MC Academic Senate
Meeting Minutes
Approved 10.26.2023

Thursday, October 19, 2023
2:20 P.M. - 4:15 P.M.
MC SEC -354
HTTPS://WVM-EDU.ZOOM.US/J/94677189943?PWD=L3DLYZJJT0R4ADQ2N2NWMMLMAWPUQT09

Membership

☒	**Joanna Sobala**, AS President	☒	**Elaine Wong**, Academic Services
☒	**David Piper**, Associate Faculty	☒	**Christine Tuato'o**, Creative Arts & Communication
☒	**Samir Magid**, Associate Faculty	☒	**Max Sklar**, Science, Technology, Engineering, Math
☒	**Daniel Arias**, Bus. & Educ & Service Industries*	☒	**Lauren-Javier Tolentino**, Science, Technology, Engineering, Math
☒	**Willy Kwong**, Bus. & Educ & Service Industries	☒	**Michele Hittleman**, Counseling & Learning Services
☒	**Marsha Oliver**, Public Safety, Health & Wellness*	☒	**Theresa Lawhead**, Counseling & Learning Services
	Brenna Wundram, Public Safety, Health & Wellness		**Priscila Moreira**, ASG Representative
☒	**Matthew Johnston**, Vice President, People, Culture, and Society	☒	**Liz Bogatin-Starr**, Administrative Assistant
☒	**Marina Broeder**, People, Culture, and Society		
Guests: Inez Barragan, Director of HSI-STEM; Kate Disney, President of the Faculty Union; Steve Lipman, Chair of Communication Studies; Kyle Stroud, Coordinator of Promise Program, Neil Viernes, Chemistry			

*excused absence

1.0 Call to Order
Quorum met 2:20pm.

2.0 Approval of Agenda
MOTION to approve the Order of Agenda as written.
(L. Javier-Tolentino/M. Hittleman) (M/S/U) None opposed. No abstentions. Unanimous.

3.0 Approval of Meeting Minutes (A)
October 5, 2023
MOTION to approve the October 5, 2023 Meeting Minutes as written.
(M. Sklar/L. Javier-Tolentino) (M/S/U) None opposed. No abstentions. Unanimous.

4.0 Oral Communication from the Public (3 minutes/person) (I)
Kate Disney, President of Faculty Union requested list of faculty who have access to All-Mission Listserve.

Senate President Joanna Sobala has sent this faculty list to Kate.

5.0   Information & Announcement (College & District) (5 minutes) (I)
Senator Theresa Lawhead: Counseling is holding a College mixer with refreshments on Tuesday, November 14, 2-3pm. Save the Date. Announcement to be sent soon.

Senator Lauren Javier-Tolentino and Lusyna Narvaez, members of Parent Advisory Committee for MC Child Development are reaching out to the College for volunteers to participate and donate to the Children's Harvest Walk, November 2. The event supports children, newborn to five years-old, in our childcare program. We'll distribute goodies for 55 children. Children will walk to plaza stage or just outside the new Business & Technology Building harvesting goodies. Please let Lauren or Lusyna know if you're interested in participating.

Senator Joanna Sobala: These turbulent political times are affecting colleagues and students. Please remember to refer students to Counseling and Mental Health and for employees, EAP. Please share these resources. **WVMCCD free EAP services** can be found **here** under the "Employee Assistance Program" Tab or by calling (800) 834-3773.
For students in need of assistance, they can connect with a counselor **here** or request mental health support **here** or by emailing Melissa Johnsgard, Supervisor of Mental Health Services, directly at Melissa.johnsgard@missioncollege.edu.

ASCCC Area B Virtual meeting is Friday, October 27, 9am-2pm. Joanna will send registration link if you'd like to attend this free event. Resolutions are usually discussed. Joanna is delegate.

