

**Mesa Community College Faculty Senate
Approved Minutes
19 February 2009**

<i>Member</i>	<i>Zone / Office</i>	<i>Present</i>	<i>Office</i>	<i>Member</i>	<i>Present</i>
Bruce Peterson	President	X	Zone 9	Delaine Gilcrease	X
John Griffith	Pres-Elect	X	Zone 10	George Cole	X
Barbara Jordan	Secretary	X	Zone 11	Jeff Messer	X
Phillip Waclawski	Treasurer	X	Zone 12	Janice Reilly	X
Barbara Jordan	Zone 1	X	Zone 13	Keith Andersen	X
Phillip Waclawski	Zone 2	X	SD At Large	Jonelle Moore	
Michael Wintz	Zone 3	X	SD At Large	Diane Dietz	X
Keith Heffner	Zone 4	X	RM At Large	Puvana Ganesan	X
Sally Kroelinger	Zone 5	X			
Erin Rawson	Zone 6	X	49%		
Harold Cranswick	Zone 7	X			
Donna Benson	Zone 8	X	DCA	Jeff Andelora	X

Guests: Charles Lewis, Kurt Conover & John Moll: Budget Analysis Update
Shawn Wood & Shereen Lerner: Distance Education Committee update and Hybrids

Handouts:
Governing Board Revised Agenda February 20, 2009
"Fund 1 Budget Status Report"

2:40 p.m. Charles Lewis responded to a question about property tax. The district should be shielded somewhat by the process of evaluation. The limited value will stay somewhat stable or increase even if the market value goes down.

Kurt Conover explained the Fund One Status Report, which is done after every payroll. The original column is the original budget on July 1st. The revised budget is the budget after the last payroll, February 5th. We are allowed by the district to carry over funds from the prior year, which is reflected in the increase. Funds from district come in throughout the year (such as sabbaticals and professional growth). Actual minus encumbered gives the budget balance. District also reimburses encumbered funds in the case of retirements or transfers. We are allowed to carry forward 3.5% of our budget. We don't think we will have more budget cuts this academic year, but there are different scenarios for next year. We try to carry forward as much of the 3.5% as we can. The figure used to be 3% and was changed to 3.5% last year in anticipation of the budget crisis this year. There is a move to take it back to 3%. Last year was the first in the last seven where we had carried more than 1.5%. Enrollment decline returns are taken a year in arrears, and the decreased amount becomes the permanent amount. We were held harmless for the first few years of our enrollment declines; we had to return funds to the district the last two years.

There is a question on the consequences of Fund 2 monies being moved into Fund 1. This combining of Fund 210 into Fund 1 is a district-wide change. There is a question on how figures

are gotten for the projected column. Kurt explained that the estimates are based on a formula, and the formula is changed throughout the year based on past history. For instance, overloads (51112) this year are much higher than last year, but this is because SIS put evening visiting in with day overload. A question on how we are doing this year compared to the last few is replied to by Kurt and John Moss, who agree that we are a little worse off this year than last. Another question is asked about the special code for service faculty, which is separated out from faculty. This separate code was initiated by HR. There is a question about the feasibility of receiving a similar one-page summary from district; Kurt replies that only district could create such a summary and would more likely give us the full report.

3:20 p.m. Shawn Wood & Shereen Lerner: Distance Education Committee update and Hybrids

Handouts from Shereen:

"Hybrid/Blended Learning Committee Recommendations" and "Support and Training"

The majority of departments have had representatives on the committee. The discussions have yielded the following recommendations: develop standards and guidelines/best practices and send those to the Distance Education Committee for review and support. Best practices from distance education will be modified for hybrid. Jennifer Strickland, who teaches hybrid workshops, is a good resource. Faculty members are encouraged to take workshops in hybrid or online instruction. At present there is a strong recommendation that faculty members take a workshop before teaching online, but it is not required. A senator makes the point that departments are wise to see online and hybrid as a departmental issue of quality instruction. The point is made that to market an "online degree," institutions must be accredited. The committees have not wished to go beyond a strong recommendation that faculty members take a workshop and feel that would be a department or senate issue. Within each discipline there might be best practices. For example, some research of online education in economics indicates which online practices lead to learning in economics. Shereen responds to a question about evaluation in online courses and indicates that a course evaluation component would be necessary for online accreditation. A department chair mentions that requiring workshops could be construed as treating face-to-face and online courses unequally. Shawn summarized major points made by Dr. Mabry. There is thought and consideration of consolidating online courses at Rio but excluding the larger colleges. There are smaller colleges without the infrastructure to support online learning. Dr. Pan's position was that MCC wants to retain its online program, and GCC also wants to do so. We do need to come up with a more coherent online program. We can do what we are doing now and risk being pulled into Rio, or we can decide how we want to organize and maintain autonomy. The concept model the DEC supports unanimously is to establish a director or dean who works in conjunction with a faculty group. A senator stated that it has been noted that classes already taught online would continue, but any new online classes would be offered by Rio. The implication is that departments should get many of their course offerings online. Even if a class is offered online, it is still a part of the department. The DEC is interested in participating in some kind of a retreat, and it is agreed to have a retreat devoted to this issue. There needs to be some form of central leadership regarding online instruction. There needs to be someone in a director or dean position so that student feedback and other aspects can be coordinated.

