

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Wednesday, February 4, 2009 - 5:00 PM
Mendocino College - 1000 Hensley Creek Road – Ukiah CA 95482
Board Room, Room 1060, MacMillan Hall**

CALL TO ORDER /PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

This time is set aside for general public comments. Additionally, comments may be made at time of discussion of any item. After being recognized by the Chair, those wishing to make comments are asked to stand at the podium, give their name, place of residence and affiliation, if any, and address their comments to the Board Chair. Trustees may ask questions of the speaker for clarification but will not generally discuss items that are not on the agenda. If appropriate, they may refer the subject to College staff for research or for the item to be placed on a subsequent agenda.

1. APPROVAL OF AGENDA AND MINUTES

- 1.1 Agenda Approval
- 1.2 Approval of Minutes: Regular Meeting held on January 14, 2009.

2. PUBLIC HEARING

- 2.1 Notice of intent to enter into energy services contract and to lease/purchase energy conservation facilities construction. The Board will receive comments from the public.

3 & 4 CONSENT AGENDA

3. Personnel

- 3.1 Employment - Short Term Employees
A list of short term employees is submitted for approval
- 3.2 Employment – Part-time Faculty
A list of part-time faculty is submitted for approval
- 3.3 Volunteers
A list of volunteers may be presented at the meeting

4. Other Items

- 4.1 Quarterly Fiscal Status Reports
Submitted for approval
- 4.2 Citizens' Bond Oversight Committee (CBOC) Membership
Recommendation to appoint John Graff to the CBOC

5. ACTION ITEMS

- 5.1 Policy 209, Trustee Compensation and Benefits
Trustee consideration of an amended policy

6. INFORMATIONAL REPORTS

College Reports to Inform the Board

- 6.1 President's Report
Report on the monthly activities of the Superintendent/President
- 6.2 Education and Student Services Report
 - Report on the monthly activities of the Education and Student Services Departments
 - Report on the Career/Transfer Center by Candie Dickinson

6.3 Administrative Services Report

- 6.3.1 Report on the monthly activities of the Administrative Services Department
- 6.3.2 Measure W Bond Report
 - Measure W Bond Program Quarterly Status Report – December, 2008
 - Presentation by Siemens on energy project
- 6.3.3 Fiscal Report as of December 31, 2008

6.4 Constituents Reports

Submitted as information

7. **TRUSTEE COMMUNICATIONS**

7.1 Trustee Communication

- Trustees report on the monthly activities of the Board of Trustees on behalf of the District
- Discuss NSRCCA meeting date and agenda topics

7.4 Future agenda items

8. **CLOSED SESSION**

8.1 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(a) 1 case
Case names unspecified: Disclosure would jeopardize existing settlement negotiations

8.2 Conference With Real Property Negotiator GC 54956.8
Property: 2565 Parallel Drive, Lakeport, CA; Lake County AP #005-053-17
Agency Negotiator: Kathy Lehner
Negotiating Parties: Thomas and Kathleen Adamson Trust
Under negotiation: price and terms of payment

8.3 Conference With Real Property Negotiator GC 54956.8
Property: 100 No Lenore, Willits CA
Agency Negotiator: Kathy Lehner
Negotiating Parties: Caicos Investments Inc.
Under negotiation: price and terms of payment

8.4 Collective Bargaining/Meet and Confer - GC 54957.6
Designated Representatives: Lehner, Randall, Perryman, Chaty
Employee Organizations: MCFT, MPFA, Management/Confidential, MCCEBU

8.5 Public Employee Discipline/Dismissal/Release– GC 54957

8.6 Public Employment – GC 54957
Title: Superintendent/President

9. **ADJOURNMENT**

ADA Compliance: Persons with disabilities needing assistance, please notify the Superintendent/President's Office at 468-3071 no later than 24 hours prior to the scheduled meeting. Meetings are held in locations which are wheelchair accessible.

Agenda Packet and Supporting Documents Notice: The agenda packet and supporting materials can be viewed in the President's Office, Room 1070, Mendocino College, 1000 Hensley Creek Road, Ukiah CA or on the College's website at www.mendocino.edu.