6.0   Unfinished Business
None

7.0   New Business
7.1   TLIF Recommendations from Professional Development Committee (Lauren Javier-Tolentino) – 15 min– (A)
Senator Lauren Javier-Tolentino shared the FA23 TLIF application summaries and rankings. In this second call, four applications are being awarded 2023-24 TLIF unused funds of $6,955.00 total.

TLIF Application Awards 2023-2024 (balance of funds)

Request	Amount Awarded
Mohammed Akhoirshida - Cyber Intelligence & Membership Fees	$403.00
Neil Viernes - Updated Text-Free Labs with Videos	4300.00
Nita Esparza - AI Speech/Presentation Support (pilot)	1652.00
Mindy Carr - Math Technology and Workshops	600.00
Total Funded:	**$6955.00**

MOTION to approve TLIF recommendations from the Professional Development Committee of a total of $6,955 for current 2023-24 academic year.
(M. Johnston/S. Magid) (M/S/U) None opposed. No abstentions. Unanimous.

President Joanna Sobala: TLIF approved recommendations are going forward to next funding steps.

7.2 TedX Presentations at Mission College (Steve Lipman)) – 15 min– (I)
Steve Lipman provided an overview of the upcoming TedX Presentation at Mission College to be held Feb 29, 2024.
Students are priority to be presenters, then employees, and any remaining presentation slots go to community.
Applications are simple forms and should be completed in entirety. After applications are submitted with specific speech topics, qualifying applicants will be asked to send a recording of the speech. Then the presenters are decided.

Application deadline: Oct 22
https://missioncollege.edu/depts/communication-studies/#event-details/edd1b71f-f509-49f0-8a9f-a92fe31f0e43

Resubmissions: 10/29
Decisions: 12/1
Event: 2/29/24 (Leap Day Theme)

What makes a good grounded TedX talk:
https://missioncollege.edu/news/inaugural-tedx-mission.html
https://ethos3.com/the-ted-staff-answers-what-makes-a-great-ted-talk/
https://www.amazon.com/Talk-Like-TED-Public-Speaking-Secrets/dp/1250041120

Details: 10-18 minute presentation in a 3 hour program divided into two 90 minute sessions with 4 to 6 speakers each and a 15 minute break between sessions. Gillmor Ctr RM 103 Auditorium.

Senate Discussion
- Coaching Workshops with a panel of coaches for the 8-10 selected presenters
- No group presentations, only individual, only one possible partner presentation
- Application is on Events calendar page
- Investing in teleprompters and lots of visual/audio aides
- Range of presentation topics
- Senate really likes Applicant Priority as Students first, is exciting to showcase MC students. Then maybe some faculty and staff (3-4 colleagues). Third is the community.
- WV is not allowing student presenters and is showcasing professional speakers
- Applicants become members of an outlook group for all messaging and information updates
- Steve is sending email with links periodically with conversation thread

- Selecting an emcee this week
- Already have 25+ applications from different programs
- TedX owns recordings and only gives 30 to 60-second clips to presenters. Can request recording be deleted from TedX.
- We're paying $50K for TedX recording crew. Individuals can make own recordings.

7.3 Professional Learning (PL) Taskforce Update –10 min- (I/A)
Two faculty members were appointed to the Professional Learning (PL) Taskforce but the committee has not secured a Tri-Chair for the remainder of this semester. The only option is to put out a call to serve. One or two faculty may be interested. The idea is to get a Tri-Chair with any faculty to have more equitable faculty representation on the taskforce. The PL Taskforce charge was presented with a small change to College Council on Oct 18. The Tri-Chair is Faculty and not the Professional Learning Coordinator. This is not a release time position. There is a virtual Zoom option. The taskforce develops professional development college wide so reports to College Council but charge also mentions updates to Academic Senate.

MOTION to give permission to Senate President Joanna Sobala to appoint PL Taskforce Faculty Tri-Chair before MCAS meeting on October 26.
(M. Johnston/L. Javier-Tolentino) (M/S/U) None opposed. No abstentions. Unanimous.

