

MINUTES  
Mendocino College Academic Senate  
Thursday, March 17, 2016  
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* Reid Edelman, Jason Edington, Dan Jenkins, Tascha Whetzel, Catherine McKay, Vivian Varela, Jody Gehrman, Steve Cardimona and Jessica Crofoot
- Absent* Doug Browe
- Agenda Approval* M/S/C (Edington/Varela) to approve the Agenda of March 17, 2016
- Minutes Approval* M/S/C (Gehrman/Whetzel) to approve the minutes of March 3, 2016  
Jenkins abstained due to absence.
- Public Comment* Jenkins mentioned that the Faculty Mentoring Ad hoc Committee has met. Faculty have been surveyed and he will send information to Senate members for review and feedback.
- Jenkins also mentioned that basic skills and career success courses will be offered at MCHC (Mendocino Coast Hospitality Center) and The Ford Street Project. He needs English instructors that are interested in assisting with the project to contact him. Jenkins would like to help educate this population. He stated that this is an opportunity to make a positive impact in our community.
- Edelman mentioned that the Faculty Office Space Committee members may have a suggestion for the office space in the Learning Center. This space will be discussed at a future Senate meeting.
- Whetzel mentioned that various suggestions and plans have been discussed for that area.
- Committee Reports* **Part-Time Faculty Report**  
No report
- President's Report**  
Edelman provided a written report. The following information was provided: EAP Meeting (2/17/16) and BOT Meeting (3/2/16).
- Professional Development**  
Edelman sent information to Dean Polak, Interim Dean Hixenbaugh and David Bushway regarding Professional Development. Approximately

\$10,000 is to be divided between the three areas, which will provide \$3,300 each. Edelman asked President Reyes for additional funds. He was in favor of increasing the amount for next year. The Professional Development requests will be reviewed in April and May. Some of the requests may be funded by other sources.

Edelman suggested that Professional Development funds be allocated in the department budgets perhaps it would be easier to fill the requests. Today he sent an e-mail to Dean Polak and cc'd others, asking how to proceed in the future.

Jenkins mentioned that many faculty were not using the professional development funds allocated in their budgets and the funds were placed in the general fund.

Jenkins suggested that the Faculty Mentoring Ad hoc Committee surveys should help to determine what is needed as well. Some professional development funds should go toward new hires.

Edington mentioned that there are programs offered by professional organizations that require an institutional commitment to send instructors to meetings and conferences.

Jenkins also mentioned the transition to Canvas. Funds will be necessary for future training. Edington stated that this has already been discussed as a need from the Canvas Ad Hoc Committee, and that our VPES has already agreed to use the savings from transitioning to ETUDES for this very purpose, especially for our part-time instructors.

#### **Committees**

Edelman mentioned committees which have openings that need to be filled. There is a request to have Taylor Cannon join the Student Equity Committee. There are additional openings on PBC, Staffing, Student Learning Outcomes, Technology (requested by Karen Christopherson) and Student Equity for part-time faculty.

Crofoot mentioned that Human Resources has not put the current Part-Time Faculty CBA online. There are some committees that have not been added.

#### *Old Business*

#### **Continue discussion of AS bylaw revisions**

The document was reviewed by Senate members.

M/S/C (Jenkins/Varela) to approve the revisions to the Academic Senate Bylaws.

McKay abstained from the vote due to part-time faculty elections and the language in the CBA.

Edelman will look into the situation further and will bring information to the next meeting, with regard to part-time faculty and hiring committees.

Crofoot mentioned the need to clarify with Part-Time faculty that communication will come from the Senate.

**Continue discussion of Academic Senate elections and future leadership**

Edelman would like to schedule elections to vote on the Constitution and Senators. He will send an email to faculty to nominate themselves or a colleague for the upcoming election.

Edington mentioned that a Faculty meeting will be held on April 21 and suggested concluding the vote on that day. The vote would begin on April 14 and end on April 21. He verified with Crofoot to see if that would be enough time for part-time faculty to vote.

