

**AGENDA**  
**Mendocino College Academic Senate**  
**Thursday, February 12, 2015**  
**Room 4210 (Library Classroom) 12:30-2 PM**

**Approval of Agenda**

**Consent Calendar:**

**Approve the following volunteers for committees:**

- I. Nursing Position Hiring Committee:** Fran Laughton, Barbara French, and Greg Hicks
- II. Math Position Hiring Committee:** Roger Adhers, Leslie Banta, Jason Edington and / or Tim Beck
- III. Student Equity Coordinator:** Sarah Walsh and Jordan Anderson
- IV. Groundskeeper (Classified):** Jim Xerogeanes
- V. Curriculum Technician (50% - Classified):** Jordan Anderson
- VI. CDV Food Service Worker (Classified):** Conan McKay
- VII. Professional Development Leave Committee:** Doug Boswell
- VIII. Point Arena Field Station Management Committee:** Rodney Grisanti and Marcus Frederickson

**Approval of Minutes – Minutes of January 29, 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**

- **Part-Time Faculty Report –**
- **President’s Report – see attached**

**Old Business:**

1. Review & discuss AS Bylaws language (see Bylaws Article II, Section 2) on nominating process for adjunct faculty serving on committees (Reid) (5 minutes) {6, 10}
2. Second Reading of Part-Time pay equity resolution (Jessica Crofoot) (5 minutes) {11}

**New Business:**

1. Review and discuss **Accreditation Follow-up Report** (40 minutes) {1,4,5,6,7, & 10}
2. Discuss proposal from C. Indermill & others on revising faculty evaluation documents (15 minutes). {8}
3. Repeatability Report for Spring Plenary (Doug & Jason) (5 minutes) {1 & 4}
4. Discuss topics for upcoming faculty meeting on February 19 (5 minutes) {11}:  
(Food by Student services, Learning Skills & counselling)  
- follow-up on Fall semester discussions on faculty-administration relations  
-brief message from Arturo  
-Min Quils process report  
-proposed changes to faculty evaluation forms / process  
-other topics???

**Future Agenda Items? Next Meeting February 26, 2015**

- First Reading of Substantive Change Report (Feb 26)
- Textbook ordering process {11} (Steve Cardimona)
- Equivalency Committee planning & processes {11}
- Check in on goals & objectives
- Review academic rank procedures & process

**Academic Senate Membership 2014-15**

**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 (Student Services, Learning Skills & Counseling)**

MINUTES  
Mendocino College Academic Senate  
Thursday, January 29, 2015  
12:30 – 2:00 p.m., Room 4210

- Call to Order* Reid Edelman called the meeting to order at: 12:30 p.m.
- Present* Tascha Whetzel, Jody Gehrman, Jessica Crofoot, Doug Browe, Jason Edington, Catherine McKay, Dan Jenkins, Steve Cardimona and Sarah Walsh
- Absent* None
- Guest* Catherine Indermill
- Agenda Approval* M/S/C (*Edington/Gehrman*) to approve the Agenda of January 29, 2015
- Minutes Approval* M/S/C (*Browe/Crofoot*) to approve the Minutes of December 4, 2014
- M/S/C (*Browe/ Edington*) to rescind the approval of the agenda, move to accept the agenda with the amendment of adding the Minutes of January 15 and move Catherine Indermill to the top of New Business.
- M/S/C (*Gehrman/Cardimona*) to approve the Minutes of January 15.
- Public Comment* None
- Committee Reports* Part-Time Faculty Report – Will provide a written report at the next meeting.
- President’s Report – A written report was provided with the meeting agenda. The following information was included: PBC (12/2/14); VP/Deans/Senate Meeting (12/9/14); EAP (12/9/14); PPAC (12/11/14); PBC (12/16/14); and Board of Trustees Meeting (12/17/14).
- New Business* **Proposal from Indermill – Evaluation Documents**  
Indermill mentioned the prior meeting of November 2012 when evaluation forms were discussed. The faculty would like a more clear picture about the expectations of the evaluation and to have a stronger voice with the process.
- A broad scope of faculty helped to strengthen the tenured faculty process. They helped to create/provide a greater voice and contribution.
- A question was added to the student survey – “Today’s class presentation is consistent with other classes this semester”

Additional wording was added to the Evaluation Summary - “Unsatisfactory” (specify in comment section and complete a Corrective Action Plan, in consultation with **and based on recommendation from** the evaluation team)

Jenkins mentioned the need for common standards, uniformity and consistency

Indermill suggested that two faculty members on the faculty tenure team meet with the probationary faculty at least once per year. This time should be spent developing the “Teaching Philosophy”, Teaching Across the Curriculum, etc.

