

MINUTES
Mendocino College Academic Senate
Thursday, October 15, 2015
Room 4210 (Library Classroom) 12:30 – 2:00 p.m.

- Call to order* Edelman called the meeting to order at 12:30 p.m.
- Present* Dan Jenkins, Catherine McKay, Jason Edington, Doug Browe, Vivian Varela, Tascha Whetzel, Jessica Crofoot and Steve Cardimona
- Absent* Jody Gehrman
- Guest* Ketmani Kouanchao
- Agenda Approval* M/S/C (Edington/McKay) to approve the Agenda of October 15, 2015
- Minutes Approval* M/S/C (Edington/Whetzel) to approve the minutes of October 1, 2015
Jenkins, McKay, Browe and Varela abstained due to absence.
- Public Comment* Browe represented the Academic Senate at the Board Meeting on October 14, in Edelman’s absence. The Board acknowledged the committee work and the organization of committees by the Senate and faculty members. Browe mentioned that faculty are participating in an unbelievable amount of shared governance.
- Committee Reports* **Part-Time Faculty Report**
No report
- President’s Report**
Edelman provided a written report. The following information was provided: Strategic Planning Retreat (9/25/15); and VP/Deans/Senate/Director’s Meeting (9/29/15)
- Edelman enjoyed the discussion at the Strategic Planning Retreat. A follow-up retreat has been scheduled to craft more detailed objectives. Edelman and Edington will ask additional faculty to attend.
- Edington mentioned that there were no part-time instructors in attendance. He has asked Catherine McKay to attend the next meeting.
- The next meeting is scheduled for Friday, November 13, from 8:30 – 12:00 noon in Room 4210.
- Old Business* **Information Item: Review Proposed Bylaw language**

Edelman mentioned a discussion of the Bylaws at the last meeting. The proposed changes have been highlighted for review and are included in the Senate packet.

Edelman and Edington will ask colleagues at the Plenary meeting for further information regarding this topic.

Action Item: Encourage MPFA and Administration to align the MPFA contract language with the Academic Senate Bylaws and Constitution.

Edelman and Crofoot have discussed the need to amend the MPFA contract.

Agree as a Senate to encourage the Administration to propose new contract language in the next cycle of negotiations that will align with the Academic Senate Bylaws and Constitution.

M/S/C (McKay/Crofoot) to align the MPFA contract language with the Academic Senate Bylaws and Constitution.

New Business

M/S/C (Edington/Varela) to reorder New Business and move Review and Discussion of SSSP Plan to the top.

Review & Discuss SSSP Plan

Ketmani provided information regarding the Noncredit (Student Success and Support Program) SSSP Plan. She mentioned that the plan is a work in progress and will be submitted to VP Guleff for her review. The report needs to be signed by October 29 and submitted to the Chancellor's Office.

The committee has been formed. The members were asked to determine their areas of expertise to best serve the students.

This plan is designed for noncredit students who enroll to earn diplomas or career technical certificates, enhance skills, maintain a certificate of license, or participate in career pathways.

The services are targeted toward students who are enrolled in basic skills courses or students who have not identified an educational goal and course of study.

Whetzel mentioned that noncredit students have been identified within the orientations and assessments. Mendocino College offers only one noncredit certificate. Efforts to those particular students are being offered at this time.

Jenkins asked if a student takes a credit class, are they no longer able to qualify for this program and services?

Ketmani mentioned that there are a lot of questions for the Chancellor's Office to determine the best methods to serve students.

Jenkins suggested that a goal of the college should be to develop more noncredit certificates for students.

Whetzel agreed, and stated that is the plan at this time.

Ketmani mentioned the possibility of integrated funding. Additional funding to develop programs and services with AB 86 funds may also be available.

Edelman mentioned that the Senate needs to approve this document and it requires his signature. He asked Ketmani if the final version would be ready for review at the next Senate meeting scheduled for October 29.

Ketmani mentioned that the only changes to the document would be the logistics for ESL students.

Whetzel suggested the inclusion of an LRS 500 class for adults with substantial disabilities. Information with the most up-to-date orientations, assessments, etc. will also be included.