M/S/C (McKay/ Gehrman) the election committee will consist of Varela, Crofoot and Edelman.

Crofoot suggested that the meeting dates and times be included in the letter.

Edelman will compose a letter and ballot. He will arrange for the secret balloting in the Library on April 20 and 21.

*New Business*

**Multi-semester sequence proposal**

**Edelman mentioned hat Kurt Combs brought forward a concern at a recent faculty meeting regarding the need to have a more reliable four semester sequence. This will be a discussion item for next fall semester.**

To be discussed at the next meeting.

**First Reading: Submitted resolution from Conan McKay authorizing him to run for statewide Academic Senate Executive Committee**

Edelman mentioned that Conan McKay is interested in running for the Statewide Academic Senate Executive Committee.

Jenkins asked if other CTE faculty had been made aware of this.

Edington mentioned that running for statewide office is not something that people just sign up for. Usually, you must be the President, or have been president within the last two years, of your local senate, or the voting

delegate for your local senate. If you do not fit these criteria then you can run by a resolution from your local senate supporting your candidacy. Generally, these candidates will have been active at the statewide level. Conan is interested in serving due to his involvement at the statewide level over the past several years.

Edelman mentioned that no one else has expressed an interest in running.

A second reading will take place at the next meeting on April 14.

- Future Agenda* Faculty Meeting – March 24 (food by CTE areas & Dan Jenkins)
- Review academic rank procedures & process
  - Review of Minimum Qualification Procedures
  - Committee Reports (EAP, SLOT, Curriculum, Student Equity...)
  - Test Proctoring
  - CTE Liaison position & Senate CTE representation
  - Consider altering calendar – Wednesday prior to Thanksgiving
  - Staffing & services – Native American Resource Center
  - Legislative issues

*Next Meeting* Thursday, April 14, 2016, from 12:30 to 2:00 p.m.

*Adjournment* The meeting adjourned at 1:51 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 March 23, 2016

### PBC 3/22/16, 2-3:30 PM

1. 2015-16 April Revise Budget (Eileen): Eileen presented budget workshop today to faculty and staff (12:3-1:30). Eileen recapped to PBC. Joe presented handout on 50% Law. We are currently slightly over the 50% requirement (to the positive side by \$153,000).
2. Budget Workshop Update: most of the PBC members (all except one) were present at the Budget Workshop, so no update was needed.
3. 2016/17 FTES Target Update (presented by VP Guleff): Ginna presented handout on how FTES targets translate into budgets & staffing. Efficiency being tracked and is improving. There was also discussion of class caps and related processes.
4. Multi-Year Projections (VP Cichocki): Again, these were presented today from 12:30-1:30 in the campus Budget Forum. 9% growth is projected for the next full year.
5. Grants: Director Minerva Flores presented an update. HSI grants came out yesterday. Average awards will be \$775,000 each year for 5 years. New cycle is beginning with fresh guidelines & content. We had applied for HSI grant for \$400-500,000 per year for 5 years (capacity building grant) to serve disadvantaged students. We had not received the grant, but we have been informed that, while we were not funded last time, we were at the top of the unfunded list. We have been told that rather than asking for new proposals, prior top rankers (like us) may be funded in the next cycle. This would be excellent news for us.
6. ACCJC Annual Fiscal Report: Presented by VP Cichocki. We were placed on "enhanced monitoring," and hopefully we will be taken off that status for next year due to improving financial situation. Our end of year cash balance has greatly improved. Student Loan Default Rate is at 18% which, while high, is considered a good level.
7. Accreditation Update: Presented by VP Guleff. Annual Report includes Student Achievement Standards, SLO Report and Substantive Change Report (including document on substantive change with new Coastal Center). Mid-term report outline & Mid-term Timeline were distributed.
8. Program Review Update (presented by VP Guleff): updates are due on April 8. Committee Chairs are posting tabs on website to provide feed-back to report submitters. New technology is being investigated to process accreditation & Program Review data and evidence (eLumen & Task-Stream are two products that are being considered).
9. Replacement Staffing Request for Financial Aid Technician (submitted by Director Ulises Velasco). This was unanimously recognized as a vital and urgent need which should be filled asap.
10. Hiring, EEO & Hiring Committee Updates: presented by HR Director Meyer. Director Lake Center will go to BOT for approval. Native American Resource Center Asst. John Feliz will start 4.4.16. Jody Gehrman will transfer to Speech / Communication pending BOT approval. Others are in process.
11. Other: President Reyes presented several updates. Hearing regarding transfer of territory on coast will occur on coast this Thursday March 24. We will be asking Chancellor's Office for grace period in getting to the required 250 FTES to keep center status. We believe we can make the 250, but we would like to have a cushion just in case. Hopefully petition will be accepted at the hearing and then go to Board of Governors' May meeting (if election is waived as we hope). Final deed of easement received for Pt. Arena. Professors West & Cardimona will be meeting to review this document. Appraisal has still not been completed, but it will be now. This will further extend the timeline. We have learned a lot from the process and getting closer to conclusion.