Browe mentioned that mentors are a great idea. He had a mentor when beginning to teach at Mendocino and they were a great resource of information. He suggested that every department head provide this to new faculty members.

Indermill mentioned that some faculty members have had mentors and some have not. The tenure team would be more concrete. Those members would have more of a voice when faculty meet with the Dean. The team can provide documentation and proof that particular things have taken place.

Edelman mentioned the tenure team is an ongoing part of the process. The mentor should be separate.

Indermill asked the Senate to help create the process and include the information as part of the evaluation.

Jenkins suggested that the topic be put on a future agenda for further discussion.

### **Summary of Suggested Change for Tenured and Probationary Faculty**

- Addition of one question on the student survey (Today’s class presentation is consistent with other classes this semester.)

### **Summary of Suggested Changes for Probationary Faculty**

- Additional requirement to develop and write a “Philosophy Statement” the third year and criteria on Form A to evaluate the “Philosophy Statement”
- Additional requirement for the probationary faculty member to meet once per year (or semester) with the faculty team members to discuss topics such as: teaching philosophy, classroom management, teaching across the curriculum, etc.

- Addition of one unannounced classroom visit (minimum 30 minutes) by the faculty team members.

Browe suggested adding the “Philosophy Statement” to the self-evaluation for Probationary and Tenured faculty.

Indermill mentioned that this information did not come from the union, but from a group of faculty member suggestions.

Edelman would like to provide particular days that the unannounced classroom visit will take place.

Edington suggested that this issue be discussed with the Senate at a later meeting. Information will be shared at a faculty meeting.

Edelman mentioned that this may require Union involvement as well. An addition to the work load and may be part of the contract.

Crofoot mentioned that the wording in the “Draft – Student Evaluation of Instructor” form is exactly what has been written in the part-time faculty evaluations. She suggested that the part-time faculty and full-time faculty have the same evaluation forms for students to complete.

### *Old Business*

#### **Nominating Process – Adjunct Faculty**

Edelman stated that he reviewed the part-time faculty CBA.

Crofoot mentioned that the nominations are presented to the union. The names are then forwarded to the Senate for approval to committees.

Edelman suggested that recommendations come forward for discussion. The part-time faculty selection process should be the same as the full-time faculty. The Senate will chose the right person to serve on each committee.

Edington suggested, when part-time instructors are interested in serving on committees, that all names are forward for selection. To insure that every person that teaches on campus have been provided the same opportunity to serve. This will require a change to the part-time CBA.

Edelman mentioned that the Constitution needs to be clear on how the Senate will select part-time faculty members to serve on committees. At a future meeting, we should confirm that our senate constitution matches our actual process. It will be up to the MPFA to amend their bylaws to reflect the actual Academic Senate process.

It was discussed that the names of Part-Time nominees should be gathered by the part-time senate representatives. It is just a coincidence that the current part-time representatives on the Academic Senate include the MPFA president. In actuality, however, there is no requirement that the senate include the MPFA officers. Gathering part-time committee nominees should be the role of the part-time senators, not of their union representative (Thought these roles may be held by the same person, as they currently are).

### **First Read – Part-Time Pay Equity Resolution**

Reid asked if this is a Senate item?

It is a state-wide resolution regarding equitability of pay for part-time instructors.

Edington mentioned that support for the resolution will help to improve student's success and retention.

Edelman mentioned three options: As a Senate we can do nothing with it; take a vote that we support this and encourage/support the union; or pass our own resolution.

Jenkins suggested a vote of support as a Senate. We think this is worth while for MPFA/MCFT.

Gehrman mentioned that some full-time faculty share their offices with part-time faculty.

Crofoot asked that the resolution be on the agenda at a later date. She will speak with Warf in regards to the second reading.