Future Board Meetings:

Workshop: February 11, 2009, 9:30 AM – 3:00 PM, Ukiah Campus, Room 1060, Board Room

Regular Meeting: March 4, 2009, 5:00 PM, Ukiah Campus, Room 1060, Board Room

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, January 14, 2009, at Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

GENERAL MATTERS

Call To Order Trustee Chaniot, Board President, called the meeting to order at 5:01 PM.

<i>Board Members</i>	President	Janet Chaniot	present
	Vice President	Gerald DeChaine	present
	Clerk	John Hancock	present
	Trustee	Wade Koening	present
	Trustee	Joan M. Eriksen	present
	Trustee	Paul Ubelhart	present
	Trustee	Verle Anderson	present
	Student Trustee	Xiao Hui Lau	present

Secretary Kathy Lehner, Superintendent/President

Support Staff Gwen Chapman, Executive Assistant II Superintendent/President

Staff Meridith Randall, Vice President of Education and Student Services

Representatives Larry Perryman, Vice President of Administrative Services

<i>Constituent Representatives</i>	Academic Senate	Leslie Saxon West, President (absent)
	Management/Supervisory/Confidential	Rose Bell, President
	Classified Senate	Pat Trenholm, Senator

Public Comments None

Agenda Approval M/S/C (Hancock/Eriksen) To approve the agenda as presented.

Minutes/Approval M/S/C (DeChaine/Eriksen) To approve the minutes of the regular meeting on December 10, 2008 as presented.

Consent Agenda M/S/C (Hancock/DeChaine) To approve the Consent Agenda as amended. Item 4.4, Authorization to go to Bid - Generator Project, was removed from the Consent Agenda.

Items with an asterisk * were approved by one motion as the Consent Agenda.

Personnel

*Employment –
Short Term
Employees* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Short-term Employees as presented at the meeting.

Employment Part-time Faculty Spring Semester *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ the part-time faculty as presented at the meeting for Spring Semester 2009.

Volunteers *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of volunteers as presented.

Other Items

Non Resident Tuition Fee *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2009/2010 nonresident tuition fee of \$190.

Contracts and Agreements *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as presented.

Budget Parameters *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2009/2010 Budget Parameters as presented.

Authorization to Go to Bid – Generator Project This item was removed from the Consent Agenda by Trustee DeChaine. Trustee DeChaine asked if the available generators at the Pt. Arena property could be used for this project rather than purchase a new generator. Vice President Perryman responded that the three generators currently located at the Pt. Arena property are not the type of generators currently needed.

M/S/C (Eriksen/Hancock) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize staff to go to bid for the acquisition of a backup generator at the Mendocino College Ukiah Campus.

Action Items

Library/Learning Resource Center Vice President Perryman discussed the proposal to move forward with the Library/Learning Resource Center (L/LRC). Because there are no State matching funds and there will not be in the foreseeable future, it is strongly recommended that the Board approve moving ahead with this project without the State match. A College-wide forum was held to inform staff and ask for input. The majority of comments received from staff indicated that staff approved of moving forward with the project without State match. It is recommended to move forward with the full plan for the L/LRC. While the scope of project has not been reduced, some fine tuning will take place.

M/S/C (Hancock/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby give approval to proceed with the new Library/Learning Resource Center project without State match.

CCCT Nomination M/S/C (Eriksen/DeChaine) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby nominate Janet Chanot to run for a seat on the California Community Colleges Trustee Board.

Trustee Chanot abstained from voting.

Policy 209, Trustee Compensation and Benefits. Superintendent/President Lehner commented that based on several recent questions from Trustees regarding the revisions to this policy, College Counsel was contacted and has offered some wording changes. The suggested wording changes do not alter the content or meaning of the policy. Lehner asked Trustees that if they were comfortable with the intent of the policy, then staff will work on making the suggested wording changes and bring back to the next meeting for approval. It was the consensus of the Board to table this item to the next meeting.

Informational Reports

President's Report A written report was submitted by Superintendent/President Lehner. The following was offered in addition:

- Trustees were invited to work on the College Welcome Table during the first week of the Spring Semester.
- An update was given on the North State Street Redevelopment project.