Next meeting: Tuesday April 19.

**VP / Deans / Senate / Directors Meeting 3/22/16, 3:30-5 PM**

1. Academic Senate Update presented:

\* Upcoming elections for senators & officers: to be held April 14-21

\* Upcoming appointments of Part-Time faculty to committees in process.

\* Revisions to AS Constitution: to implement process for electing Part-Time Faculty to Academic Senate, to allow Part-Time faculty senate representatives to vote for senate officers and eligibility of faculty for officer positions

\* Faculty Office Space recommendations

2. Dean Ketmani Kouanchao mentioned upcoming Club Day. Native American Motivation Day (April 29), Latino Retreat (May 6) and Career Fair and Tourism / Hospitality theme are also upcoming (proposed date is May 13).

3. Viki Chaudrue presented update on Nursing Department. Anastasia presented on A & R. Increase in students seeking and understanding transfer degrees. Preparations for Commencement & Summer are underway.

4. Matt Gordon mentioned impact of rain on athletic events. Now we have many make-up games & potential impact on classes. Matt also presented on change of Football Office to conference room in athletic area.

5. Financial Aid Director Ulises Velasco reported on staffing changes and hiring in Financial Aid.

6. Dean Debra Polak reported on new initiatives at Willits Charter School, Willits High School, Round Valley and other areas.

7. VP Guleff reported on pre-Mesa Day which occurred on campus yesterday.

8. Education & Student Services Vision, Goals & Work Plan: VP Guleff presented on Education & Student Services retreat for setting goals & vision as a management team. One key item discussed (presented by Dean Polak) was the need for a viable and reliable multi-semester sequence for students to use in crafting their education plans.

## COMMITTEE ASSIGNMENTS FOR 2016-17

### EAP:

**Co-chairs: AS Prez & VPI: Edelman & Guleff**

**2 year terms Need 6 FT & 1 PT fac**

**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.)

Kurt Combs (faculty at large seat) (terms ends 2017)

### Enrollment Management Committee

**Terms not specified**

**Need 6 FT & 1 PT fac**

**Co-Chairs: VPI: V. Guleff & AS Pres. or VP: J. Edington**

**Jessica Crofoot (term ends 2016)**

Vivian Varela (term ends 2017)

Conan McKay (term ends 2017)

M. Frederickson (term ends 2017)

**Les Pfitzenreuter (term ends 2016)**

**Roger Hock (term ends 2016)** would like to continue

### Curriculum

**2 year terms for FT**

**1 year term for PT**

**Chair: R. Montes**

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)** will not continue

**Jeff Brunner (PT rep) (term ends 2016)**

Kurt Combs (by virtue of position as Articulation Officer)

Vivian Varela (by virtue of position)

### Staffing Committee

**3 year terms for faculty**

**Includes 5 faculty, FT or PT**

**Chair: Dean D. Polak**

Greg Hicks (term ends 2017)