Edelman mentioned that another major plan, Student Equity, will be moved to a meeting in December. The SSSP Plan can be scheduled as an action item on October 29. Edelman will send the final draft with the packet prior to the meeting for Senate review.

Whetzel mentioned that times are changing. Various plans will be coming forward and will need Senate approval.

Jenkins asked for clarification regarding what the Senate is looking for in the review of the documents provided.

Edelman stated that he reviews the content of the report and makes sure that faculty have been appropriately involved before signing.

Ketmani mentioned the 2015/2016 Noncredit SSSP Allocation of \$33,887 will help to provide a part-time Embedded Counselor in the classroom, a Bilingual Counselor and an Outreach Specialist.

The review and signature will be placed on the Agenda for the October 29 meeting.

Committee appointments

Edelman has submitted the following names to hiring committees:
Athletic Director Hiring Committee: Deborah White & Sue Blundell

SSSP Coordinator Hiring Committee: Tanja Ramming & Alicia Mendoza

Lake Center Director: Greg Hicks

Accreditation Steering Committee

Alicia Mendoza and Lisa Rosenstreich are interested in serving on this committee.

M/S/C (Cardimona/Edington) to approval Mendoza and Rosenstreich to serve on the Accreditation Steering Committee.

Jenkins asked if there is another Science faculty member currently serving on this committee.

Proposal to review Faculty Evaluation process

Edelman mentioned that the documents have been reviewed and discussed. Many faculty members feel strongly one way or the other about the various proposed changes.

Crofoot mentioned the addition of question #14 and #15 (proposed by administration in negotiation process) was intended to make the full-time and part-time evaluation forms consistent. However that was not the result, given that the revisions did not accomplish this.

Edelman mentioned that some faculty members did not like the addition of question #14. He is unsure how part-time faculty are making changes without Senate involvement

Edington mention that the comments he has received include that question #14 seems unprofessional. He suggested that the comments section be used for this topic.

Jenkins suggested only approve the additions that pertain to SLO's.

Edelman stated that since the Academic Senate has not approved the new adjunct evaluation form with questions #14 and #15, the questions should be removed.

Crofoot mentioned that the Senate is asking that this be done, not the part-time faculty members.

Edelman suggested that there needs to be consistency between the forms for all faculty members. The Senate has reviewed the changes to the evaluation process and the Senate has chosen to keep the current forms.

Edington asked if any new hires do not have a mentor from their tenure committee or other faculty members within their department.

Jenkins stated that there should be more support offered, especially for those that are the only faculty member within their department. As a Senate, we should encourage the institution to do more to support recently hired faculty.

Edelman stated that his sense of the discussion is that the Academic Senate would like to keep the forms and process as is. He would, however, like to propose a clear mentor process for new faculty. He mentioned, since Indermill and Blundell provided the recent evaluation proposal, he is going to ask them if they are interested writing a process for newly hired faculty and mentorships.

Jenkins would like to be part of this process.

M/SC (Edington/Crofoot) Support Jenkins to form an Ad Hoc committee to create documentation regarding mentoring and support to new faculty members.

Varela mentioned a need to address changes in how on-line faculty evaluations are conducted. This topic will be discussed further at the Distance Ed Committee meeting.

M/S/C (Cardimona/ Browe) The Academic Senate supports the improvement of support provided to new faculty. The documents and evaluation forms will leave as they are.

Edelman mentioned that he will follow up with Indermill, Blundell and VP Guleff about the consistency of the adjunct evaluation form.

Report from Edelman on committee status of Student Services Council

Edelman mentioned that the Student Services Council has been added to the Committee Handbook. The structure of the committee membership are those serving by virtue of their position. All membership is related to student services. The Senate should elect those to the committee unless they serve by virtue of position

Whetzel mentioned that all counselors, DRC, Financial aid, Admissions & Records, etc. should be serving on this committee by virtue of their position.

A possible Administration issue –
Edelman and Whetzel will review the committee description. Invite those that should be invited. If not, then the Senate should be electing those that should attend.

Jenkins suggested that members need to be informed if they are part of this committee and should be in attendance.

