

MINUTES

Mendocino College Academic Senate

Thursday, March 3, 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 Tascha Whetzel, Jason Edington, Reid Edelman, Doug Browe, Jessica Crofoot, Jody Gehrman and Vivian Varela

Absent Catherine McKay, Dan Jenkins and Steve Cardimona

Guest Steve Oliveria, Alan West and Deborah White

Agenda Approval M/S/C (Edington/Browe) to approve the Agenda of March 3, 2016

M/S/C (Crofoot/Edington) to amend the Agenda and move New Business to the top due to guests in attendance.

Minutes Approval M/S/C (Edington/Gehrman) to approve the minutes of February 11 & 18, 2016

Public Comment Oliveria mentioned that the Facility Committee has been discussing space due to the new hires.

He mentioned that Edelman made some suggestions regarding office space. They discussed CVPA office #5207, which is a classified office space, located next to faculty offices in the CVPA. A suggestion is to have the Technical Theatre Instructor occupy that office, due to a machine that assists with design plans that is currently located there. The Audio/Visual-Theatre Technician would have two office spaces. The Slide Room will be used as an office/work space for the Theater Technician portion of the Job and the Audio-Visual portion will have office space in the Library building where there is equipment storage.

Oliveria mentioned that there is another full-time office space in the CVPA, which is currently occupied by a part-time instructor.

Edelman mentioned that office space recommendations are on the Agenda. There will be further discussion later in the meeting.

Committee Reports

Part-Time Faculty Report

Crofoot would like to thank Jenkins for inviting part-time instructors to attend the CTE Academy held on February 19 – 21, 2016.

She attended a recent conference and will provide information at the next meeting.

The next conference will be held on April 15 – 17, in Costa Mesa.

Expenses will be reimbursed for five individuals who are interested in attending. Information regarding part-time faculty advocacy, etc. will be provided. Crofoot is hopeful that Mendocino College will be proactive in regard to part-time faculty advocacy.

President's Report

Edelman provided a written report. The following information was provided: BOT Meeting (2/10/16); EAP Meeting (2/11/16); PBC Meeting (2/23/16); and VP/Academic Senate/Deans/Director's Meeting (2/23/16).

Edington mentioned that the Enrollment Management Committee FTES projections could change. This information will be discussed at the next Enrollment Management meeting.

Old Business

Discuss proposed revisions to AS Constitution with regard to eligibility of officers, division of content in constitution/bylaws and other issues

See attached changes ---

Cleanup will be done regarding the change from adjunct faculty to part-time faculty within the documents. Further review and changes will be made at the next meeting and a possible vote.

The notations are included in the Senate packet. The information is being reviewed with the Senate members for consideration and changes.

Continue discussion of AS bylaw revisions

See attached changes ---

Continue discussion of Academic Senate elections and future leadership

To be discussed at the next meeting.

New Business

Consider recommendation from Faculty Office Space Committee for Fall 2016 office assignments

Edelman mentioned the proposal from the Faculty Office Space Committee (see attachment in the Senate packet).

A suggestion for the new math instructor –

Deborah White would move to Edelman's office - #5202 and Edelman would move to Saxon-West's office - #5211, at the end of the semester, when she retires.

Steve Oliveria mentioned that the Learning Center office space is a closet that has been converted.

Edelman mentioned office space in the Library building. A Distance Education Office is available for use since Varela is occupying another office. There is also a Foster and Kinship Care Education (FCKE) office in that area that may be used for full-time faculty.

West suggested that the offices become faculty offices. He is unclear how designations change. The Office Space Committee makes recommendations to Facilities regarding office space.

Edelman stated that he spoke to VP Guleff about designating office space in the Library building as faculty office space and she was supportive of this.

Oliveria mentioned that the offices were up for discussion. VP Cichocki mentioned that the offices were earmarked for administrators that were being hired and that position may need an assistant.

Varela mentioned that the assistant's office is smaller and is not the size of a faculty office.

Whetzel asked Oliveria how faculty and classified/assistant office space is determined.

Oliveria mentioned that information is linked with the Chancellor's Office, which designates what every room is and how many people can occupy that space, such as a classroom.