Steve Crossman (term ends 2017)

**Doug Boswell (term ends 2016)** would like to continue

John Koetzner (term ends 2018)

Rachel Donham (term ends 2017)

## SLOT

**Chair: Dan Jenkins**

**Two year terms**

**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**

**Andrew Lutsky** (PT Rep) (through 2016)

**Roger Adhers:** (through 2016) would like to continue

**Jean Stirling** (through 2017)

**Jaime Cechin** (through 2016)

**Ginny Buccelli** (through 2017)

**T. Whetzel** (through 2016) would not like to continue

**Maria Cetto** (through 2017)

## Distance Education

**2 year terms**

**Includes 5 FT, 1 PT, 1 counselor plus chair**

**Chair (distance ed. coordinator): V. Varela**

**Catherine McKay** (PT Rep)

**Catherine Indermill** (through 2017)

**Jason Edington** (through 2017)

**Roger Hoek** (through 2016)

**Dan Jenkins** (through 2016) would like to continue

**Steve Crossman** (by position)

**(1 seat vacant)**

## Student Equity Terms not specified

**Co-Chairs: Tascha Whetzel & Kate Veno**

**Jordan Anderson** (term ends 2016) not continuing

**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 Guiffida**

**Frank Espy** (serving since Spring 15, never formally appointed!)

## Facilities Committee

**Two year terms**

**Chair: Steve Oliveria (Dir of Maintenance & Operations)**

**Jim Xerogeanes (term ends 2016)**

Steve Cardimona (term ends 2017)

**Non-Credit SSSP Committee (new committee)**

**Two year terms**

**Chair: Ketmani Kouanchao (Dean of Student Services)**

**Conan McKay** (term ends 2017)

**Tascha Whetzel** (term ends 2017)

**Euline Olinger** (term ends 2017)

**Sarah Walsh** (term ends 2017)

**Student Services Council**

**2 year terms**

**Co-chairs:**

**Lead Counsellor & VPI: Crossman & Guleff**

**Faculty serving by virtue of their position:**

**Curr. Com. Chair** (R. Montes).

**FT DRC counselors** (currently Rhea Hollis & Tascha Whetzel)

**Cal Works Counselor** Currently Tanja Ramming

**Professional Development Leave Committee**

**2 year terms**

**Co-chairs:**

**Catherine Indermill & VPI: Guleff**

Jody Gehrman (term ends 2018)

Nicholas Petti (term ends 2018)

## **2016-17**

### **Volunteers & Nominations for open seats for Part-Time Faculty on Committees:**

(received as of March 24, 2016)

#### **Planning & Budgeting Committee (Arturo Reyes, chair)**

Pat Thygesen (this committee is her 1<sup>st</sup> choice)

#### **Staffing (Debra Polak, chair)**

Frank Espy

Pat Thygesen (this committee is her 2<sup>nd</sup> choice)

#### **Student Equity (Kate Veno & Tascha Whetzel, co-chairs)**

Trilby Kerrigan (also open to other committee assignments)

Frank Espy (currently serving but not being paid)

Jessica Crofoot (currently serving)

Euline Olinger

Alese Jenkins

Taylor Canon

Merie Holl

John Tomlinson

#### **Student Learning Outcomes Team (Dan Jenkins, chair)**

Taylor Canon

#### **Technology (Karen Christopherson, chair)**

#### **Curriculum**

Jeff Brunner

John D. Chung

### **Nominations received as of March 24 for Academic Senate seats & officers:**

#### Full-Time faculty nominations:

Jordan Anderson (Sciences)

Casey Bylund (Math)

Conan McKay (CTE)

Doug Browe (CVPA)

Maria Cetto (English, Library & Languages)

#### Part-Time Faculty nominations:

Catherine McKay

#### **Office of Vice President:**

Conan McKay has nominated himself for this position if no sitting senators choose to seek this office

## **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

- Brian Kloviski on bookstore matters
- Jessica Silva on marketing services
- VP Jason Edington to report on Instructional Design Conference