*Future Agenda
Items*

Review Equity Plan
Curriculum Committee Report
Review academic rank procedures & process
AS Constitution & Bylaw revisions
First Reading: Resolution from Coastal Field Station Committee
Review of Minimum Qualification Procedures
On-line Management System Committee
Committee Reports (EAP, SLOT, Curriculum, Student Equity...)

Next Meeting

Thursday, October 29, 2015, from 12:30 to 2:00 p.m.

Adjournment

The meeting adjourned at 1:55 p.m.

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

Respectfully submitted by Reid Edelman, 10/20/15

PBC 10/13/15, 2-3:30 PM

- I. **Strategic Planning Follow-up:** we agreed to schedule a follow-up to the Strategic Planning Retreat on November 13 in the morning. We should each invite some additional people and send names to Mary Lamb. Goal will be to work on Strategic Objectives.
- II. **Annual Financial and Budget Reports:** Eileen presented financial documents.
- III.
 1. **Hiring Report by Sabrina Meyer:** agriculture tech hired; ready to launch Athletic Director, Lake Director and SSSP Coordinator.
 2. **Staffing requests presented by VPs:** these are only ones that were considered critical enough to be considered out of the regular staffing review / program review cycle. These include a replacement in nursing for Fran Laughton and two categorically funded positions: an Education Block Grant Director and Administrative Assistant. Debra presented these proposals. Eileen presented a proposal from Fiscal Services to fill the position that will be left open when Ninna retires. There were also positions left open when Cindey Parker retired and Tammy Cartwright transferred to the library. Two of these three positions have been filled, and some job duties have been shuffled. Still, there is one vacant accounting position needing to be filled.. This proposed position will process travel and manage inventory records. This position also conducts internal control processes which result in clean audits each year.
- IV. **Grants:** Minerva presented an update on grants. 99.33 was the cut-off for HSI grants and that was the cut-off, so we did not get it. This is strange; there seems to be a network among grant recipients that we have not broken into. In some cases, consultants seem to be involved in the grants that get funded, and these consultants are written in to the grants. All of this raises many questions.
- V. **Technology Requests:** Eileen and Karen presented a need to upgrade technology systems for voice systems (i.e. internet based phone service). Arturo suggested adding funds to this to cover emergency phone service throughout the campus. These would be funded through capital funding. Karen also presented requests for new routers for centers and coast connectivity. Also, Karen presented proposal for computer refresh cycle.
- VI. **Update on Coastal Transfer:** Arturo presented update on coast transfer. Election will need to be held in November 2016. All parties must be in agreement by August 2016 so BOT can decide whether or not to move ahead with an election. We are spending some money on legal fees in order to have legal representation that is separate from the other parties involved. Ginna presented update on retreat which was held on the coast recently.

Safety Training: Will include training presented by one of our adjunct instructors (Mr. Nishyama) on responding in an active shooter situation. Sheriff Allman will also be present. Session is being coordinated by Steve Hixenbaugh and Eileen Cichocki. This will be the first in a series of programs on this topic.

AS President Meeting with VPESS Guleff 10/19/15, 4-5 PM

I met with VPESS Guleff about several Academic Senate matters. Among these:

- 1) We discussed the need to update the MPFA contract to reflect pending changes in the AS Bylaws with regard to appointment of adjunct faculty to committees. Ginna agreed to bring this matter up in the next cycle of Administration-MPFA negotiations.
- 2) Ginna accepted the senate recommendation to expand membership on the Accreditation Steering Committee to include an additional faculty representative. Both Alicia Mendoza and Lisa Rosenstreich will be appointed to replace Steve Cardimona.
- 3) I explained that the senate has reviewed a faculty proposal to revise the faculty evaluation process and forms, and that the senate has decided not to make any changes to the forms at this time. I explained that we have formed an ad hoc committee (to be chaired by Dan Jenkins) which will look at ways to improve mentorship and support for new faculty members. We also discussed the fact that the current BOT approved agreement with the MPFA does include revisions to the student evaluation forms to include two new questions proposed by the MPFA. These changes were intended to make the forms consistent with the Full-Time faculty forms. However, with the rejection of the proposed changes to the Full-Time forms, the additional Adjunct questions make the Adjunct forms inconsistent with the Full-Time forms. Ginna was unwilling to reopen the negotiation process and reintroduce this matter to the BOT to correct this. The MPFA may certainly bring this item forward in the next cycle of negotiations in order to rectify this situation.
- 4) We discussed the composition of the Student Services Council. All faculty on this committee serve by virtue of their positions. The positions include: lead counselor (committee co-chair with VPESS; currently Steve Crossman), FT DRC counselors (currently Rhea & Tascha), Cal Works Counselor (currently Tanja Ramming) and the Curriculum Committee Chair (currently Rebecca Montes).