### **Appoint Senators – Fort Bragg Feasibility Study Team**

Dan Jenkins and Steve Cardimona currently serve on this committee.

M/C/S (*Edington/Browe*) to appoint Cardimona and Jenkins to the Substantive Change Committee.

When important committees are formed the Senate needs to be consulted early on. This process should include faculty members and the Senate should be consulted when committee members need to be selected.

*New Business  
(Continued)*

### **Textbook Ordering Process**

Moved to February 26 meeting

### **Equivalency Committee Planning & Processes**

Moved to February 26 meeting

### **Repeatability Report**

Moved to February 12 meeting

Browe has the beginnings of the Resolution that will be brought to spring plenary

### **Next faculty Meeting – February 19<sup>th</sup>**

(Food provided by Student Services/Learning Skills/Counseling)

- Discuss faculty/administration relation issues
- Brief message from President Reyes
- Minimum Qualifications – Process Report
- Proposed changes to faculty evaluation forms/process
- Other topics?

President Reyes was planning to attend the meeting on February 19. The meeting will need to be changed to a later date.

Gehrman suggested that the Senate formulate clear questions for his next visit.

Edelman suggested that questions be provided from the Senate and then open up to faculty for further questioning and discussion.

Browe mentioned, at the prior meeting, that certain items were not up for discussion, while other items were.

Edington – This situation seems to be improving. Early problems seemed to be a result of Information being communicated differently than with past President's.

*Next Meeting*                      Thursday, February 12, 2015 at 12:30 p.m. in Room 4210

*Adjournment*                      The meeting adjourned at 1:57 p.m.

### **Academic Senate Membership - 2014-2015**

Reid Edelman – President

Jason Edington – Vice President

Catherine McKay - MPFA

Tascha Whetzel

Jody Gehrman

Steve Cardimona

Jessica Crofoot - MPFA

Sarah Walsh

Dan Jenkins

Doug Browe

## **PRESIDENT'S REPORT, for 2/12/15 AS Meeting**

Respectfully submitted by Reid Edelman, Academic Senate President, 2/5/15

### **VP / Deans / Senate Meeting** **1/13/15, 8:30-10 AM**

**I: Min Qualifications:** I discussed our need to develop an implementation plan for bringing min qualification applications to AS and a timeline for considering these applications. I emphasized that, now that we have a BOT approved policy, we need to follow it. I cannot just sign off on hiring folks. We will need to develop a structure that does not consume all of our AS time. We discussed that training will be necessary for AS leadership and also for committee members by discipline. Ginna and deans will come to an AS meeting to work with us on developing a schedule that will work with our scheduling process. This is and will continue to be an AS driven process.

**II. Accreditation Update:** Ginna updated us on status of follow-up report and ad hoc committee. We are on track, though there is still a lot of writing to be done. Report will come to AS on Feb 12. Ginna and I have worked out dates to bring accreditation and substantive change reports to AS.

**III. Spring 2015 Schedule:** The instructional salary budget for this year is coming in significantly over for this year. Administration and staff are investigating the reasons for this. This does add greater urgency to implementation of Enrollment Management Committee priorities and plans.

**IV. Updates:** Debra presented dual enrollment conference and reported on this. Fort Bragg HS has current proposal to us to due dual enrollment class in association with them. Debra is working on trying to get MOU in place to allow this to happen. It would allow us to generate 5 sections of FTES with instructors being provided by FBHS. They would like their students to get college credit for his experience.

### **BOT Meeting** **1/14/15, 5 PM**

Jack Tomkins called the meeting to order at 5 PM. This was his first meeting as chair of the BOT, following the term of Joel Clark.

Two items were moved from consent agenda to action items (one regarding employment of interim HR director and one ratifying deed of easement). Minutes were approved with minor adjustments.

At my request, public comment was moved ahead of the closed session. Alan West made a public comment reporting of accomplishments of Point Arena Friends Affiliate group through foundation and fund-raising efforts. BOT emerged from Closed Session at 6:25 PM.

Action items were considered, including policy approvals. See BOT minutes for details.