**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.

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

## **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

**Support from Mendocino College Academic Senate for Conan McKay's  
Candidacy for the for the Academic Senate for California Community Colleges  
Executive Committee**

Whereas, Professor Conan McKay has served in a leadership capacity at Mendocino College both with the local Union and Academic Senate; and  
Whereas, he has also served on the Academic Senate for California Community Colleges (ASCCC) CTE Leadership Committee from 2014 to present;  
Resolved, that Mendocino College's Academic Senate fully supports Professor Conan McKay to run for the ASCCC Executive Committee.

**CONSTITUTION  
of the  
MENDOCINO COLLEGE ACADEMIC SENATE**

*MARCH 1976  
(Revised as of March 1978)  
(Revised as of May 1985)  
(Revised as of May 1988)  
(Revised as of April 1994)  
(Revised as of May 1996)  
(Revised as of May 1997)  
(Revised as of September 1998)  
(Revised as of May 2003)  
(Revised as of May 2013)  
(Proposed revision of May 2016)*

**TABLE OF CONTENTS**

ARTICLE I:	NAME OF ORGANIZATION AND DEFINITIONS	Page 2
ARTICLE II:	PURPOSE	Page 2
ARTICLE III:	MEMBERSHIP, ELECTION AND TERMS	Page 3
ARTICLE IV:	ROLE, FUNCTION AND DUTIES	Page 3
ARTICLE V:	REASSIGNED TIME	Page 5
ARTICLE VI:	ELECTION PROCEDURES	Page 5
ARTICLE VII:	REMOVAL FROM OFFICE	Page 6
ARTICLE VIII:	MEETINGS	Page 7
ARTICLE IX:	COMMITTEES	Page 7
ARTICLE X:	AMENDMENT PROPOSAL	Page 8
ARTICLE XI:	RULES OF ORDER	Page 8
ARTICLE XII:	RATIFICATION OF THE CONSTITUTION	Page 9

**ARTICLE I**

**NAME OF ORGANIZATION AND DEFINITIONS**

Section 1.

The official name of this organization shall be the Mendocino College Academic Senate.

Section 2.

The following terms are used frequently throughout the constitution:

- A. Full-time Faculty – Employees of Mendocino College compensated on the certificated salary schedule who are contracted on at least a 60% basis as faculty and for which minimum qualifications for hire are specified by the Board of Governors (Ed. Code 87003)
- B. Part-time Faculty – Employees who are compensated on the full-time certificated schedule under ~~59-966.9%~~ and those who are compensated on the part-time hourly schedule.

- C. Member – Any faculty elected to the Senate by the full or part time faculty.
- D. Resolution – A written expression of an opinion, ~~if appropriate, or an action~~ final action to be taken by the Academic Senate, or a request for action to be taken. Resolutions require a majority vote of the Academic Senate to be passed.

## ARTICLE II

### PURPOSE

#### Section 1.

The purpose of the Academic Senate is to represent the faculty of Mendocino College in all college academic and professional matters as defined in (section 53201 of) Title V of the California Administrative Code. Per AB 1725, the activities of the Academic Senate are also focused on ensuring student success in an educational experience of the highest quality.

## ARTICLE III

### MEMBERSHIP, ELECTION AND TERMS, Qualifications of Officers

#### Section 1.

The officers of the Academic Senate shall be the ~~Past President (non-voting officer)~~, President (voting only in the case of a tie), Vice President, and a number of senators, outlined in the Bylaws of the Academic Senate, elected for two-year alternating terms by the full-time faculty from various departments/divisions, representing CTE programs and academic programs, as outlined in the Bylaws of the Academic Senate. Further, two part time faculty representatives shall be elected for two-year alternating terms by the part-time faculty from the ranks of the part time faculty. Faculty who are also management/confidential are excluded from Senate membership. All Senate members must retain their faculty status at Mendocino College to continue in office.