Edelman asked about an empty office space in the business center and if it can that be re-designated.

Oliveria mentioned that the FCKE Assistant, Karen Jason, will be relocated. She will move to the vacant Prop 39 office in the Voc. Tech. building.

Crofoot mentioned that there is a part-time office located in each building. Please let her know if something needs to be done to help with this situation.

Edelman stated that Kathy Katz is currently using the office that Holly Brackmann used to occupy in the CVPA building - #5203. Kathy is the college's temporary-hourly costumer as well as a part-time instructor and costume designer for the theater productions.

He mentioned that all offices are used in the CVPA and another person will be hired for the theatre department. There are other offices that are currently empty and programs should not be disrupted.

West mentioned that there were multiple part-time faculty offices and as we have expanded, the full-time faculty have moved into those areas. As the Chair, he cannot support the use of offices for part-time faculty when full-time office space is needed.

Edington mentioned that there will be more hires in the future. Further, in the past we have stated that we do not want to force faculty to change offices, nor deny a full-time, tenured faculty member the ability to change to an open office space.

Whetzel mentioned office space within the Counseling Office. There are a lot of part-time counselors and classified staff, but some of the offices may be available.

Edelman suggested that the AEBG Director and assistant be moved to the Counseling Office. The offices in Library building would then become available.

Crofoot mentioned that the DRC Assistant is still in the middle of the room. There is not a private office space for her to discuss confidential information with students.

Alan West mentioned that it is frustrating for the Office Space Committee because there are two buildings (PE and Counseling) with office space that are filled with part-time faculty and in which space is not being allocated by the Faculty Office Space Committee.

Edelman mentioned that the full-time Dance instructor position is not being filled at the moment. There will be a part-time instructor paid to oversee the dance program. He suggested that they share an office with Kathy Katz, who assists with costume design.

Edelman mentioned that he would like to keep disciplines together for accessibility to other faculty members.

Gehrman mentioned that many campuses have office-sharing arrangements through which Full-Time faculty share their office with Part-Time faculty. She does not teach in the evening and would not mind sharing her office space with part-time faculty during that time.

Crofoot stated that Part-Time faculty may need a place to store their items. They may also need to have office hours.

Edelman mentioned, as a first choice, we as a Senate ask that the Library building offices become faculty and the administrative offices be moved to the Counseling office. Deborah White stated that she is unwilling to relocate to the office hall-way in the lower level of the Library, as that area is too removed from students.

Whetzel asked about the Theatre/Audio Visual position and the space used for their office in the Library building.

Oliveria mentioned that the room has potential for educational development. Erik Alfin, from the IT department, has an office space in that area.

He further stated that there are percentages of how projects will be funded. Storage rooms will not be funded if changes are made.

Edelman mentioned that he is okay with the proposal from the Office Space Committee.

M/SC (Edington/Crofoot) to agree to the recommendations that have been made by the Office Space Committee, except for number #5.

Edington is hopeful that all the moves take place in time for the new math faculty member to have their office space for the beginning of the fall semester.

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
- Multi-semester sequence proposal

Next Meeting

Thursday, March 17, 2016, from 12:30 to 2:00 p.m.

Adjournment

The meeting adjourned at 2:00 p.m.

Academic Senate Membership 2015/2016

Reid Edelman – President

Jason Edington – Vice President – (Math)

Doug Browne – (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

For March 17, 2016 meeting; respectfully submitted by Reid Edelman on March 7, 2016.

EAP MEETING 2/17/16 (9:30-10:30 AM)