Education and Student Services Report A written report was submitted by Meridith Randall, Vice President of Education and Student Services. The following was offered in addition:

- The Presidential Inauguration will be shown in the Little Theater all day on January 20th.
- Current figures on financial aid and enrollment were shared with Trustees.

Administrative Services Report A written report was submitted by Larry Perryman, Vice President of Administrative Services. The following was offered in addition:

- A very successful bidders conference took place on contracting out the bookstore. A committee is working on this and a recommendation will be made soon.

Fiscal Report A fiscal report as of November 30, 2008 was submitted as information.

Constituents Report A written report was submitted by the Academic Senate, the Student Senate and the Management/Supervisory/Confidential Group.

Health Benefits A written report on the status of the Health Benefit Fund was submitted as information.

Trustee Communication

Trustee Reports Written reports were submitted by Trustees Koeninger and Student Trustee Lau. Oral reports were given by Trustees Hancock, Ubelhart, Eriksen, Chaniot.

Board Committee Reports Trustee Koeninger reported on the committee on Board/Foundations Relations. Board members met with Superintendent/President. The purpose of the meeting was to determine the committee's focus. A meeting of the full committee will take place in the near future.

Trustee Koeninger reported that there was a very good discussion regarding the continuing relationship between the two boards and how to improve that relationship.

Items discussed:

- The Board's focus in relationship to the Foundation.
- How to lead the Foundation in gaining knowledge about how the College operates and how the College sets its priorities.
- How to help identify the Foundation's priorities.

Trustee Koeninger added that Board members felt that the legal aspects of how the Foundation functions is a lower priority for discussion by the entire Committee.

Trustee Chaniot reported that the Subcommittee on Faculty and Staff Recognition has developed some ideas for ways the Board can recognize retiring staff. Superintendent/President Lehner asked that there be a discussion in the President's Policy Advisory Committee prior to the board continuing their discussion on this subject so that she can determine how the constituent groups currently recognize retiring staff.

End of Year Report for 2008 A written report on the Board's activities and accomplishments for the year 2008 was submitted as information.

Trustee Discussion/Possible Action

Future Agenda Items

Agreed upon items for future agendas:

- Set a meeting for the North State Rural Community College Trustees Association.
- Superintendent/President Lehner and Board President Chaniot will finalize the workshop agenda for February 11.
- The Board of Trustees would like review the policy on naming of buildings. This was assigned to the Standing Committee on Policy Revision.

Closed Session

Trustees adjourned to Closed Session at 7:27 PM. Trustee Chaniot announced that no action will be taken in Closed Session and Item 8.4 Collective Bargaining will not be discussed.

ADJOURNMENT

M/S/C (Anderson/DeChaine) RESOLVED, That the meeting of the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:25 PM.

Submitted by:

Kathryn G. Lehner, Superintendent/President
Secretary, Board of Trustees

ITEM NO: 3.1
DATE: February 4, 2009

SUBJECT: EMPLOYMENT – SHORT-TERM EMPLOYEES

SYNOPSIS:

Approval of employment of short-term employees is requested.

RECOMMENDATION:

The Superintendent/President recommends that this item be approved as presented.

ANALYSIS:

Education Code 88003 authorizes a governing board to hire short-term (temporary, hourly) employees for less than 75% of a school year, up to 195 days. These employees are not considered to be part of the classified staff.

Education Code 70902(d) permits a governing board to adopt a rule delegating the authority to hire short-term employees to the Superintendent/President, or designee. This district has adopted such a rule in Policy No. 703.

EC 88003 was amended to require districts to specify at a regularly scheduled Board meeting the service to be performed, as well as the start and end dates of the service.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby ratifies the list of short-term employees as presented.

ITEM NO: 3.2
DATE: February 4, 2009

SUBJECT: EMPLOYMENT - PART-TIME FACULTY

SYNOPSIS:

Employment of Part-Time Faculty for the Spring Semester, 2009

RECOMMENDATION:

The Superintendent/President recommends that this agenda item be approved as presented.