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

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

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

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.

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

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:

From Constitution:

ARTICLE IX. **COMMITTEES**

Section 1.

All faculty appointments to college standing and special committees shall be made by the Academic Senate. 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.

Bylaws:

BYLAWS

of the

MENDOCINO COLLEGE ACADEMIC SENATE

May 2013

ARTICLE I: Senate Membership & Elections

Section 1: Membership

Membership, elections, terms, and qualifications are addressed in Article III, section 1 of the Mendocino College Academic Senate Constitution.

Section 2: Composition

The Academic Senate shall be comprised of ten senators, including eight full-time and two part-time faculty representatives and including officers (President & Vice President). The Academic Senate Past President may elect to serve as a non-voting eleventh senator.

Section 3: Part-Time Faculty Representation

The terms of the two part-time faculty senators shall be staggered to provide continuity. Any part-time faculty member serving on the senate must teach at least two units (or equated hours for part-time counselors and librarians) per academic year during his/her term. If he/she does not teach at all during a semester, and consequently is not an employee of the District, he/she must be replaced.

Section 4: Full-Time Faculty Representation

As defined in Article VI, section 1 of the constitution, senators may be self-nominated or nominated by another faculty member. The senate shall encourage nominations of faculty representing different curricular areas. Further, to the extent that is possible, the senate shall make an effort to ensure that the senate includes a full-time faculty member drawn from each of the following discipline areas:

- i. Library, English & Languages
- ii. Learning Skills & Student Support Services

- iii. Career & Technical Education
- iv. Fine & Performing Arts
- v. Social Sciences
- vi. Science
- vii. Math

Section 5: To provide the best communication possible, the Academic Senate President will assign constituents to Full-time Senate members according to the discipline areas defined in Section 4 above. If a discipline area is not represented on the senate, the Senate President shall assign a senator from another area to represent the discipline. Part-time senators shall represent part-time faculty in various disciplines. When necessary, constituent input will be solicited on major issues and reported back to the senate during relevant discussions.

Section 6: Elections will be scheduled as needed for expiring Senate terms and for any President and Vice President vacancies. The election procedures shall be:

- i. The President shall send an announcement of vacancies **for full time faculty seats** and a request for nominations to the full-time faculty. This announcement shall also specify if any discipline areas from Section 4 are not currently represented.
- ii. Nominees shall be contacted to verify their willingness to run.
- iii. When a presidential term expires, the current Vice-President's name shall be included on the ballot for the full-time faculty to confirm as the next President. If the Vice President is not confirmed by faculty vote as the next President, or if the Vice President chooses not to advance to the position of President, a special election to replace the President shall be scheduled.
- iv. Elections **for Full time faculty seats** shall be held over a two-day period. A ballot box shall be placed at the voting location with a list of full-time faculty and signature spaces. Two full-time faculty members (usually the Senate President and Vice President) shall count ballots and verify the number against the sign-in sheet. If the numbers do not match, the election is declared invalid and is rescheduled. In the event that the President or Vice President is on the ballot, other Senate members or full-time faculty volunteers shall be asked to count ballots.
- v. ~~Part-time representation on the Academic Senate is brought forth by the Part Time Faculty Union President, upon approval by the Part Time Faculty Union Executive Board, and forwarded to the Academic Senate to confirm committee membership. The~~ President shall send an announcement of vacancies **for Part time faculty seats** and a request for nominations to the Part-time faculty. **Elections for Part time faculty seats shall be held electronically over a two-day period. All part-time faculty meeting the eligibility requirements described in Article I, section 3 (above) shall be eligible to vote. Two full-time faculty members (usually the Senate President and Vice President) shall verify the election results. If errors or discrepancies are discovered, the election may be declared invalid and rescheduled.**

ARTICLE II: Academic Senate Committees & Appointments

Section 1: Hiring Committees

Requests for full-time and part-time faculty to serve on hiring committees are made to the Senate President by the Human Resources Office. If the position to be hired is related to a specific discipline area, the President will request volunteers from that group first. If the position is unaffiliated with a specific discipline area, a request shall be sent to all faculty. A list of faculty who have served on hiring committees shall be maintained by the President to ensure that the workload is reasonably equitable and that all faculty have an equal chance to participate in the hiring process.