Joanna is sending out call to serve with meeting dates for the remainder of this semester.

7.4 Conduct of Meetings, Brown Act, Collegiality – 10 min -- (I/A)
President Joanna Sobala asked for feedback from Senators on improvement of Senate meetings, particularly timing of Senate discussions and Robert's Rules of Order parliamentary procedures.

- Robert's Rules of Order (RONR) (12th edition) online version with access for one user at a time (but not printable for libraries) is in MC Library and a RONR printed version (ordered) are new Library resources. Copies of the RONR "In Brief" (12th ed.) could be ordered by the Library. Senator Elaine Wong is looking into this.
  - Senate could also order additional RONRs (12th ed.) if there is demand.
  - Parliamentary Procedure summaries on the internet offer some information for using RONR in conducting meetings.
  - Senate could order additional RONR copies for Senators who can pass those to new Senators.
  - RONR would give Senate quick access to standard meeting practices.
- The Brown Act, CA Government Code. Title 5, Chapter 9. Meetings
  - https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=2.&title=5.&part=1.&chapter=9.&article=
  - Chapter 9. Meetings [54950-54963]
    - The Senate is responsible as a legislative body to follow the Brown Act and, if not, can be found liable for acts.
    - A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through

intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.
- Senate should be careful and cannot have meetings outside of meetings on matters under Senate purview and should not have email discussions on those matters.
  - Senate has passed an amendment that aligns MCAS Constitution with the Brown Act.
  - How to interpret the Brown Act
    - May need to have legal interpretations on some areas of the Brown Act. Senate does not have legal counsel. ASCCC Leadership Training covers the Brown Act.
    - For purpose of Senate getting feedback on topics that are part of 10+1, Senators ask for feedback from Constituents that is brought back to formal Senate meetings for further discussion and decision making.
    - Taskforce can have 10+1 subject matter discussions but cannot use a series of communications outside of meetings. Taskforce researches and presents information and recommendations to full Senate for decision making.
    - Senate official meetings are special and are required to post agenda 72 hours before meeting to be transparent and to give public an opportunity to attend meetings.
- Collegiality
  - Timing Monitor for agenda discussions – Administrative Assistant, Liz Bogatin-Starr
  - Monitoring Chat – Senator/VP Matthew Johnston
  - General Collegiality
    - Value feedback, especially as new Senate President
      - Senators should have cooperative relationships when working together and be respectful.
      - Concerns should be timely and related to specific meeting agenda topics.
  - President's role running meetings and how to improve
    - President facilitates meeting and adds content and subject questions during Senate discussions. MCAS President does not have to be neutral and can express views on topics.
    - Motions and Resolutions are developed in meetings and presented to Senate for revision and often for a final vote. Senators should have opportunity to do word smithing.
    - President is stating intention, listens to Senate and should be supported.
    - Stricter timing of allotted discussion times, especially of visitors, would assure Senate gets through full agenda and that meeting runs smoothly without running out of time. Reports of Senate president and College business and instruction updates are important for Senate's work.

8.0 Administrative Business/ Actions/Appointments (I/A)

1. **President's Report**
   IEPI PRT team held a relatively short introductory meeting with faculty with Senators Marina Broeder, David Piper, Joanna Sobala, Amelia Akers-Martin, Marcelo Sanchez-Heredia and some other faculty.
   The initial question from the team drew out a lot of faculty dissatisfaction with the reorganization and the process. The PRT team asked about positive aspects of reorganization and a way forward focused on student-centered experience. The rest of the meeting was feedback from faculty about the reorganization without

further suggestions from the PRT team.

Senator Michele Hittleman: The team redirected the discussion in a way that made faculty look like they didn't want to improve the student experience, and made faculty look bad. This is opposite of what faculty in the room felt. This is really disappointing.