ANALYSIS:

The Deans recommend employment of the Part-Time Faculty included on the attached list. Each individual meets the state-mandated qualifications or the District's equivalency policy for the assignment or possess a valid, applicable credential.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ the Part-Time Faculty as attached for the Spring Semester, 2009.

ITEM NO: 3.3
DATE: February 4, 2009

SUBJECT: VOLUNTEERS

SYNOPSIS:

Approval of volunteers.

RECOMMENDATION:

The Superintendent/President recommends that this agenda item be approved as presented.

ANALYSIS:

Individuals may volunteer their services to the District, but only authorized volunteers approved by the administration and the Governing Board are entitled to workers' compensation benefits. No volunteers are agents of the District. (Labor Code 3364.5; Board Policy No. 702) The following volunteers approved by the administration are recommended for Board approval:

Name	Assignment
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A list of volunteers may be presented at the meeting

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby approves the list of volunteers as presented.

ITEM NO: 4.1

DATE: February 4, 2009

SUBJECT: QUARTERLY FISCAL STATUS REPORTS - AB 2910

SYNOPSIS:

The State required quarterly report on the District's financial condition is presented for the Board's review and approval.

RECOMMENDATION:

The Superintendent/President recommends approval of the Quarterly Fiscal Status Report as attached.

ANALYSIS:

In compliance with AB 2910, the Chancellor's Office requires that each community college district complete the attached quarterly fiscal status report. The Superintendent/President and the District Vice-President of Administrative Services are required to certify to the accuracy of the data and present the report to the Board of Trustees quarterly. The Board of Trustees must review the report at a regularly scheduled meeting and enter it into the minutes of the meeting.

The Vice-President of Administrative Services will be available to review the report at the meeting as required by the Board.

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby accept the quarterly fiscal status report as presented.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

[VIEW QUARTERLY DATA](#)

[CHANGE THE PERIOD](#)

Fiscal Year: 2008-2009

District: (140) MENDOCINO-LAKE

Quarter Ended: (Q2) Dec 31, 2008

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2005-06	Actual 2006-07	Actual 2007-08	Projected 2008-2009
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	16,369,628	18,886,030	19,367,440	19,835,277
A.2	Other Financing Sources (Object 8900)	6,480	6,480	6,480	6,480
A.3	Total Unrestricted Revenue (A.1 + A.2)	16,376,108	18,892,510	19,373,920	19,841,757
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	15,877,254	17,897,185	19,231,534	19,659,612
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	985,787	410,682	237,916	219,363
B.3	Total Unrestricted Expenditures (B.1 + B.2)	16,863,041	18,307,867	19,469,450	19,878,975
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-486,933	584,643	-95,530	-37,218
D.	Fund Balance, Beginning	2,358,295	1,871,362	2,456,005	2,279,693
D.1	Prior Year Adjustments + (-)	0	0	-80,779	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	2,358,295	1,871,362	2,375,226	2,279,693
E.	Fund Balance, Ending (C. + D.2)	1,871,362	2,456,005	2,279,696	2,242,475
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	11.1%	13.4%	11.7%	11.3%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	2,654	2,955	2,721	3,021
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2005-06	2006-07	2007-08	2008-2009
H.1	Cash, excluding borrowed funds			-360,543	-124,937
H.2	Cash, borrowed funds only			0	0
H.3	Total Cash (H.1+ H.2)	1,208,994	1,087,733	-360,543	-124,937

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	19,805,919	19,835,277	8,442,901	42.6%
I.2	Other Financing Sources (Object 8900)	6,480	6,480	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	19,812,399	19,841,757	8,442,901	42.6%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	19,625,704	19,659,612	9,619,775	48.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	219,363	219,363	0	219,363
J.3	Total Unrestricted Expenditures (J.1 + J.2)	19,845,067	19,878,975	9,619,775	48.4%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-32,668	-37,218	-1,176,874	
L	Adjusted Fund Balance, Beginning	2,279,693	2,279,693	2,279,693	
L.1	Fund Balance, Ending (C. + L.2)	2,247,025	2,242,475	1,102,819	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	11.3%	11.3%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: *(If multi-year settlement, provide information for all years covered.)*

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
Total Cost Increase			% *	Total Cost Increase	% *			
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **This year? YES**
Next year? YES

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

In consideration of the Governor's budget for FY08/09, the District is facing a budget year with no COLA and the absence of significant growth revenue. Due to increases in non-discretionary expenses such as health benefit costs and utilities, the District will have no choice but to reduce operating budgets from their current levels. Such reductions will have a variety of undesirable consequences including reductions in services to our students.