Section 2: Committees

The Academic Senate, ~~in coordination with the faculty unions~~, is responsible for all faculty appointments to college standing and special committees, except those that have a separate status. The President and Vice President shall present nominations to the body as a whole for ratification. Policy for term limitations is set by Resolution S'01.03, Committee Terms.

- i. The Academic Senate, ~~in coordination with the administration~~, shall maintain a Committee Handbook which shall contain an accurate list of all Academic Senate subcommittees as well as all committees to which the Academic Senate appoints faculty.
- ii. The Committee Handbook shall include the following information for each committee: composition, responsibilities, current membership, and terms.
- iii. The Academic Senate shall strive to staff all committees by the end of each spring semester (for the next academic year), but the following committees must be staffed by the end of the spring semester:
 - a. Curriculum Committee
 - b. Education Action Plan (EAP)
 - c. Enrollment Management Committee (EMC)
 - d. Staffing Committee
 - e. Student Learning Outcome Team (SLOT)

ARTICLE III: Academic Senate Meetings

Section 1: Agendas

Agendas for Senate meetings are developed by the Senate President and Vice President. The Past President may be included, if available. Each semester the Senate President will post the deadline for submission of agenda items, depending upon the meeting schedule. The agenda shall be posted a minimum of seventy-two clock hours prior to any regularly scheduled meeting. The agenda shall be sent to all faculty, administrators, and the Associate Students of Mendocino College (ASMC). Additionally, it shall be posted on the Academic Senate website.

Section 2: Meeting Procedures

- a) **Resolutions** may be introduced by any faculty member, but must be seconded by a current Senate member and follow a common resolution template. A resolution is given a first reading at the next available meeting at which time questions and comments are presented and discussed, and any changes can be proposed to the author and the second. A second reading and vote are scheduled at the next appropriate meeting. A resolution may have more than one second reading if further research and/or input is required. Senate members shall solicit feedback from

constituents during the time between the first and second readings. Resolutions passed by the Academic Senate relative to academic and professional matters defined under Title V shall go to the Mutual Agreement process with the District. The Academic Senate President shall schedule a meeting with the College President/Superintendent, Vice President of Education and Student Services, and Senate Vice President to discuss the resolution and attempt to come to agreement. If there are no issues to be resolved, then the Academic Senate President and the College President/Superintendent shall sign the document, indicating agreement. If additional information is needed or further discussion with outside parties required, the action is recorded on the mutual agreement forms and a timeline established. When issues are settled and agreement reached, the Academic Senate President and the College President/Superintendent sign the document, indicating agreement. If major alterations are proposed, the resolution shall go back to the Senate for approval. After signature, the original mutual agreement form is retained by the College President/Superintendent's secretary and a copy filed in the Academic Senate Resolutions Binder.

- b) *Motions*** may be used for routine Senate business that does not require mutual agreement but does require a permanent record of the decision.
- c) *Consensus*** may be used when the Senate is doing simple internal business not likely to be of interest to the faculty in general or the community at large. Approval of the agenda also signifies approval of the consent calendar. Prior to voting to approve the agenda, any voting member may request that an item be removed from the consent calendar. Any removed items will become first priority on old business for further discussion.
- d) *Proxy votes*** are not permitted and shall not be used.

Section 3: Meeting Schedule

The meeting schedule shall be determined each Spring for the following academic year based on the availability of Senate members. An attempt shall be made to keep the meeting schedule consistent to ensure maximum availability to interested parties. The President shall reserve a meeting space at the beginning of each semester and notify the college community via public e-mail, and shall post the meeting schedule on the Academic Senate website.

