

**Agenda**  
**Mendocino College Academic Senate**  
**Thursday, November 6, 2014**  
**Room 4210 (Library Classroom) 12:30-2 PM**

**Approval of Agenda**

- **Consent Calendar:**

**Approval of Minutes – Minutes of October 23, 2014**

**Public Comment**

Members of the public may address the Senate on any agenda item after being recognized by the Chair. Due to the brevity of the meeting and the length of most agendas, the total amount of time for public comment will be limited to 10 minutes.

**Committee Reports**

- MPFA Report –
- **President’s Report – see attached**

**Old Business**

1. Review and approve academic rank advancements (Jason) (10 minutes) {11}
2. Discuss process & policies for PT faculty appointments to committees (Jessica) (10 minutes) {6, 10}

**New Business**

1. Processes for scheduling classes at centers (invite Conan McKay) (15 minutes) {4}
2. SLOT Report (Dan Jenkins) (15 minutes) {4, 5, 7 & 9}
3. Shared Governance power point presentation (15 minutes) {6, 7, 9, & 10}
4. Hayward Award-<http://asccc.org/events/Hayward-award-0> (5 minutes) {11}

**Future Agenda Items? Next Meeting November 20, 2014**

- Report from Jason Edington on Plenary Session
- Representative Area Reports
- Proposed resolution on Part-Time Faculty pay equity

**Academic Senate Membership 2014-15**

<b>Reid Edelman – President</b>	<b>Jason Edington – Vice-president / Math</b>
<b>Doug Browe (CVPA)</b>	<b>Steve Cardimona (Science)</b>
<b>Jessica Crofoot – MPFA</b>	<b>Jody Gehrman (English, Library &amp; Languages)</b>
<b>Dan Jenkins (CTE)</b>	<b>Catherine McKay – MPFA</b>
<b>Sarah Walsh (Social Sciences)</b>	<b>Tascha Whetzel (Student Services, Learning Skills &amp; Counselling)</b>

MINUTES  
Mendocino College Academic Senate  
Thursday, October 23, 2014  
12:30 – 2:00 p.m. - Room 4210

- Call to Order* Reid Edelman called the meeting to order at 12:37 p.m.
- Present* Catherine McKay, Jessica Crofoot, Jason Edington, Sarah Walsh, Dan Jenkins, Doug Browe, Tascha Whetzel and Jody Gehrman
- Absent* Steve Cardimona
- Guests* President Arturo Reyes
- Agenda Approval* M/S/C (*Edington/Crofoot*) to approve the Agenda of October 23, 2014
- Minutes Approval* M/S/C (*Edington/McKay*) to approve the Minutes of October 9, 2014, with a change.
- Public Comment* None
- Committee Reports* **MPFA** – Jessica attended the CCA Conference and will be attending an additional conference in Los Angeles. She will have a written report for the next meeting on November 6.
- President’s Report** – The report is attached. The following information is included: PBC (10/7/14); Point Arena Ad Hoc Committee (10/9/14); VP/Deans/Senate Meeting (10/14/14); Point Arena Ad Hoc Committee (10/14/14); and Special Meeting – BOT (10/15/14)
- Old Business* **Campus Equity Committee**  
An Equity Plan for the campus needs to be created by December. An action item needs to be approved by the Senate.
- The Lead Faculty - Senate Representative is Sarah Walsh
- M/S/C (*Jenkins/Browe*) to approve the following committee members to serve on the Campus Equity Committee: Tascha Whetzel, Jessica Crofoot, Jordan Anderson, Leslie Banta, Maria Cetto and Rhea Hollis
- New Business* **Campus Issues – President Arturo Reyes**  
President Reyes thanked Edelman for allowing the conversation to take place.
- President Reyes mentioned the following: When he first arrived at Mendocino College there were issues that needed to be dealt with. First and foremost was the upcoming Accreditation team visit. President Reyes mentioned that it was an important moment for him when Edelman and Jenkins both spoke up during the Accreditation meetings.

The Accreditation took away time that would otherwise have been spent with office staff, attending faculty meetings and classroom visits. Instead, his time was taken away by attending a variety of meetings.

President Reyes has had some small group interactions with faculty through department lunch meetings. He planned to meet with every member, but this did not materialize.

He thanked the Senate for the work completed on Minimum Qualifications, Policies, Degrees, Curriculum, and other ongoing efforts.