ITEM NO: 4.2
DATE: February 4, 2009

SUBJECT: CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC) MEMBERSHIP

SYNOPSIS:

Appointment of member to Citizens' Bond Oversight Committee (CBOC).

RECOMMENDATION:

The Superintendent/President recommends appointing the community member listed below to the Citizens' Bond Oversight Committee.

ANALYSIS:

As required by Prop 39, the Board of Trustees must appoint members to the Citizen's Bond Oversight Committee.

Jim Mulheren, who was the representative from a taxpayer association has resigned.

The Superintendent/President requests approval of John Graff of Ukiah to fill the vacated position as representative of a taxpayer association on the CBOC.

MOTION/ACTION:

That the Board of Trustees of the Mendocino-Lake Community College District does hereby appoint John Graff to the Citizens' Bond Oversight Committee.

ITEM NO: 5.1
DATE: February 4, 2009

SUBJECT: POLICY NO. 209, TRUSTEE COMPENSATION AND BENEFITS

SYNOPSIS:

Consideration of an amended policy

ANALYSIS:

At a recent Board meeting, Trustees discussed health benefits for future Trustees. An amendment to Policy 209 is presented so Trustees can continue that discussion.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopts Policy No. 209, Trustee Compensation and Benefits, as presented/amended at the meeting.



BOARD POLICY

No. 209

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

TRUSTEE COMPENSATION AND BENEFITS

A. MEETING COMPENSATION

Compensation shall be \$100 per month for Trustees who attend all meetings held by the Board in any month. Trustees who do not attend all meetings held by the Board in any month shall receive a pro rata share of the \$100 compensation based on the number of meetings actually attended. [Education Code 72024 (a) (4), (b)]

A Trustee may be paid for an absence if performing other services for the District at the time of the meeting, and may also be paid for two meetings in a calendar year from which he or she is absent due to illness. This compensation will be paid only upon adoption of a resolution by the Board which is included in its minutes. [Education Code 72024 (d)]

The student trustee shall receive compensation equal to the stipend received by other trustees. No health benefits shall be provided to the student trustee.

B. MILEAGE COMPENSATION

Trustees, including the Student Trustee, shall be reimbursed at the District mileage rate for travel from their place of residence to meetings of the Board and related committee meetings.

Travel expense reimbursement for other District-related business shall be consistent with the mileage and travel expense reimbursement policies for District employees. Travel expenses shall only be reimbursed when Trustees are performing services as directed by the Board at a regularly scheduled Board meeting. [Education Code 72423]

C. HEALTH BENEFITS

In accordance with Government Code, Section 53201, the District will provide health benefits for trustees, except the student trustee, as follows:

1. Current Trustees

- a. **While serving on the Board, Trustees first elected or appointed before 2/4/09 will be provided with District-paid health benefits consistent with those available may participate in the health benefit plan, as provided to active District employees. Trustees are not eligible for retiree health benefits when they no longer serve on the Board.**
- b. **While serving on the Board, Trustees first elected or appointed after 2/4/09 may participate in the health benefit plan, as provided to active District employees, until becoming Medicare eligible. When a Trustee or Spouse/Registered Domestic Partner is Medicare eligible, the Trustee will be reimbursed for the premium cost of Medicare supplements up to \$250 per month per Trustee/Spouse/Registered Domestic Partner. Trustees are not eligible for retiree health benefits when they no longer serve on the Board.**

2. Former Trustees

- a. Those first elected or appointed before 5/1/91 who served 12 years or more may continue their health benefits at the District's expense. Benefits will be consistent with those available to active District employees. (This legal commitment was made by the Board of Trustees on 2/5/86.)
- c. Those first elected or appointed after 5/1/91 may continue their health benefits at their own expense, as specified in COBRA provisions.

