty, FT or PT</u> <u>Chair: Dean D. Polak</u></p>	<p><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></p>	<p><u>Appoint John Koetzner to replace Barbara French with a term running Fall 2015-Spring 2018:</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></p>
<p><u>SLOT</u> <u>Chair: Dan Jenkins</u> <u>Two year terms</u></p>	<p><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></p>	<p><u>Committee assigned as listed:</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></p>
<p><u>Basic Skills</u> <u>Two year terms</u> <u>Chair: Sarah Walsh</u></p>	<p><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></p>	<p><u>AS recommends that Jean Stirling replace Leslie Banta on the committee. Also, add Roger Adhers to represent Math. Terms should be established as listed:</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></p>
<p><u>Distance Education</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></p>	<p><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></p>	<p><u>Catherine Indermill to replace Conan McKay. Terms should be established as indicated:</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>

<p><u>Student Equity</u> Terms not specified <u>Co-Chairs: Leslie Banta & VP Guleff</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><u>Leslie Banta to replace Sarah Walsh as committee chair. Tomja Ramming to join the committee:</u> <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><u>Additions to committee staffing considered in Fall 2015:</u></p>	<p><u>2015-16 Committee Composition (faculty only)</u></p>	<p><u>Proposed Actions:</u></p>
<p><u>Facilities Committee</u> <u>Two year terms</u> <u>Chair: Steve Oliveria (Dir of Maintenance & Operations)</u></p>	<p><u>Steve Cardimona</u> <u>Jim Xerogeanes</u></p>	<p><u>Assign 2-year terms as follows:</u> <u>Steve Cardimona (term ends 2017)</u> <u>Jim Xerogeanes (term ends 2016)</u></p>
<p><u>Non-Credit Committee</u> <u>Two year terms</u> <u>Chair: Ketmani Kouanchao (Dean of Student Services)</u></p>	<p><u>New committee</u></p>	<p><u>Assign:</u> <u>Tascha Whetzel (term ends 2017)</u> <u>Conan McKay (term ends 2017)</u> <u>Doug Browe (term ends 2017)</u> <u>Tascha Whetzel (term ends 2017)</u> <u>Euline Olinger (term ends 2017)</u> <u>Dan Jenkins (?)(term ends 2017)</u> <u>Sarah Walsh (term ends 2017)</u></p>

Faculty Meeting Food Rotation

October 8:	Jody & English / Communication / Library / Languages
November 5:	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
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.

Fine & Performing Arts	Science	Mathematics	CTE
<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, Marcu 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
Library, English & Language	Social Sciences	Learning Skills & Student Support Services	Part Time Faculty
<i>Jody Gehrman</i>	<i>Vivian Varela</i>	<i>Tascha Whetzel</i>	<i>Jessica Crofoot & 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 Hicks, Greg Hollis, Rhea Mendoza, Alicia Stirling, Jean	

Draft of Academic Senate Goals for 2015-2016:

1. Finalize & review Committee Handbook & consider streamlining committees {4,5,6,7,8,9 & 10}
2. Review Equivalency Procedures {6 & 7}
3. Participate in Development of the Fort Bragg / coast campus {1,3 & 10}
4. Resolve policies/concerns with regard to adjunct office space {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) {1, 2, 3, 4, 5 & 6}
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}

Items requiring closure (which may be removed from list if completed):

1. ~~Review any proposals regarding Field Institute {1,3 & 10}~~