#### Section 2 – OFFICERS: ELECTION AND TERMS

~~The Vice President is the President Elect. Candidates for this position shall be nominated from among the S~~Current or past senate members who are full-time faculty are eligible to be nominated for the office of Vice-President. More than one ~~Senate member~~person may be nominated. ~~The Each~~nominees, except where it is not possible, shall be a sitting senator or have served at least one full term as a Senator. ~~shall have served at least one full term as a Senator.~~

The Vice President shall be elected by the full-time faculty and the sitting Part-Time senators. .

The Vice-President will assume the office of President at the close of the academic year following the President's term of office, after confirmation by a simple majority of the ballots cast by the full-time faculty eligible to vote and the sitting Part-Time senators. ~~eligible to vote.~~

If the President leaves office for any reason before the end of his/her term, the Vice President will assume the office of President through the end of that academic year, at which time elections will be held- . The Past-President may elect to serve a one-year term. In the event that the Past

President chooses to serve, the office of Past-President shall be a non-voting advisory position.

~~The Past-President will serve a one-year term.~~

The Academic Senate President shall serve a two year term and may be confirmed by an election of the faculty for an additional one year term (such as in the event that a Vice-president is unable to run, retires, etc. ). A President may not serve more than three consecutive years. The newly appointed Academic Senate President ~~and the Past President~~ shall assume their new offices at the close of the academic year. The newly elected Academic Senate members and Vice

President shall assume office at the close of the academic year ~~following of~~ their election, or immediately following the election if the election occurs outside of the regular cycle.

## ARTICLE IV

### ROLE, FUNCTION AND DUTIES

#### Section 1. ROLE

The academic and professional interests of the Mendocino College Faculty shall be furthered through the Academic Senate and Committees of the Senate. The faculty retains all the rights of initiative, recall and petition.

#### Section 2. FUNCTION

The primary function of the Academic Senate shall be to act as the representative of the faculty, to make recommendations to the administration of the college and the governing board of the district, in the form of resolutions, with regard to academic and professional matters as specific according to section 53201 (section 53200 = 10 + 1) of Title V of the California Administrative Code.

#### Section 3. DUTIES OF MEMBERS

Academic Senate members shall:

- A. Review all submitted resolutions and amendments and combine, reword, append, or render moot the solutions and amendments as necessary.
- B. Research issues in order to make informed decisions on academic and professional issues.
- C. Communicate regularly with their faculty constituents regarding resolutions and other Senate activities.
- D. Attend regularly scheduled meetings or inform chair of their absence.
- E. Participate in other Senate business such as reviewing policies and serving on Senate subcommittees.

#### Section 4. DUTIES OF THE PRESIDENT

The President shall:

- A. Establish the time, place, and agenda, of all Senate meetings, and chair those meetings~~and chair of all Senate meetings~~
- B. Appoint all faculty to standing, ~~and~~ special and hiring committees as outlined in the Academic Senate Bylaws.
- C. Act as the chief liaison between the faculty, administration, and the Board of Trustees
- D. Attend all Board of Trustees meetings and report back to the Academic Senate and faculty on important faculty issues discussed there.
- E. Serve as a voting member of the PBC (Planning and Budgeting Committee) or other designated institutional decision-making body.
- F. Serve as the co-chair of the Educational Action Plan committee.
- G. Ensure that all written material is prepared for dissemination at scheduled Senate meetings.
- H. Perform any other function normally thought to be within the realm of a presiding officer which is otherwise not denied by the Senate Constitution.

#### Section 5. DUTIES OF THE VICE PRESIDENT

The Vice-President shall:

- A. Act as President in the absence of that officer
- B. Succeed to the Presidency in the event of a mid-term vacancy of that office.
- C. Serve as a voting member of the PBC (Planning and Budgeting Committee)- or other designated institutional decision-making body.
- D. Serve on the Educational Action Plan committee

- E. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.

#### Section 6. TREASURER AND SECRETARY

The positions of Secretary and Treasurer are optional and utilization of these offices is left to the discretion of the Senate.