Trustee Haynes made a strong statement with regard to BP 3600 on Auxiliary Organizations with regard to the need for civility and holding the best interests of the college in all auxiliary group contacts with the college. He argued that, with regard to the friends of PA, the friends should not



be a part of any college auxiliary group given their hostile interactions with the college. Other trustees pointed out that the friends groups are not auxiliary groups; rather the Foundation is an auxiliary group. Others pointed out that the PA Friends affiliate organization did not exist when comments Trustee Haynes found troubling were made...those were comments by individuals.

The policy on Minimum Qualifications was discussed. There was a concern about the need for the BOT to act on all equivalency decisions and whether or not this would need to happen prior the final phase of the hiring process. The policy was approved with the recognition that the policy may need to be amended following further review. Also, the BOT will need to review this along with the related Administrative Procedure.

The BOT considered the contract extension of President Reyes which should have been addressed in July. The BOT announced that they have deemed President Reyes' performance satisfactory and extended his contract by an additional year and would grant the 3% raise as required by his original contract.

Hiring of interim HR director was approved.

BOT considered ratifying deed of easement for Point Arena. Trustee Haynes argued against approving this deed and said he would vote against it. Trustee Clark acknowledged that a great deal of work has been done internally on this issue and appreciated that work. BOT approved the item with only Trustee Haynes dissenting.

BOT gave round of applause in recognition of our success in our success in creating and implementing associate degrees for transfer.

Constituent group reports were presented. In my report, I added a few oral comments:

- 1) With regard to Minimum Qualifications, I urged the BOT to read our Administrative Procedures on this topic and also to certainly be involved in approving all hires, especially with the attention to those proposed hires qualifying through the MQ process. That being said, I urged the BOT not to get involved in the details of assessing MQs; these should really be viewed as a faculty matter.
- 2) With regard to the earlier discussion of auxiliary organizations and civility, I said that, while I did not agree with many of the arguments I heard through the Point Arena debate, and some of the actions of the "friends" (including the threatened lawsuit) I found to be very unfortunate, I did not ever hear anything I'd consider uncivil. I never heard anybody shout or swear or insult anybody personally. I urged the BOT to differentiate between uncivil conduct as opposed to the public passionately expressing views that the staff and / or BOT may disagree with. I said that, as a BOT, they need to be open to hearing dissenting views, even when they are expressed strongly. They should not amend any policy in any way that may curtail free and passionate debate and speech from our valued community.

Trustee reports were presented starting at 8:25.

**PBC Meeting                      1/20/15, 2 PM**

- 1. Budget update:** Good budget news and could get even better. Very strong proposed budget for 15-16 as well as some potential 1 time funds that could come to us this Spring. Eileen recapped slides presented at in-service. Anastasia reported a “P1” of 2660. With a reasonable summer, we should be able to meet our goal of 3000 FTES for the full year.
  
- 2. Student Achievement Standards:** Minerva presented the internally set student success standards and we discussed how best to adjust our goals. ACCCJC has suggested that our institution set goals should be more of a stretch.
  
- 3. Fort Bragg Update:** Debra reported on enrollment: currently at 32 FTE and looking hopeful to achieve more than this. We have a potential opportunity to do some dual enrollment at Fort Bragg High School. This involves 150 students (5 periods of ninth graders). Noyo HS is also interested in a partnership with us (perhaps 1 section). Virginia reported on the Substantive Change document, which is on a very short timeline. This will come to AS in February.
  
- 4. Staffing Update:** Arturo reviewed the positions he has decided to move ahead with: nursing and math faculty and groundskeeper and curriculum technician positions. With regard to management, Arturo has decided not move ahead with any of the proposed positions at this time. Steve Hixenbaugh will provide more oversight in Lake County and supplement with backfill temp-hourly. Also, we will continue interim arrangement for Athletic Director.
  
- 5. Enrollment Management Update:** Virginia reported on EM presentation she and Eileen gave last week.
  
- 6. Accreditation Follow-Up Report:** Academic Senate review scheduled for Feb 12. To BOT packet on March 3. A lot is currently done, but some editing remains, as well as, some substantive additions from recommendations. Ginna presented timeline which will need to be met.
  
- 7. Student Support Services Grant:** Minerva reported on this grant. Provides counseling to first generation students and / or students with disabilities. This is a 65-page grant; it is not yet complete, but a draft is ready. No match is required for funds.
  
- 8. State Academic Senate Visit:** I reported on visit during in-service of Kale Braden and Dolores Davison.