D. LIFE INSURANCE

While serving on the Board, Trustees will receive life insurance, as provided to active District employees.

Adopted: 2/5/86
Revised: 2/3/88, 5/1/91, 4/7/93, 7/6/94, 6/7/95, 9/18/02, 5/1/07

ITEM NO: 6.1
DATE: February 4, 2009

SUBJECT: PRESIDENT'S REPORT

SYNOPSIS: The President's report is offered for information.

ANALYSIS:

Foundation Update

The Directors/Trustees Annual Fund has gotten off to a good start. So far, twenty-five to thirty percent of the Directors/Trustees have made donations to the fund and about \$7,000 has been accumulated. We look forward to receiving the remaining Directors'/Trustees' pledge forms so that the Executive Committee will have an indication of this fiscal year's total. As decided at a previous Foundation meeting, the annual donations to this fund will not be added to the investment account, but will be channeled annually to a specified need of a District program or office.

The Fundraising Committee membership has been finalized, with plans to hold our first meeting on February 5. Members are Joan Schlienger, Tom Herman, Donna Berry, Christy Scollin, Charlie Mannon, Toni Scully, Wade Koeninger, Larry Perryman and myself. Mark De Meulenaere will participate as the Director of Development and Kerry McMullen will serve as support for this committee. This committee will help set a new direction for the Foundation as we step up our efforts to raise private funds for the College.

The Foundation Finance Committee agreed to pay the District's special assessment of \$700 to the Community College League of California. At a CEO's meeting in November, Scott Lay indicated that the League needed more funds to continue their advocacy efforts concerning the State budget. Each District was assessed according to their FTES.

Effective Trusteeship Workshop and Annual Legislative Conference

I always glean something informative and useful when I attend conferences, even if the topics are subjects that have been discussed before; last weekend's sessions were no exception. I'll bring copies of the programs for both conferences so you can see how clearly Mendocino College is noted. With Janet serving on the ACES (Advisory Committee on Education Services) and me on the ACL (Advisory Committee on Legislation), Mendocino College is becoming known for our statewide involvement.

There was, of course, a lot of talk about the budget. One of the speakers in the session I moderated was an advisor to Governor Schwarzenegger and he readily acknowledged the effect the Community Colleges' advocacy efforts had had on the current budget proposal. He also talked about the Governor's experience at Santa Monica College, and stated that the Governor should indeed know all the benefits of community colleges, since "he earned about 332 credits there!" Both Assembly and Senate representatives agreed that they think the budget will be settled in "a couple more weeks."

Two of the most interesting sessions I attended were the one on the millennial generation and one on the public perceptions of community colleges. I am convinced that we must start making ourselves available on the technology that younger students use: MySpace,

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Facebook, podcasts, etc. And it was surprising to learn that of 2,500 California citizens surveyed, most did not know what a great deal a California community college education is. Although most everyone responded that they think the community college classes are of high quality, forty-five percent of respondents thought that California's enrollment fees were higher or about the same as other states. Another thirty-six percent said they didn't know. That leaves only nineteen percent who knew that enrollment fees in California are a bargain compared to other states.

Campus Cleanliness

At long last, a mutual agreement was signed by faculty leaders, classified leaders and me, on behalf of the Board. Since the original resolutions were adopted three years ago, the District has responded in several ways to the concerns of faculty and staff. Two significant changes have been the hiring of a Custodial Supervisor who works the same night shift as the custodians, and the split of the previous Director of Facilities position into two positions, Director of Facilities Planning and Director of Maintenance and Operations, a position which has had more time to focus on cleanliness issues.

Budget and Staffing

Despite the uncertainty of what the 2008-09 and 2009-2010 budgets will be, we have moved ahead with selection committees for five faculty positions (Chemistry, ESL, English, Math and Child Development). The budget impact of these five positions will be negligible, as other positions that are being vacated will not be filled this year, and categorical funds will be used for at least one of these positions.

We will be looking next at the vacant management positions and deciding which ones we will need to fill next year and investigating some possible reorganization strategies to better meet the needs of our students.