I. General

- A. Call to order at 3:55 p.m.
- B. Approval of Agenda (with additions) approved
- C. Approval of Minutes (will be distributed online)

II. Reports

A. President's Report – Bruce Peterson

1. FEC

- a. Special Board Meetings: last Friday 13th and this Friday 20th

The meeting was surreal, confusing; opinions of board members were unclear. The move to hire an outside firm to do an analysis was discussed. There was a vote. The presidents of the colleges had been asked not to attend the "open" board meeting. It seemed that the board was not expecting an audience. There is another revised agenda for the Friday meeting, also an open meeting. Because it is an open meeting, there is nothing to stop anyone from recording it. It starts at 1:30 p.m. and may go on to five or six p.m. A senator asked if there have been violations of the open meeting laws regarding notification. A senator responded that as long as the meeting is posted on the door by a certain time, it is legal.

- b. Financial Exigency Meeting on February 5th

Barry attended the meeting, which was somewhat unproductive but positive nevertheless.

- c. All-Faculty Meeting, Saturday, February 28th, 10:00am-1:00pm
Fiesta Inn on Priest and Broadway

For Faculty Association members only, but applications will be available at the door for those who wish to join and then attend.

- d. Evaluation of Dual Enrollment Faculty

There is no special compensation to departments for evaluation of dual enrollment faculty. According to the Lobbyist in a report to the Legislative Committee- the Appropriations Committee has recommended a 1.5 million dollar cut in dual enrollment this year, and elimination of funding for dual enrollment in 2010.

- e. Ombudsman and Record Retention (Teresa Toney)

Teresa Toney has taken a course to be an ombudsman. Having an outside person was too expensive. There is a 1-800 number that can be used for confidential comments. Faculty are

strongly encouraged to hang on to final exams for at least one year since students have a year to request a grade change.

f. Horizontal Movement on Salary Schedule

Horizontal movement likely will not be affected by budget cuts to professional growth despite rumors to the contrary.

2. MCC

a. Key Policy

Jeff Andelora distributed a document titled "Key Policy Proposal for Consideration by the Faculty Senate." The DCA is asking for senate support of the proposal as outlined in the proposal. The proposal acknowledges the need for increased security and has several recommendations listed on the document. Department buildings and needs are complex. Faculty should follow the longstanding but widely unknown policy of calling security when on campus during "off hours."

b. RM Asst. Dept. Chairs

Dr. Mabry and the senate president agreed that the role of assistant department chairs at RM, which is not specifically delineated in the RFP, should be formalized.

B. President-Elect's Report – John Griffith 4:35 p.m.

Remind faculty that graduation is a requirement, faculty must hold office hours, final exams must be held during final exam times. A senator indicates that after taking the online course, all faculty have signed off indicating they understand that not complying with any of the requirements of their employment could conceivably lead to termination.

John asked if the new zone divisions have facilitated communication. He mentions that a shift from a communication mode to a representative mode seems to be taking place. Odd numbered zones are up for election.

John needs to form a committee for elections: Janice, Phil, Delaine, and Puvana volunteer.

1. FEC

2. MCC

C. Secretary's Report – Barbara Jordan--no report.

D. Treasurer's Report – Phil Waclawski

1. Budget Report

- E. Legislative Report – Erin Rawson--had to leave to teach a class.

Next meeting this item will be moved to "A" before the president's report, so Erin can report before going to teach her class.

III. Committee Reports

- A. College Plan Revision Committee – Harold Cranswick & Bruce Peterson
- B. Center for Teaching and Learning Advisory Committee – Carolyn Fay
- C. College Technology Group – (No longer meeting)
- D. Curriculum Committee – Sally Kroelinger
- E. Distance Education Committee – Bonnie Black
- F. Distinguished Faculty Award Committee – John Griffith
- G. Educational Development Projects Committee – George Cole

Met with Dr. Mabry last Thursday as to whether this program could be maintained with reduced funds. Until there is a firm decision, George cannot move forward with notifying the faculty.

- H. Honors Program Advisory Committee – Brian Dille
- I. Kaleidoscope Committee – Loretta Kissell
- J. Social Committee – Puvana Ganesan

A date for a get-together could be the Friday after spring break, the 27th of March, perhaps in the Tempe Marketplace.

- K. Staffing Committee – John Griffith and John Seims

Confidential--staffing committee is meeting and working.

- L. Student Outcomes Committee – Derek Borman
- M. Survey Committee – Keith Heffner--working on survey.
- N. Travel Committee – John Weide--travel before the 30th of June.

There's a suggestion that faculty may need assistance with completing the process. There are still very few applications as of this date. There is close to \$60,000 available.

IV. Zone and At-Large Senate Reports [supplied via email]

A. Zone 1 – Barbara Jordan

1. Zone One faculty are in unanimous agreement that current online courses taught by the MCC English department and future online courses designed by MCC English faculty continue to be offered from MCC.
2. Zone One faculty are willing to negotiate and make sacrifices if necessary to avoid layoffs; however, many feel that sacrifices should be spread across all employee groups and administrators. In addition, any sacrifices made should be temporary.