### ARTICLE V

#### REASSIGNED TIME

##### Section 1.

In order to successfully carry out the responsibilities with which the office is charged, the Senate President shall be granted reassigned time of at least 40 percent of his/her assigned load. The Senate Vice President shall be granted reassigned time of at least 20 percent of his/her assigned load.

### ARTICLE VI

#### ELECTION PROCEDURES

##### Section 1. NOMINATION OF PROSPECTIVE SENATE MEMBERS

Candidates for Senate members shall be self-nominated or nominated by another faculty member during a stipulated time period with a slate of potential Senators representing different curricular areas on the ballot

##### Section 2. ELECTION OF SENATE MEMBERS AND VICE PRESIDENT

- (a) Shall be conducted by an election committee selected by the Senate in advance, holding elections by the end of April in years where elections are deemed necessary
- (b) Balloting:
  - 1. Shall be secret
  - 2. Shall be verified
  - 3. Candidates shall be listed alphabetically including incumbent status.
  - 4. Shall be counted by the designated election committee on the last day of the election.

##### Subsection A.

In the event that no sitting or past Senate member is able to accept the nomination for Vice President, an election from the full-time faculty to select a Vice-president shall be held ~~prior to the general election.~~

##### ~~Subsection B.~~

~~The association of part time faculty shall select its own method for the election of the part time representative to the Academic Senate.~~

##### Section 3. RESIGNATIONS

If a member resigns from office leaving one year or more of the term open, a special election will be held for a representative to serve the remainder of the term only. If the resignation leaves less than one year of the term open, the Senate may either appoint a replacement or hold a special election. Special elections shall be conducted for vacant positions in a timely manner per

ARTICLE VI, Section 1 and Section 2b.

### ARTICLE VII

#### REMOVAL FROM OFFICE

##### Section 1. VOTE OF CONFIDENCE

Any member of the Senate who is a full-time faculty shall be subject to a vote of confidence whenever 20 percent of the full-time faculty request such a vote in writing.

The Election Committee, formed at a time of need with three Senators, shall conduct and verify the vote of confidence. Balloting by the full-time faculty shall be secret. A simple majority of ballots cast indicating a vote of confidence shall constitute a successful vote of confidence.

In the event that a Senate member does not secure a simple majority indicating a vote of confidence, the position shall be given up, and the vacancy filled by regular election procedures.

#### Section 2. ABSENCE FROM OFFICE

Any Senate Member or Officer who has three consecutive absences from regular meetings may be removed from office by formal resolution action (except in the event of illness or a disability that limits participation for a limited time).

#### Section 3. VACANT POSITIONS

Any vacancy of one year or more created by removal from office will be filled by regular election procedures. A vacancy of less than one year may be filled by election or appointment. (As in ARTICLE VI, Section 3)

### **ARTICLE VIII**

#### MEETINGS

##### Section 1.

Regular meetings of the Senate will be held at least twice a month during the Fall and Spring semesters. Special meetings of the Senate may be called at the discretion of the President or the request of any two Senate members.

##### Section 2.

While Senate represents the faculty, it is involved in shared governance, and works toward agreement on the ten plus one areas of academic and professional matters. Whenever possible, agreement is reached without the need for formal resolutions. However, if the action of a formal resolution is necessary, then the action taken by the Senate may be made in formal resolution form and by a simple majority vote. All such action items must come to the Senate in formal resolution form and will be required to have a first and second reading at consecutive meetings, unless extenuating and compelling reasons exist for an action to be taken at a first reading. (See Appendix B for resolution process)

##### Section 3.

Half plus one A simple majority (including Vice-president) of voting members shall comprise a quorum. The president is not a voting member for this purpose.

##### Section 4.

Meetings of the faculty will be held at least once a year and when called by the President or a vote of the Senate.

### **ARTICLE IX.**

#### COMMITTEES

##### Section 1.

All faculty appointments to college standing and special committees shall be made by the Academic Senate according to processes outlined in the senate constitution and bylaws. 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.

