

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

- Call to order* Edelman called the meeting to order at 12:36 p.m.
- Present* Jason Edington, Jody Gehrman, Jessica Crofoot, Doug Browe, Catherine Mc Kay, Vivian Varela, Tasha Whetzel, Steve Cardimona, and Reid Edelman
- Absent* Dan Jenkins
- Agenda Approval* M/S/C (Edington/Browe) to approve the Agenda of November 12, 2015. The Fall Plenary report has been moved to the December 3<sup>rd</sup> meeting.
- Minutes Approval* M/S/C (Browe/Crofoot) to approve the minutes of October 29, 2015. Approved with changes.
- Public Comment* Browe mentioned the reception for the Art Gallery – “Branching Out” from 4:00 to 6:00 p.m. The work is from the Fine Woodworking Program in Fort Bragg and will be on display from November 12 – December 10. Tuesdays, Wednesdays and Thursdays from 12:30 – 3:30 p.m. and by appointment.
- Browe also mentioned that he has been informed by some faculty members that there seems to be an issue with the flow of information through the Vice President’s Office.
- Varela will be attending the Fall 2015 Curriculum Regional Meeting at Solano College on November 13.
- McKay asked about designated smoking areas for students. The signage has been removed from the corner of the Student Center Building. She asked where students should be directed.
- McKay also mentioned that she teaches a class on Wednesday evening, before the Thanksgiving holiday. She asked if this could be a non-instruction day in the future.

Edelman mentioned that this has been discussed in the past. He stated that classes are not well attended by students. Classes held on the Wednesday before the Thanksgiving holiday has to do with the number of instructional days.

Edington stated that one less day becomes another week of instruction.

Edelman will put this item on a future Agenda for further discussion.

Edelman mentioned that Senate elections will be placed on the Agenda for the coming semester. His term will expire in May and Edington will have to be voted in as the new Senate President.

He also mentioned that many of the Senate members have terms that will expire this year. He encouraged current members to consider running for another term and also to consider stepping up to leadership roles.

Edington stated that the more faculty leaders we cultivate, the stronger we become as a faculty and as an institution. Further, the more involvement we have at the state level, the stronger we become as a faculty and as an institution.

Edelman mentioned that he has a better sense of how things work having served as senate president. He stated that faculty can become stronger due to participation on committees and leadership roles.

#### *Committee Reports*

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

Crofoot mentioned a meeting for adjunct instructors to be held on-campus, November 18, from 1:00 to 2:00 p.m. the room is to be determined. There is also a social that evening from 4:30 – 6:30 p.m. at Crush. Information regarding these meetings will be e-mailed to adjunct faculty members.

Crofoot asked about Mendocino College's HSI status.

She attended a recent Student Equity Meeting. There was a discussion regarding the Native American Resource Center and the services that are provided to students. There is no funding for coverage of the office during the evening hours.

Crofoot asked about the use of student equity funds to assist with the expense. The services provided by the Native American Resource Center help to insure student success.

### **President's Report**

Edelman provided a written report. The following information was provided: BOT Meeting (11/10/15); EAP (11/12/15); Strategic Planning Retreat (11/13/15); Committee Chairs Meeting (11/13/15); and PBC (11/17/15);

### *Old Business*

### **Second Reading of submitted Resolution on Coastal Field Station funding**

Cardimona read the Resolution.

Edelman asked about the addition of information regarding the matching of funds for grants and/or donations.

Cardimona mentioned that he was asked to clarify the use of matching funds to be used to cover repairs, remodeling, and renovations. The commitment will be very helpful when asking for further assistance.

Edington stated that he believes the Resolution gets at what the committee feels it needs when requesting funding from sources, such as grants to complete projects.

Edelman mentioned that at the recent BOT meeting, a trustee asked if the facility would be open to all groups or just Science classes.

President Reyes' response - there is a campus use policy and the facility is managed through the college facility processes.

Browe mentioned that the Resolution is very concise and clear and does what you want it to do.