He feels the workload is more doable due to the hiring of the HR Director, The Deans, The Director of Public Relations, etc.

Many personnel issues have taken place. These issues cannot be discussed due to confidentiality. President Reyes mentioned that all issues go through a particular process. Any decision that was/is made has gone through a process.

### **Enrollment -**

There is always room for improvement. He would like the campus to appear more welcoming for students and the community. He is working on signage with the Director of Public Relations to improve information for students.

President Reyes mentioned that he was concerned with the demographics when he first came to Mendocino College. He tries to look at the solutions, the need to get the Latino community on campus and enrolled in classes. He is pleased that Mendocino College has become a Hispanic Serving Institution. Those funds will come to the College as a whole, not just to serve the Latino community.

The enrollment target is 2900 this year. The Gala helped to raise funds for the Viticulture program. He also mentioned the men's soccer program. If the program was not established at Mendocino College those students may have attended SRJC instead. Offering the soccer program allowed those students to attend classes, but also a chance to offer classes and opportunities to the next generation of students since the players, their families and friends will come onto campus for the games. This is one example of how we can attract new students. He would like to make the town a "college-going" culture. He allowed visiting students to come to his office. He would like to make the College more welcoming to the community and get them on campus.

President Reyes mentioned the offering of facilities for meetings, etc. The College is not making a lot of money by doing so. He hopes to change the culture by using various approaches.

He mentioned, if the goal is to get to an enrollment of 3100 to stabilize our budget then other issues fall into perspective, which means, get the community here to help reach budget goals and increase enrollment.

### **Instructional Service Agreements -**

Tascha mentioned Instructional Service Agreements that are being used by various colleges. The agreements have been approved by the Chancellor's Office.

The field institute is designed to teach farm workers English, so they can eventually own their own businesses. The institute is an opportunity to teach ESL in communities where the colleges do not need growth.

Edelman mentioned that a list of rules on ISAs has been provided by the Chancellor's Office. Interested individuals will have to become our faculty, be evaluated and meet our minimum qualifications. Any expectations from our faculty would need to be applied as well.

President Reyes suggested that the group come to a future Senate meeting to tell of their plans. He mentioned, within the State, people are under served. Additional information regarding this topic is necessary.

Walsh mentioned that the ESL program goes to areas outside the College. Various locations are used to teach classes. This endeavor helps to serve a population that wants to learn and assists the College with enrollment numbers.

#### **Communication -**

Jenkins mentioned to President Reyes, when you have an idea and would like to run with it, there may be other variables that need to be verified.

President Reyes' response - when he hears about things, he mentions it to particular individuals to provide information to constituents. He asked how he should make things more public.

Jenkins suggested that he get the Senate, PBC and the Deans involvement, as well as, the faculty within the area that are immediately involved.

Edelman mentioned that the previous President, Kathryn Lehner, had the advantage of knowing and working with faculty.

Jenkins mentioned - when something comes up that is associated with a discipline, connect with those individuals, some areas have many community members that may want or may need to be involved.

President Reyes mentioned – that it was his understanding that all dealings have to go thru the Senate, that the President needs to be involved. He is trying to be careful not to intrude. He has found that Mendocino College is a small place and it is a small community. He needs to work on communication and have the correct approach.

Edington mentioned there are issues, question of connections, providing of information. Faculty would like to be informed of various decisions being made so they can have input and be involved.

Edelman mentioned that he would like President Reyes to attend a Faculty meeting on February 19th.

President Reyes will continue with the Newsletter to share information. Faculty should feel free to come by, talk with Mary and schedule a meeting.

Edelman mentioned having a department meeting with CVPA Faculty when Arturo first arrived. He suggested that those department meetings continue.

President Reyes appreciated the opportunity and will attend the Faculty meeting in February.

**Fort Bragg -**

President Reyes mentioned that Fort Bragg is an opportunity to reach FTE goals. The opportunity to grow is tremendous, he said. It makes logical sense within our county. We are closer than the College of the Redwoods in Eureka. He mentioned, "We do Centers Well!"

Fort Bragg is an opportunity to help us in the short term and is currently looking at the possibilities of long-term. If the substantive change is approved, 2017/18 is the date where we would need to acquire the territory. In 2017/18 we would need to have 250 FTES in order to receive the \$275,000 for Center status. July 1, 2017 we would need to have 250 FTES.