B. Zone 2 – Phil Waclawski

Preston Cameron has suggested that MCC rent the now/soon to be vacant ASU Polytechnic, which is in Mesa I believe, and have MCC become a 4 year college. I think it's a great idea and would like to put it on new business for the meeting after Feb 19.

C. Zone 3 – Michael Wintz

D. Zone 4 – Keith Heffner

E. Zone 5 – Sally Kroelinger

Faculty would be willing to make sacrifices but feel there should be options to choose from: teaching an additional 3 load hours, taking an equivalent % pay reduction, providing other service without pay, etc. There would need to be a formula. Contributions must be across all employee groups including the DO. Encourage the creation of a truly attractive retirement incentive. The recent one wasn't all that attractive. Provide incentive for development of hybrid and online courses for adjuncts, even those who have participated in previous programs.

F. Zone 6 – Erin Rawson

G. Zone 7 – Harold Cranswick

There is still great concern among faculty with regard to the fact that the District is not publicly taking the lead and reduces cost in the District Office Administrative costs before expecting the individuals colleges to tighten their budgets. The attitudes and actions of the District Office have led the faculty to conclude there is a lack of trust and respect for faculty by the District Office. Many faculty have made comments about the fear of losing their jobs because of the continuing issues related to filling out the myriad of forms correctly.

Several faculty have questioned why the District Office has been willing to sacrifice the Active Retirement Program when it has always been seen as some of

the best money spent by the District - as long as it was used for faculty and not other employee groups. It was suggested that the budget issue could be positively impacted if the District and Colleges would guarantee the number of years of AR for any faculty member who has earned it. Such a plan would keep the best faculty in the classroom (which should help with retention), encourage the veteran faculty to retire (which would reduce the amount of money spent on salary and benefits), and therefore help with the overall budget because the longest anyone would be eligible would be five years.

H. Zone 8 – Donna Benson

I. Zone 9 – Delaine Gilcrease

J. Zone 10 – George Cole
There is nothing to report from Zone 10.

K. Zone 11- Jeff Messer

1) Multiple constituents continue to share a combined sense of urgency and uncertainty ... urgency with regard to a desire to know more about pending college / district / state budget issues and corresponding discussions ... in addition to uncertainty with respect to potential, consequent implications for themselves, the college, etc.

2) An OYO faculty member asked if I would share a concern regarding the lack of professional development funding for OYO faculty.

L. Zone 12 - Janice Reilly

Here are the items that members have expressed concern or wanted to know the status.

1) Director of Distance Learning Position - four constituents expressed a concern for the position and how it is moving forward. They wanted to know what the position description would be, where the money is coming from and why couldn't someone already a part of management or faculty be reassigned to direct Distance Learning? When the budget gets better than a permanent position could be considered. It was further stated by some members that this position was posted several times with no success due to the position description. There were no candidates with the wide knowledge needed due to the many areas that were incorporated into the one position.

2) One Stop for underage students. Many felt that it was necessary to have the instructors continue to be the ones who sign off on underage students enrolling in a particular course, not necessarily the Chair and not someone else assigned. It was stated again by many that it would be close to impossible to talk to the student after enrollment and with the best intentions find alternatives. This seemed particularly risky in our current climate. Some stated past experiences when someone else signed a student in and the difficulties that ensued.

3) Concern on the budget front at MCC for faculty who support faculty and students but are not directly in the classroom. They want to be sure that the Faculty Senate

Leadership and any other faculty involved in oversight budget committee or any other type of discussions remember the value added and support of all RFP faculty.

M. Zone 13 – Keith Andersen

N. At-Large Reps: SD - Jonelle Moore

SD - Diane Dietz

Just follow-up on the employee parking lot issue raised at the end of last semester. Our faculty inquired about getting the electronic arm back in use in the employee parking lot that borders the South end of Dobson (near the new Physical Science Bldg.) Any update on this?
(Richard Cluff had the crosswalks repainted over the winter break, but the arm would be difficult to use because of the parking lot's set up.)

RM - Puvana Ganesan

O. Active Retiree (49%) Report – no representative as yet

V. Department Chair Association Liaison Report – Jeff Andelora

VI. Old Business

A. ~~College Plan Amendment~~

B. Senate Budget Analysis Seminar

In March the state legislature will be making some decisions, and discussion of a seminar will be addressed at that time. A senator suggests that

VIII. New Business

A. MCC Key Policy

Move to support the key policy as written, seconded. All in favor.

Discussion indicated that direction from the senate would be helpful for the DEC.

Motion made that the recommendations from the hybrid committee be accepted via a letter from the senate president, encouraging the hybrid committee to work with the DEC, and embracing the concept that hybrid committee. All in favor.

B. Plaque for Peggy Johnson

Motion made to approve a plaque for Peggy for under \$200. All in favor.

IX. Announcements

Reminder to move DCA chair report up on the agenda.

Deadly Creatures, Rainbow Studio, February 28 from noon to five p.m.

X. Adjournment--Motion to adjourn at 4:59 p.m.