M/S/C (Cardimona/Browe) to adopt the Resolution  
All Senate members were in favor of the Resolution.

Edelman will let Mary Lamb know that the Resolution has been passed. He will arrange for a meeting to be scheduled with President Reyes for further discussion.

*New Business*

**Approve hiring committee appointments**

Edelman, as the Senate President, has appointed faculty to hiring committees. He asked Senate members for guidance before submitting the following names to Human Resources.

**Dean of Applied Academics** – Doug Boswell, Nora Danning, Jason Edington and Conan McKay

**Accounting Specialist** – Greg Hicks

**Adult Education Block Grant** – Tanya Ramming

**Nursing Faculty/Asst. Director** – Viki Chaudrue, Nora Danning, Rachel Donham or Sue Blundell based on schedule availability that will work with Human Resources.

Edelman supported having the at-large person be either Donham or Blundell because of their longevity at the college and also because they teach key feeder Biology courses for the nursing students.

**Check-in on status of Ad hoc committee – Support/Mentoring of new faculty**

This item will be moved to the next meeting on December 3<sup>rd</sup>.

**Review and discuss draft of SSSP Plan**

Dean Kouanchao mentioned that funds will be spent on the Embedded Counselor. There is also a request for an additional person to help with the assessment process. The approximate cost is \$8,000 to \$9,000. Funds will be spent on adjunct counselors as well.

The funds have to be spent on core services, such as: Orientation, assessment, counseling, advising, education plans, and follow-up for at-risk students

New software “Cynosure” will be purchased for student use and will provide more accessibility online.

Edington mentioned the need to look at success and retention rates.

He suggested that perhaps the “Early Alert” notice is mis-named and can be a perception issue, causing instructors to not want to use it later in the semester.

The “Early Alert” is initiated by the instructor. It is the student’s responsibility to show up to the appointment and make changes where necessary to their class schedules. The student is responsible for their academic success.

Crofoot mentioned it is important that a counseling appointment is scheduled before the drop-date. There are other deadlines for student support programs that need to be met.

Dean Kouanchao mentioned a peer review of the document. Some changes still need to be made regarding information and funding.

Whetzel mentioned the need to track services received by students. Tracking assistance was provided by IT to help verify the services with more accurate information.

M/S/C (Edington/McKay) to authorize Edelman to sign the plan when presented in final form.

Dean Kouanchao thanked those that participated.

### **Consider AS Constitution & Bylaw revisions**

Edelman mentioned the revision of the Senate Bylaws. Both Edelman and Edington questioned colleagues, while at the recent Plenary Session, regarding adjunct faculty serving on the Senate and their election methods.

The vast majority of adjunct elected those that served on the Senate and was done by some electronic system.

Academic committees were appointed by the Senate

Edington suggested that adjunct faculty have a say in their leadership.

He suggested before voting on the Bylaw changes that all of them be looked at or reviewed first.

Edelman mentioned that no changes need to be made to the Constitution.

He suggested changes to Section 6, Item i and iv include: “for full time faculty seats” and v. “for part time faculty seats...”

Edington verified with Crofoot that part-time faculty terms were staggered.

Edelman will send out information regarding committees in addition to the information that VP Guleff will be sending to part-time faculty members during orientation.

He asked Senate members to review the Bylaws and bring information to the next meeting.

*Future Agenda  
Items*

Faculty Meeting – December 17 (food by Sciences/Cardimona)  
Review academic rank procedures & process  
Review of Minimum Qualification Procedures  
On-line Management System Committee  
Committee Reports (EAP, SLOT, Curriculum, Student Equity...)  
Test Proctoring  
CTE Liaison position and Senate CTE representation  
Consider altering calendar – No classes on Wednesday prior to Thanksgiving  
Staffing & Services at Native American Resource Center

*Next Meeting*

Thursday, December 3, 2015, from 12:30 to 2:00 p.m.