Senator Marina Broeder was appalled by the summary document that was provided for the meeting. That the organization had completed everything successfully but there were some faculty who represent a status quo and are opposing change, which to faculty was humiliating and disrespectful. ESL Dept Chair Amelia Akers-Martin had spoken at length that the ESL Dept unanimously voted against the reorganization that is harming rather than helping student—a different narrative than what was provided to the group. And what the PRT team asked faculty didn't seem to talk about the reorg even though their charge is to help understand the re-organization. Team repeatedly said this is completed.

Senator David Piper: Faculty persisted in stating what was not working in the reorganization system and not benefiting students. But the PRT team stated repeatedly they were not interested in faculty complaints.

Senator Joanna Sobala: There will be more meetings with the IEPI PRT team this semester.

District Council meeting Oct 9, 2023
Enrollment Reports from President Awan and President Taylor Mendoza:
- o MC 103% of FTES target, WV 102.4% of FTES target
- o 67 late start classes starting at Mission, over 40 starting at WV
- o MC efficiency 453
- Efficiency Goal Recommendation for FY 24/25 presented by Vice Chancellor of Finance and Admin, Ngoc Chim
  - o New efficiency goal of 450+10
  - o Discussion on discrepancy of about 6.9% increase in efficiency and 5.9% increase in FTES

CBAC meeting Oct 11, 2023
- WVM Internal Resource Allocation Model:
  - o Available resources for allocation from unrestricted general fund for 23/24: $192,224,012 (from property taxes, student fees, etc.)
  - o Most of it is allocated based on base funding model and a small portion ($791,334) based on SCFFF
  - o The base funding is divided into 4 parts: District Services, WVC, MC, and Districtwide
  - o MC allocation: about 26 million to FT Faculty; about 12 million to Associate Faculty; about 300K for operating fixed cost; about 12 million for Classified & Admin with an operating budget of $1,150,253.
  - o The operating budget of $1,150,253 +MC SCFF Support Operating Budget $383,964 = MC Total Operating Budget of $1,534,217.
  - o If we were not on community support, we would be getting approximately $87 million in funding vs $164 million of base funding

- Free Tuition Initiative, Grant is starting in Spring 2024
  - Board resolution passed to allow us to offset student tuition for students from our service area and intent on completion. 2 years budgeted so far.
  - Currently establishing criteria and mechanisms to implement this.
    - Senate discussed how District is looking at the student's zip code or place of residence when they apply and how to keep process simple for students. More to be announced soon.
  - Plan to bring in other programs, such as the Promise Program grant, for students who are not eligible.
  - Fiscal implications estimate of around $5 million dollars, but this is a rough figure as we don't yet know what the increase in enrollment will be.
- Food and bookstore supplies budget
  - Duplicating Center and Welcome Center filling in right now.
  - Lottery budget money can be used for college wide and school/division small budget allocations for materials that would have been purchased in the bookstore; initial allocation $1500 per school.
  - Food: Limited KJ hours in the evening means students in the evening have no access to food; possible solution to allocate small food budget to each division to order snacks for students.
- Emerging Needs Request Process proposed; form is already there
  - CBAC is not making those decisions but figures out consistent process.
  - Budget for emerging needs is limited so setting a cap on request may be appropriate.
  - Most past requests in the range of 10K. Recommendation of 50K cap per request.
  - Process proposal will go to College Council.

ZTC Pathways, 2023

John Schoppert, Program Director, Library and Learning Support, on Oct 5 shared two documents showing potential ZTC degrees and certificates mapped by our OER Coordinator Michele Speck back in Spring 2023: see files in Senate meeting folder.

Board of Trustees Oct 17, 2023 meeting
- President Awan, VP Danny Nguyen, Nini Reyes-Bolinger, Analyst, and Facilities Executive Director of Bond Construction, gave a presentation on the Mission College Business and Technology Building.
  - Student-centered design; high tech and high touch (inviting)
  - Fluid and flexible with movable walls and tech that can be adapted
  - Connection to campus (windows to the plaza)
  - Construction Aug 2020-Dec 2022
  - 14 classrooms, 7 labs, offices and outdoor classroom
  - Natural lighting in classrooms; all classrooms are equipped for hyflex instruction
  - Sustainable: 88% reduction in indoor water, 100% LED lighting, 50% of energy comes from solar panels in the parking lot
  - Library uses first floor for now

- Casey Chang, former Mission College student and Student Trustee, appointed to serve as a Student Trustee on the CCC Board of Governors!