Until we take over, College of the Redwoods will receive \$275,000. They will subtract their expenses and provide Mendocino College with the remaining funds. We are getting the apportionment, which is helping with stability and an opportunity to serve students. There will be a projection and numbers will be updated at PBC. A feasibility study will take place in early spring. ACCJC will not let us go there if it is not feasible.

**Live Streaming of Classes -**

Jenkins mentioned that he needs leadership for live streaming of classes and is asking for assistance from IT. Mendocino College has the equipment and needs leadership to provide this. He suggested that this be a role for the President, given the input from Faculty, the research and the necessary help to move forward. Jenkins mentioned that Faculty appreciated the prior president's leadership in this goal. He asked that President Reyes lend his support as well. President Reyes' response indicated a concern about addressing this sort of need when asked versus following college processes as faculty are requesting

President Reyes mentioned that he will continue to attend department meetings.

Edelman thanked President Reyes for attending the Senate meeting.

**Topics for upcoming faculty meeting – October 30<sup>th</sup>**

- Food provided by Social Sciences
- 1.) New SARS software & Faculty group for vetting and 1 – 2 volunteers
- 2.) Update on Minimum Qualifications & Assigning Courses to Disciplines
- 3.) Faculty Support for the College Foundation
- 4.) Kognito Training Introduction
- 5.) **"Spotlight on Teaching"** – Doug Browe

*Future Agenda*

- Review and approve academic rank advancements
- Committee Structure – Committee Handbook
- Discuss process & policies for Part-Time Faculty appointments to committees

- View Leslie's Shared Governance PowerPoint
- Scheduling between the Centers and the Main Campus and faculty involvement.
- SLOT Report

*Adjournment*                    The meeting adjourned at 1:55 p.m.

**Academic Senate Membership 2014/2015**

Reid Edelman – President  
Doug Browe – CVPA  
Jessica Crofoot – MPFA  
Dan Jenkins – CTE  
Sarah Walsh – Social Sciences

Jason Edington – Vice President/Math  
Steve Cardimona – Science  
Jody Gehrman – English/Library/Languages  
Catherine McKay – MPFA  
Tascha Whetzel – Learning Skills/Counseling

## **PRESIDENT'S REPORT, for 11/6/14 AS Meeting**

Respectfully submitted by Reid Edelman, Academic Senate President, 10/29/14

### **Institutional Effectiveness Committee Meeting 10/20/14**

1. Survey on Fall 2014 Planning Retreat
2. Review of Committee Structure & Handbook Review process.  
Discussion of committee structure and how to assess planning process and planning committees from perspective of clearly showing process and effectiveness from an outside perspective.

Task of this committee is to assess planning process, not to get bogged down in details of committee handbook and committee review. These are sub-goals.

Discussion of relationship of planning and shared governance: Accreditation asked us to review processes for both. They are related, but not synonymous. Institutional planning is done through a shared governance process, but there are other decisions as well that are not planning, but also require shared governance. An example is hiring committees. These committees are also subject to shared governance, but they are not planning committees.

### **PBC 10/21/14**

1. **Multi-Year Budget Projections:** Eileen presented 5-year projections which she presented to the BOT at their recent BOT Workshop. 2014-15 adopted budget includes transfer of \$500,000 from health fund plus \$180,000 from reserve. These are one-time sources, hence the current budget problem.

Projections include an assumption of %5 increase in health costs each year, as well as planned increases in STRS and PERS employer contribution rates. Total over 6 years out is 1.8 million increase in expenditures.

PG & E subsidies have ended for solar field, yet debt service continues. In 2021, debt service will end, and approximately \$350,000 will drop to general fund from energy savings.

For 15/16, \$1.125 million will be needed either in cost reductions or increased FTES funding. 5-year projection shows these deficits increasing annually to \$3.5 million in 2020/21.

#### Variables:

State economy, State budget. Enrollment, Fort Bragg, Affordable Care Act, Health Benefits

#### Potential Solutions:

Restore enrollments, control health costs, operational efficiencies.

Arturo encouraged us to look at other options for funding given that the status quo does not look good. We lose enrollment in good fiscal times and lose State funding in bad fiscal times. Possible solutions per Arturo: Instruction Service Agreements and Foreign enrollment and / or other external funding opportunities.