*Adjournment*

The meeting adjourned at 2:05 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**

Submitted November 19, 2015

### **BOT MEETING 11/10/15 (5-7:30 PM)**

1. **Public Comment:** Meeting convened at 5 PM. Public comments included letter from Classified Union on concern about district negotiation practices and potential lack of good faith with regard to reporting years of raises received in the past, announcement regarding upcoming Dance Repertory show, and presentation by Rich Burns on status of Pt. Arena easement sale.

#### **Recognition of retiring BOT member Joan Eriksen.**

2. **Big Picture:** Aaron Keough presented from PG & E on successful college energy projects. He encouraged BOT to continue support for energy efficiency projects.
3. **President's Report:** Arturo reported on successful conclusion of negotiations with administration and faculty. He went on to talk about diversity & equity in the district. Specifically, he reported on goals that emerged from the Strategic Planning Retreat. Soon we will be finalizing contract with CUE (Center for Urban Education). Finally, Arturo presented update on Fort Bragg, specifically work to ensure that petition for change in territory might proceed without requiring an election.
4. **Consent agenda:** approved
5. **Other items:** as presented
6. **Action Items:**

**-Open discussion of proposed salary increase for Superintendent / President:** Trustee Tompkins reported that President Reyes received a strong evaluation from the BOT and that enrollment numbers are up. Trustee Clark moved to proceed with 3% increase over contracted 3% for a total of 6%, bringing compensation to approximately \$200,000. Trustee Haynes asked for information on salary scales at single college districts. Trustee Tompkins calculated that average of single college districts is just about \$200,000. Question called, and BOT unanimously voted to accept the motion.

**-Quarterly fiscal status:** accepted.

**-Board Policy Revisions:** accepted (BP 5500 Student Conduct; BP 7100 Diversity; BP 7120 Recruitment & Hiring)

#### **7. Informational Reports:**

**Vice-President and Foundation reports presented.**

**Trustee Haynes raised some questions with regard to the Point Arena Field Station:** specifically, which college classes / groups may be authorized to use the project according to current policy and also how are non-authorized groups gaining access to the property?

**I submitted written report from the Academic Senate.**

**Dave Bushway presented Classified Report.**

**Student Report:** included update on student campus safety workshop which was presented.

**Health Benefits Report:** still running below budget, though more claims have recently been made.

### **EAP November 12, 9:30-10:30 AM**

1. **Rebecca presented proposal on new program for Fort Bragg campus Fine Woodworking Program.** There was extensive discussion with regard to possible need to change entrance requirements to ensure community college level of accessibility.

2. **Program Review teams were assigned.** Programs due for Part II and review include the ones listed below.

Programs with “\*” have not yet submitted reviews.

**Maintenance & Operations:** Vivian & Ginna

**Music:** Reid & Rebecca

**Admin of justice:** Dan & Jessica

\* **Humanities:** Debra & Minerva

\* **Fire Science:** Dan & Jessica

**Automotive:** Jason & Rebecca

**Lake Ctr:** Kurt & Steve

\* **Welding:** Kurt & Steve

**Work Experience:** Ginna & Vivian

**Outreach:** Ketmani & Minerva

**Research:** Ketmani & Reid

\* **Astronomy / Physics / Engineering:** Debra & Jason

**Report back on at December 17. We will meet from 9:30-11 AM.**

3. **Discussion of new directions in TMCs and broader goals for EAP will be postponed to our December 17 meeting as well.**

#### **Strategic Planning Retreat November 13, 8:30-noon**

A cross-section of constituent groups met to attach goals and actions to the 2015-16 strategic objectives.