##### Section 2. SPECIAL COMMITTEES

- (a) Special committees will be created by the Academic Senate as the need arises and will be dissolved by formal Senate action.
- (b) Each special committee shall consist of the chairperson appointed by the Senate President and as many faculty members as the Academic Senate chooses.

**ARTICLE X**  
AMENDMENT PROPOSAL

Section 1.

Any faculty member may submit a resolution to the Senate proposing constitutional amendments.

Section 2.

A Constitutional Amendment shall be ratified by receiving a two-thirds (2/3) vote of the cast by full-time faculty eligible to vote.

**ARTICLE XI**  
RULES OF ORDER

Section 1.

The Academic Senate is governed by the Brown Act. The Senate will conduct their business according to Roberts Rules of Order. Any deviation from Roberts Rules of Order shall be determined by formal Senate action.

**ARTICLE XII**  
RATIFICATION OF THE CONSTITUTION

Upon the approval of two-thirds (2/3) of the ballots cast by full-time faculty eligible to vote in a duly authorized election, this Constitution will become effective on July 1 following the constitutional changes.

---

| Approved by ballot ~~May~~April, ~~2013~~2016

## **Mendocino College Academic Senate BYLAWS:**

### **BYLAWS of the MENDOCINO COLLEGE ACADEMIC SENATE**

May 2013; proposed revisions approved at Academic Senate meeting of March 17, 2016

#### **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 for a term of one year.

##### **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. 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 seven day period. All part-time faculty teaching in any term of the current academic year shall be eligible to vote. Two Full-Time faculty members (usually the Senate President and Vice President) and the Part-Time senator whose term is not expiring 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. , The Academic Senate President shall send a request for volunteers to all Full-Time faculty, and to Part-Time Faculty as needed and as appropriate. In appointing committee members, the Academic Senate President will consider input and recommendation from the Academic Senate as a body when time and circumstances permit. The president shall strive to distribute the workload equitably among all faculty, maximizing faculty participation in the hiring process.

**Comment [F1]:** The senate supports inclusion of Part-Time faculty on all hiring committees.. we will bring this back for discussion and possible action in the future. Reid will investigate this issue asap.

### **Section 2: Standing Committees & Special Committees**

The Academic Senate, is responsible for all faculty appointments to college standing and special committees, with the exception of tenure committees which are appointed by the Full-Time faculty union. The Academic Senate will consult with the faculty unions with regard to workload & compensation issues relating to committee appointments. Compensation for Part-Time faculty serving on committees is negotiated by the Part-Time faculty union and college administration through the collective bargaining process. 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. This Handbook will be available on the college portal in electronic format.
- 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 with both Full-Time and Part-Time Faculty (when applicable) 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.

|

Hello Reid and Jason,

Here are the Faculty Office Committee recommendations for the next Academic Senate meeting.

**1. Learning Center Faculty Office Update-----**

Deborah and I met with Steve O. to study the office situation in the learning center. It may be possible to convert part of the area designated as a reception area into a faculty office. The faculty office committee recommends that the Academic Senate send a request to the facilities committee to pursue the construction of a wall and door to create a suitable office space next to the storage room (currently being used by Janet D. as an office). Janet's "office" would then revert to a secure storage area. If this conversion is approved and successful, the faculty office committee recommends that the new LRC instructor be assigned to this new office space.

**2. Office request from Rachel Donham---**

Rachel Donham would like to move from her current office, #9177, to Alan West's current office, #9077, after he retires and moves out of his office. The faculty office committee recommends this change. This would require a modification of the previously approved office recommendation for the new biology instructor. We now recommend that the new biology instructor be placed in Rachel's current office, 9177, after she moves to 9077.

Thank you for your consideration of our recommendations.

***Alan B. West***

Professor of Biology  
Mendocino College  
1000 Hensley Creek Rd.  
Ukiah, California 95482  
707.468.3124  
[awest@mendocino.edu](mailto:awest@mendocino.edu)