Phil asked if there is likelihood that State will fund additional \$ to cover increased retirement coats. Eileen responded that there will be some COLA in coming years, but the question is how much?

## **2. Fort Bragg Update:**

Eileen presented draft preliminary fiscal projections on Fort Bragg. She emphasized that this report is a draft from 5 months ago and still a very early draft. She hopes to develop this in next few months with input from all staff. Eileen invites feedback from all concerned.

Jason asked about whether or not MC will be committed to Fort Bragg once substantive change document is submitted. Arturo responded that from the perspective of the Chancellor's Office and College of the Redwoods, there would be no long term commitment. From the perspective of ACCJC, we would need to do a second substantive change document if we were to change direction and pull out (just at CR is doing now). Arturo will confirm this from a legal perspective. He also emphasized that there is no commitment until the proposal has been approved by both College BOTs.

Interim agreement with CR for Spring 2015 has been approved by our BOT.

3. **Accreditation Update:** Arturo reported (via Arturo) on status of follow-up report. Plan to have report come to PBC on February 17, with extra date scheduled for March if needed.
4. **Program Review:** Arturo also reported on this on Virginia's behalf. An additional Program Review workshop has been scheduled. Committee chairs will receive pertinent Program Review sections in early November.
5. **Strategic Planning Process:** Minerva reported on yesterday's meeting on meeting on Institutional Effectiveness Committee. She also reported on instrument to input goals and objectives of each committee. Accreditation recommendations included review of Strategic Planning Process as well as Shared Governance. We discussed whether these areas are closely related enough to be addressed together. There are some areas of Shared Governance that are not part of Strategic Planning. If we bundle these two items, we will also need to identify aspects of Shared Governance that are not part of planning and must be addressed as well.
6. **Point Arena Field Station Update:** I presented an update on the PA Ad Hoc Committee recommendation to the BOT. The BOT will vote on this on Nov. 5.

## **Pre Plenary Area B Meeting 10/24/14**

Jason and I attended the Area B State Senate meeting at Los Medanos College. Meeting materials are available at <http://asccc.org/content/area-b-meeting>. Of special interest is a statewide award (The Hayward Award) for which we can nominate one part-time faculty member this year. Nominees should be sent to me for review and consideration. Information on this award can be viewed at: <http://www.asccc.org/events/hayward-award-0>.

## **Committee Chairs Meeting 10/27/14**

- I. Ginna shared information / approach from Cuesta College:
  1. standard template for committee agendas & minutes to uniformly address accreditation recommendations
  2. Matrix of committees

- II. Minerva presented new committee description form for electronically collecting committee information for committee handbook. Information would get sent directly to Minerva for inputting into a database.
- III. Discussion of committee handbook and how to organize committees. Also, how to recognize service from people serving on ad hoc committees (hiring, tenure...

**EAP Meeting 10/28/14**

- I. The committee worked in sub-groups on revisions to the Educational Master Plan document due in December.
- II. We discussed a process for EAP to read Program Review documents. EAP will read all program reviews that are on the "Part II" cycle for this year. Each Program Review scheduled for reading will be assigned to a team of 2-3 EAP Committee members who will each read and summarize each document assigned to their team.

# Fall 2014 Academic Rank Promotion

## Assistant Professor and Adjunct Assistant Professor

Lila Albuquerque	Adjunct Assistant Professor
Leslie Banta	Assistant Professor
Gail Gibson	Adjunct Assistant Professor
Victoria Schmidt	Adjunct Assistant Professor

## Associate Professor and Adjunct Associate Professor

Edward G. (Skip) Beale	Adjunct Associate Professor
Doug Browe	Associate Professor
Ginny Buccelli	Associate Professor
Viki J Chaudrue	Adjunct Associate Professor
Dr. Rachel Donham	Associate Professor
Debra Ehrhardt	Adjunct Associate Professor
Cassandra Johnson	Adjunct Associate Professor
Conan McKay	Associate Professor
Dr. David Pai	Associate Professor
Phillip Warf	Associate Professor
Tascha Whetzel	Associate Professor

## Professor and Adjunct Professor

Dina Davis Hutton	Adjunct Professor
John Koetzner	Professor
Lana McDonnell	Adjunct Professor
Norma Watkins, Ph.D.	Adjunct Professor