

## MINUTES

Mendocino College Academic Senate

Thursday, May 7, 2015

12:30 – 2:00 p.m., Room 4210

### *Call to Order*

Reid Edelman called the meeting to order at: 12:32

### *Present*

Reid Edelman, Jason Edington, Steve Cardimona, Jody Gehrman, Jessica Crofoot, Catherine McKay, Doug Browe and Sarah Walsh

### *Absent*

Dan Jenkins and Tascha Whetzel

### *Agenda Approval*

M/S/C (*Edington/Cardimona*) to approve the Agenda of May 7, 2015

### *Minutes Approval*

M/S/C (*Edington/Crofoot*) to approve the Minutes of April 23, with corrections.

### *Public Comment*

Edelman informed the Senate of a grant that Mendocino College can apply for, since the College is HSI approved. This grant is to be used for high need students to assist with the pathway from high school to college during the first year of enrollment. This grant will impact and benefit instruction. Any questions regarding the grant should be discussed with Minerva Flores.

Crofoot suggested that this grant be communicated to the Student Equity committee.

Walsh mentioned that the Student Equity Committee is looking at data and determining where the needs are and what is necessary to help students succeed.

Edelman mentioned the 12<sup>th</sup> Annual Festival of New Plays to be held on May 15 and 16, 2015, at 8:00 p.m. The plays will be held in the Little Theatre and all tickets sales are \$10. VP Guleff has written a piece, as well as, Mendocino College students.

A Thursday evening performance will be held by invitation only.

Browe mentioned the Student Art Show. The Art departments are working together to help create this display.

### *Committee Reports*

#### **Part-Time Faculty Report**

Crofoot mentioned that the negotiating team met yesterday. Part-time faculty negotiations are at impasse. Another meeting has been

scheduled for May 29<sup>th</sup>. The team may move to fact finding depending on the outcome of the meeting.

The next CCA Conference will be held on October 16 – 18, in San Jose. Please let Crofoot know if you are interested in attending.

### **President's Report**

Edelman provided a written report in which the following information was included: BOT Meeting (5/13/15).

Edington, Gehrman and Edelman will be at the dress rehearsal on Wednesday, May 13, for the play. Edelman asked if anyone from the Senate would be interested in attending the Board meeting at 5:00 p.m. in his absence.

Browe mentioned that he may be available to do so.

### *Old Business*

### **Faculty Office Space – Recommendations**

Edelman mentioned that the faculty office space situation was discussed at the recent faculty meeting.

Edington suggested that the Senate move to accept Request #1 as written by Alan West. (see attachment)

M/S/C (*Browe/Edington*) approve Request # 1 from the Office Committee (establishing that of Office 9180 will be used for the new/replacement math instructor).

Edelman suggested that all part-time faculty have access to all part-time offices on campus. This suggestion was discussed during a faculty meeting as part-time instructors teach in various buildings.

West mentioned that he did some additional research regarding this topic. He asked that the Academic Senate table this discussion. It is not clear what adjunct office space means. For example: In the Facilities/Ag building there are 3 offices, none of them are designated as part-time. In the Library building there are some vacant offices. In the Student Center there is a part-time and a full-time office. The counseling office has various office spaces that have no designation and have not been discussed with the office space committee.

The Athletics offices are part-time offices for the coaches. In the courtyard near the Nursing department there are several offices and he is unsure what they are being used for.

West would like a clear idea of how to proceed. He suggested that the Senate decide what areas should be used.

Edelman suggested that this be discussed further. A representative from each building should assist with the discussion of part-time faculty/resource office space and be part of the office space committee.

West would like to have clear procedures regarding office space.

Request #2 – Use of office space by adjunct Math faculty - has been tabled until the fall semester.

Request #3 – Use of adjunct office space by full-time instructors for meetings.

M/S/C (*Browe/McKay*) Adjunct office space will be limited to use of part-time faculty. Edington opposed – Voted Nay (based on Math faculty direction) Jenkins and Whetzel were absent.

Edelman mentioned that there is a classroom that is rarely used in the Science building. He asked if the room could be used for a Math department meeting, if space is needed.

### **Discussion of SLOT Report**

Will take place during the fall semester. Jenkins was unable to attend Senate the meeting today.

### **Confirm Committee Assignments** (see attachment)

M/S/C (*Browe/Crofoot*) The Senate offers full support for a parity of term duration between part-time and full-time faculty on all committees. Edington abstained.

Note: after the meeting, it was suggested that this motion may need to be rescinded at our next meeting due to Brown Act rules, as this item was not on the agenda as an action item.

Edington suggested that the Senate make a Resolution at the beginning of next year, which shows our commitment.

Crofoot will discuss with Edelman the contract/committee information regarding terms for part-time faculty.

### **Check-In on Senate Elections**

The election will take place in Room 1280. It has been moved due to the power outage. Please encourage constituent members to vote.

Edelman hopes that more people vote to have a more clear determination.

### *New Business*

### **Enrollment Management Report**

Edington mentioned that the Enrollment Management Committee has been meeting throughout the semester. There is a desire to move the number of class enrollment to the “break-even point” move to 16 as the new “magic number”. The number for the fall semester will be 14. There are some classes that have been offered where the enrollment numbers still may vary.

He will be working with the enrollment information this summer to help determine the reason for this.

High schools are saying the number 16 for dual enrollment classes.

Edington suggested that departments be in control of their budgets. If enrollment is under 10 students the decision is between the Dean and the Instructor. The faculty serving on Enrollment Management understand that there needs to be a number. What is the actual number?

Crofoot mentioned there may be a risk of losing an essential class. When offering a class with high enrollment that other classes can be offered with a lower enrollment.

Edelman suggested that the control be given back to the department. The faculty could have the flexibility to offer the low enrollment and the higher enrollment courses. This provides faculty the power and the responsibility.

### **Check-In – Topics for Faculty Meeting**

Food provided by Doug Browe and CVPA area faculty

- Special Enrollment & Dual Enrollment
- Excellence Awards
- New Senate membership

Edington mentioned that Senate meetings are held on Thursdays as well as Faculty meetings. An emergency Senate meeting can be held on a Tuesday when necessary.

*Future Agenda  
Items*

Review Academic Rank  
Faculty Evaluation Process  
Discussion of Enrollment Management  
AS Bylaws – Revisions  
Review of Minimum Qualifications – Procedures  
Office  
SLOT

**Retreat** will be held on Thursday, August 20 and will consist of Orientation and setting goals. The location is to be determined. The meeting will be held from 10:00 to 2:00 p.m.

*Next Meeting*

September 3, 2015

*Adjournment*

The meeting adjourned at 1:57 p.m.

**Academic Senate Membership 2015-2016**

Reid Edelman – President

Steve Cardimona – Science

Jason Edington – Vice President

Doug Browe – CVPA

Jessica Crofoot – Part-Time Faculty

Dan Jenkins – CTE

Sarah Walsh – Social Sciences

Jody Gehrman – English, Library & Languages

Catherine McKay – Part-Time Faculty

Tascha Whetzel – Student Services, Learning Skills & Counseling