- Public Safety Report by Yuko Kawasaki
  - WVMCCD Health Services open M-Th, 9am to 4:30pm
  - Includes mental health services, registered nurse and licensed social worker
  - Visits from students increased from 250 in Sep 2022 to 400 in Sep 2023
  - On Campus Education: Send Silence Packing presentation about suicide prevention
  - Examples of services offered: flu vaccinations, TB tests, pregnancy tests, lab work, Covid testing and home kits, etc.
  - Student health fees covered by College: students are very thankful
  - Still no health insurance for students: Health Services can direct students to places for health insurance but for most students the insurance is too expensive

College Council meeting Oct 18, 2023 meeting
- Update to PL Taskforce Charge presented: PL Coordinator replaced by "Faculty" in the Tri-Chair
- Strategic Education Master Plan (SEMP) Timeline update: draft development in Dec, Draft to be posted for reading and feedback before approval
- Accreditation Process and Timeline Update: see file in Senate meeting folder
  - This will come as an information item at AS at the end of Nov or early Dec. No approval needed but feedback welcome.
- Student Research Project presented by Jeff Cormier and Students Amber Lafranboise and Lulian Osenguera:
  - Started 2 years ago
  - Description of methodology
  - Research conducted by students; made into a project in psychology class; Topic of growth mindset
  - Many survey and interviews conducted; a lot of data available
  - Project to be continued and next cohorts of students to be trained in the methodology
  - 3 theses: "How do faculty behaviors and the subjective college experience affect Students", "Student perceived disadvantages to educational/career goal attainment", "What are Students' perceptions of the transfer requirements and process?"
  - Results not published yet.

Accreditation Report Timeline
Shared by VPI Lorrie Ranck and included in Senate meeting folder.

2. **Committee Appointments**
MOTION to appoint Senators David Piper, Marina Broeder, and Max Sklar to the Senate Taskforce to review language of the MCAS Constitution to include language that aligns with the principles of MC Equity Framework. (L. Javier-Tolentino/S. Magid) (M/S/P). None opposed. Three abstentions. Passed.

MOTION to appoint Michele Hittleman, Faculty Representative on the Hiring Committee for Enrollment and

Financial Services Manager.
(M. Johnston/C. Tuato'o) (M/S/U) None opposed. No abstentions. Unanimous.

MOTION to appoint Donnelle McGee, Faculty Representative on the Institutional Effectiveness Committee.
(M. Johnston/T. Lawhead) (M/S/U) None opposed. No abstentions. Unanimous.
A second faculty could also be appointed.

MOTION to appoint Rebecca Tran, as second Faculty Representative on the Website Redesign Taskforce.
(S. Magid/T. Lawhead) (M/S/U) None opposed. No abstentions. Unanimous.

President Joanna Sobala appointed Faculty Representatives to the Student Outreach, Access. Resilience and Success Committee (SOARS), Jeff Cormier as Faculty Tri-Chair, and Faculty Representatives RaeAnn Ramsey and Joanna Sobala.

Senate President Joanna Sobala: We have a Rising Scholars presentation next week and CRC Degree requirements update. CRC Degree requirements could be a topic at the next District Academic Senate Meeting on November 2. ASCCC Resolutions are being shared at next week's Area B meeting. Would like Senator's suggestions of topics for the District Senate meeting.

9.0   Future Agenda Items

10.0 Adjournment
    MOTION to adjourn meeting. (M. Johnston/D. Piper) Approved by Acclamation.
    Adjourned 4:15pm