Section 4: Meeting Minutes

The Academic Senate Administrative Assistant shall record minutes of all regular Senate meetings and special meetings covered by the Brown Act. A draft copy will be sent to all Senate members at least two workdays prior to each meeting and all members shall review the draft prior to the meeting. Approved minutes shall be sent (via e-mail or web-link) to everyone listed on the mailing list for agendas and shall be kept in Senate files indefinitely.

ARTICLE IV: Faculty Meetings

Regular faculty meetings are scheduled each semester. Faculty meetings are not subject to the Brown Act.

ARTICLE V: Academic Rank

Periodically, at least once every two years in Fall of even years, the Academic Senate shall send out a reminder notice to all faculty that their academic rank can be updated. To ensure maximum participation by part-time faculty, an informational notice shall be sent to the president of Mendocino College Part-Time Faculty Association (MPFA). It is the responsibility of any faculty member interested in modifying their academic rank to verify his/her years of service with Human Resources and forward the appropriate documentation to the Senate President or Vice President. Upon submission of the appropriate documentation, responses from those faculty members wanting to change their rank shall be brought before the Senate for approval.

ARTICLE VI: State Academic Senate

Mendocino College Academic Senate pays dues to the Statewide Academic Senate based upon the yearly FTES figure reported by the college.

ARTICLE VII: Emeritus Faculty

Emeritus faculty are entitled to a list of privileges per Board Policy #724 and Administrative Procedure # 724.1. The Senate president serves as emeritus secretary.

ARTICLE VIII: Year End Report

The Academic Senate shall draft a summary report at the end of each academic year with a list of issues discussed, and actions taken, during that year. Any minority reports articulating contrasting viewpoints are accepted as well. This summary report shall be completed by the next in-service in order to be presented to the Academic Senate for approval early in the new academic year. Once approved, the year-end report shall be posted to the Academic Senate website. A cumulative history of year-end reports shall be available in the Academic Senate binder.

Approved by Academic Senate May 2, 2013

First Reading: Resolution on Coastal Field Station Funding

submitted by Steve Cardimona, Sue Blundell, & Alan West 10/20/15

Whereas, the Department of Education (DOE) granted Mendocino College sole ownership of the Mendocino College Coastal Field Station in August 2011, and

Whereas, Mendocino College is currently in negotiation with the Bureau of Land Management (BLM) to sell a Conservation Easement of the said property, and

Whereas, the Mendocino College Coastal Field Station Management Committee received a \$24,300 National Science Foundation *Improvements in Facilities, Communications, and Equipment at Biological Field Stations and Marine Laboratories* (FSML) Planning Grant to complete a 5 year-strategic master plan, and

Whereas, the NSF FSML Planning Grant activities will result in a the strategic plan for identifying funding needs and priority setting for repairs, remodeling and renovation, and

Whereas, the FSML Planning Grant completion is a critical component for application for further second tier FSML grants from the National Science Foundation that will fund projects at the \$400,000 level, and

Whereas, as a part of the FSML Planning Grant the MCCFSMC will review the original documents provided by TLCD with a Construction Manager to determine essential needed repairs and costs, and

Whereas, the NSF Planning Grant includes identifying affiliations with other universities including the UC, CSU, and Private-University connections, and

Whereas, an Advisory Committee has been organized to work with the principal investigators of the FSML grant, and includes Philippe Cohen (Stanford University), Suzanne Olyarnik (UC Davis Bodega Marine Lab), Jeanne Marie Acceturo (UC Berkley Jepson Herbarium), Claudia Luke (SSU Director of Field Stations and Nature Reserves), and Chris Swarth (UC Merced Field Station Director) and

Whereas, as part of the FSML Planning Grant other Non-profit grants will also be identified that may need matching funds, and

Whereas, monies from the sale of the BLM Conservation Easement are not designated for specific funding purposes;

Therefore be it resolved that the Academic Senate of Mendocino College supports the designation of monies obtained through the sale of the Mendocino College Coastal Field Station Conservation Easement to be reserved in trust for use as matching funds to all grants and donations obtained that will cover repairs, remodeling and renovations identified through the NSF-funded Mendocino College Coastal Field Station Strategic Master Plan.