- 1) **Digital Arts Media:** new program proposal from David Pai & Steve Hixenbaugh. David explained that we have established CCC programs in Information Technology, but many of our students are seeking a digital arts focus. We reviewed & discussed paper copy of proposal; David said he will send Cindy, Ginna & Reid a digital copy, as none of us could locate it. Spirited discussion ensued on how to package overlapping areas of graphic design, media arts, art, computer and so on in order to best reach students that may be interested. EAP approve the program proposal, with understanding that Rebecca and other faculty will work out packaging details.
- 2) **CAM PAT Update:** Steve H. reported on work of CAM PAT, including work with feeder high schools, customer service class, and various other CAM-related connections. Also, larger curriculum discussion continues with regard to transfer vs. non-transferrable courses, stackable courses. Steve will provide written report at April meeting.
- 3) **New Program Review Cycle:** PBC approved new cycle with April 8 deadline. Departments will need to resubmit and delete needs that have been filled or no longer exist.
- 4) **International Student Program Proposal:** Ginna presented early draft of a proposal, and recommended forming a PAT to investigate costs and potential benefits more deeply. Dan J, Ketmani, Ginna all volunteered to be involved. Ketmani also mentioned the possibility of international distance education courses. It would also be good to include Vivian V. and Anastasia.
- 5) **For April 7 meeting:** -written CAM PAT
 - Follow-up on International Student PAT
 - Non-Credit Update
 - Discuss Program Review Summaries from Fall
 - Review EAP goals

BOT MEETING 3/2/16 (5- 6:40PM)

I arrived at 6 PM due to a conflict with my directing class. Minutes & agenda had been approved, and cake was presented in honor of Jordan Anderson receiving tenure. Congratulations Jordan! President's report was in progress.

When I arrived, President Reyes was explaining situation with regard to allocation of bond-indebtedness for coastal campus, and hope that our proposed calculation will be accepted.

Prior to my arrival, Arturo had already spoken about our current work with CUE and the future of the ACCJC as an accrediting agency for CA community colleges.

BOT moved onto the consent agenda which was passed. This included assignment of contracts to faculty as listed in the packet and granting of professional development leave to me for the 16-17 year.

Discussion of item 3.9 Non-Renewal of Faculty Contract was pulled from consent calendar for discussion. This item involves giving a March 15 notice of non-renewal to Nora Danning due to lack of receipt of categorical funding. This item will receive further discussion.

Discussion of 3.9: Trustee Ubelhart asked if this situation would apply to others as well. Reyes explained that in these situations, we need to give notice and then re-hire when funding comes through. The deadline for notification is March 15. The expectation is that contract will be re-initiated when funding is confirmed.

Information Reports were presented and accepted.

Meeting went into closed session at 6:40 PM.

<u>Committee</u>	<u>2014-15 Committee Composition</u>	<u>Committee Composition for 2015-16</u>
<u>EAP</u> <u>2 year terms</u> <u>Need 6 FT & 1 PT fac</u> <u>Co-chairs:</u> <u>AS Prez & VPI: Edelman & 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>Enrollment Management Committee</u> <u>Terms not specified</u> <u>Need 6 FT & 1 PT fac</u> <u>Co-Chairs:</u> <u>VPI: V. Guleff & 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>Reaffirmed current membership & specify 2 year terms as indicated:</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>Curriculum</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>Leslie Banta & Tim Beck appointed to additional terms, through 2017. Jeff Brunner appointed to additional term as PT rep. Conan McKay to replace Rodney Grisanti.</u> <u>2015-16 committee composition to be:</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>Staffing Committee</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>Appoint John Koetzner to replace Barbara French with a term running Fall 2015-Spring 2018:</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>SLOT</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>Committee assigned as listed:</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>Basic Skills</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>AS recommends that Jean Stirling replace Leslie Banta on the committee. Also, add Roger Adhers to represent Math. Terms should be established as listed:</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 Lutsky (PT Rep) (through 2016)</u>
<u>Distance Education</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>Catherine Indermill to replace Conan McKay. Terms should be established as indicated:</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>