#### **Committee Chairs Meeting, November 13, 2:30-3:30 PM**

- 1) **Accreditation Actionable Improvement Plan:** We reviewed reporting structure for committees to report back to the campus as a whole. Completing the feed-back loop following Program Review is essential to campus morale and planning as well as being a key accreditation item.
- 2) **Program Review:** Committee chairs debriefed Program Review forms.
- 3) **Other items: I checked on various questions from prior senate meeting:**
  - We are indeed still an HSI Institution, in fact our numbers are increasing. We did get denied for a large HSIO grant, but we are still eligible to apply.
  - We are still a non-smoking campus. Signage was removed prior to accreditation; Eileen is working on getting signage replaced
  - Reid confirmed with VP Guleff that, in the future, nominees for adjunct committee assignments will be solicited directly from the senate president.

#### **PBC, November 17, 2-3:30 PM**

- 1) **Strategic Goals & Objectives & Activities Update:**

President Reyes thanked all who participated in this work. Also, we are getting close to signing contract with CUE (Center for Urban Education). Agreement is for two years.

- 2) **Coast Update:** moving forward with request to transfer territory and with request to waive election requirement. Good support from School Superintendent Warren Galletti. Only point of contention will be division of existing bond indebtedness. Target date is July 1, 2017.
- 3) **2014-15 Annual Audit & DSPS Audit Finding:** Eileen reported on this. While it was a mostly clean audit, there was a finding regarding DSPS program. Of 25 files, 4 did not have necessary documentation of disability. They interpret this as 16% of our files being incomplete. We will need to provide response of how this will be prevented in the future. There may be a penalty imposed on us, possibly a warning or a financial penalty.
- 4) **Facilities Update:** Steve presented need for some replacements, including major transformer in Lowery Building. This one of the oldest transformers on campus. This will cost \$26,000. Also, proposal to display “quilt” installation at Lake Campus.
- 5) **Grants Update:**
- 6) **Replacement Staffing Request:** Effective with November BOT meeting, Debra has moved to Centers Dean, so Ginna brought forward a request to fill Dean of Instruction position.
- 7) **Hiring Update:** Sabrina presented hiring report, including 14 positions in process!
- 8) **Staffing Report:** Debra presented rankings from Staffing Committee. We ranked faculty positions, considering numerical ranking by Staffing Committee. We also ranked classified and management positions. Items that were categorically funded or only involving an increase in hours were pulled for separate consideration. We had some debate about how to approach replacement positions. More discussion on the process as a whole will be coming in the future.

**Rankings were:**

**Faculty:**

1. Learning Center / Foundation Skills Director
2. Biological Sciences Faculty
3. Full-Time English Instructor
4. Mathematics Instructor (1)
5. Speech/Communications full-time faculty
6. Counselor – Ukiah
7. Full-Time Instructor of Technical Theatre
8. EOPS / CARE Counselor & Coordinator
9. Mathematics instructor (2)
10. Career & Transfer Center Counselor / Director

**Classified:**

1. Administrative Asst. II CDV
2. Financial Aid Technician
3. Graphic Design/Marketing/Outreach Specialist
4. Theatre technician (50% time)
5. Security
6. Center janitor North Coast
7. Bilingual Center Asst. North Coast Center
8. Grounds Keeper
9. Accreditation Specialist

10. Transfer Center Clerical Specialist

**Management:**

1. Facilities Director
2. MESA?STEM Success Director
3. Transfer Center Counselor/Coordinator
4. Center Supervisor

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

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

## **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.

<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

**Proposed Revisions to Academic Senate Bylaws:**

**Constitution:**

**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)*

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**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 specific by the Board of Governors (Ed. Code 87003)

- B. Part-time Faculty – Employees who are compensated on the full-time certificated schedule under 59.9% 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) a **final action** to be taken by the Academic Senate.

## **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 Senate members who are full-time faculty. More than one Senate member may be nominated. The nominees, except where it is not possible, shall have served at least one full term as a Senator. The Vice President shall be elected by the full-time faculty. 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. 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 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 their election.

## **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, agenda, and chair of all Senate meetings
- B. Appoint all faculty to standing and special committees
- 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 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 (including Vice-president) shall comprise a quorum.

##### 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. 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.

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Approved by ballot May, 2013

**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.

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Approved by Academic Senate May 2, 2013