Student Equity Terms not specified Co-Chairs: Leslie Banta & VP Guleff <u>1/28/16: Tascha Whetzel appointed to replace Leslie Banta as faculty co-chair</u>	Jordan Anderson Tascha Whetzel Rhea Hollis, Maria Cetto Jessica Crofoot Leslie Banta Sarah Walsh Mike Guiffrida	Leslie Banta to replace Sarah Walsh as committee chair. Tomja Ramming to join the committee: Jordan Anderson (term ends 2017) Tascha Whetzel (term ends 2017) Rhea Hollis (term ends 2017) Maria Cetto (term ends 2017) Jessica Crofoot (term ends 2016) Tonja Ramming (term ends 2017) Sarah Walsh (term ends 2016) Mike Guiffrida (term ends 2016)
Additions to committee staffing considered in Fall 2015:	2015-16 Committee Composition (faculty only)	Proposed Actions:
Facilities Committee Two year terms Chair: Steve Oliveria (Dir of Maintenance & Operations)	Steve Cardimona Jim Xerogeanes	Assign 2-year terms as follows: Steve Cardimona (term ends 2017) Jim Xerogeanes (term ends 2016)
Non-Credit Committee Two year terms Chair: Ketmani Kouanchao (Dean of Student Services)	New committee	Assign: Conan McKay (term ends 2017) Tascha Whetzel (term ends 2017) Euline Olinger (term ends 2017) Sarah Walsh (term ends 2017)
EAP 2 year terms Need 6 FT & 1 PT fac Co-chairs: AS Prez & VPI: Edelman & Guleff	Jason E (term expiring) Dan Jenkins (term expiring) R. Montes (term expiring) Tim Beck (terms ends 2016) V. Varela (term ends 2016) J. Crofoot (term ends 2016)	Jason E (serves by virtue of position-AS VP) Dan Jenkins (serves by virtue of position-SLO Chair) R. Montes (serves by virtue of position-Curriculum Chair) Tim Beck (terms ends 2016) V. Varela (serves by virtue of position-Distance Ed. Coord.) J. Crofoot (term ends 2016) Fill vacant at-large FT faculty seat: Nominees: Rodney Grisanti Rachel Donham Jordan Anderson Kurt Combs Ginny Buccelli
Student Services Council 2 year terms Co-chairs: Lead Counsellor & VPI: Crossman & Guleff	Faculty serving by virtue of their position: FT DRC counselors (currently Rhea Hollis & Tascha Whetzel) Cal Works Counselor Currently Tanja Ramming Curr. Com. Chair (R. Montes)	
Accreditation Steering Committee		At 10/15/15 meeting: Lisa Rosenstreich and Alicia Mendoza appointed to replace Steve Cardimona.
Additions to committee staffing considered in Spring 2016:	2015-16 Committee Composition (faculty only)	Proposed Actions:
Professional Development Leave Committee 2 year terms Co-chairs: Catherine Indermill & VPI: Guleff	Catherine Indermill (term ends 2016) Jean Stirling Leslie Saxon West Nicholas Petti (term ends 2017) Jody Gehrman (term ends 2017)	Appoint 2 of following: Viki Chaudrue Jody Gehrman Tim Beck Nicholas Petti At 2/18 AS meeting Jody Gehrman and Nicholas Petti were appointed to this committee to replace Jean Stirling and Leslie Saxon West.

Committee volunteers for 2016-2017:

Technology: Casey Bylund

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 Klovski 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.

Fine & Performing Arts	Science	Mathematics	CTE
<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, Tiffiny
Library, English & Language	Social Sciences	Learning Skills & Student Support Services	Part Time Faculty
<i>Jody Gehrman</i>	<i>Vivian Varela</i>	<i>Tascha Whetzel</i>	<i>Jessica Crofoot & 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) a 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 SCurrent or past senate members who are full-time faculty are eligible to be nominated for the office of Vice-President.. More than one Senate memberperson 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.

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, 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 Bugeting 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~~) 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.

ARTILE 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, 20132016

Mendocino College Academic Senate BYLAWS:

BYLAWS

of the

MENDOCINO COLLEGE ACADEMIC SENATE

| May 2013; proposed revision March 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 two-day period. All part-time faculty teaching in any term of the current academic year 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.
- 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.

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, The Academic Senate President shall send a request for volunteers shall be sent to all faculty 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 A list of faculty who have served on hiring committees shall be maintained by the President to ensure that the distribute the workload is reasonably equitably and that among all faculty, maximizing have an equal chance to faculty participation in the hiring process.

Section 2: Standing Committees & Special 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, with the exception of tenure committees which are appointed by the full-time faculty union. The Academic Senate will coordinate with the faculty unions with regard to workload & compensation issues relating to committee appointments. Compensation for adjunct 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.
 - i. 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.