Alex Rorabaugh Gymnasium and Cultural-Recreational Center

There has been a considerable amount of discussion in the community regarding the College contributing some redevelopment funds to the completion of the ARC (Alex Rorabaugh Center). The Ukiah City Council has directed City Manager Jane Chambers to pursue partnerships with the College, Ukiah Unified and Mendocino County to pool resources to finish this project. With the Board's decision in December to commit \$500,000 in redevelopment funds to the North State Street Revitalization Project, we have approximately \$500,000 left in our account. I have tentatively indicated to the City Manager that, although we see only a minimal benefit to our college students from the completion of the ARC, we may want to participate with a lesser amount to help the community complete this project. I will be meeting with Jane Chambers and Lois Nash, Superintendent of Ukiah Unified, on February 6 to discuss further.

Community Connections

- Attended lunch hosted by Marty Lombardi, set up to introduce the new Red Cross administrators to leaders in the Ukiah Valley.
- Attended dinner at Barra Winery, hosted by the Employers' Council of Mendocino County, held to introduce public officials to local businesspeople and allow them time to interact.
- Attended monthly Chamber of Commerce meeting, weekly Rotary meetings and meetings of various related committees.

SUBJECT: EDUCATION AND STUDENT SERVICES REPORT

SYNOPSIS:

This is a report of some of the activities and events that have occurred over the past few weeks.

1. Record Enrollments for Spring Classes

As of January 27, high numbers for enrollments and FTES were still holding steady. FTES district-wide was up 6.4% while the number of full-time students climbed more than 12%. Many instructors are reporting that they have had to turn away 10 or even 20 students from their classes, particularly the online and general education offerings. Had the state funded us adequately, we would be serving more students, even in our low-growth district. As in the fall, the Financial Aid and Counseling Offices are seeing heavy traffic.

2. Summer 2009/Fall 2009

For the first time, the College will publish the Summer 2009 and Fall 2009 schedules at the same time, and also produce a printed schedule that combines both sessions. The schedules should be available on the web by March 25 and disseminated in printed form by early May. Also in May, students will be able to register for summer and fall classes, both via TelReg, in person or online. We plan to expand offerings in summer, dependent on budget news, especially online.

3. Long-Range Outreach Efforts

With the state university systems cutting back on enrollments, especially for freshmen, the College is gearing up to encourage more recent high school graduates to enroll in Fall 2009 and beyond. A “parents’ brochure” has been prepared and printed; it will be mailed in early spring to the parents of most high school students in the district. Counselors will be planning Super Saturday orientation, tentatively in early June, and several staff have been invited to area high schools for a variety of presentations.

4. Student Crisis Management Team

This group (sometimes known at other colleges as a Threat Assessment Team) has committed to moving forward on several projects this spring. First, a one-page memo to assist staff in assessing critical situations is almost finalized. Second, a database of student names and issues for use internally is underway. Finally, trainings for the team will be identified and all members will be provided with a recent NASPA publication, *In Search of Safer Communities: Emerging Practices for Student Affairs in Addressing Campus Violence*. Members of the committee include Larry Wise, Dr. Jean Franco, mental health counselor Catherine Rosoff, Steve Crossman, Lana Eberhard and Roger Hock.

SUBJECT: ADMINISTRATIVE SERVICES REPORT

SYNOPSIS: A brief summary of activities and events.

ANALYSIS:

1. 2009/10 Proposed State Budget

The major provisions of the Governor's Proposed 2009-10 Budget that impact community college budgets are as follows:

- Statutory COLA of 5.02% (est.) not funded
- 3% growth for apportionments
- No change in student fees
- Categorical program flexibility
- Sponsor legislation to backfill property tax shortfalls
- Suspend reimbursable state mandates

The 2008-09 Budget included shifting \$245 million in apportionment payments to community colleges from January, February and March to April. The Governor's midyear proposal replaces this with a \$230 million shift (about one-third of the payments each month) from January and February to July, which moves the expenditure out of the 2008-09 budget year for the State. This is in addition to the \$200 million deferral of apportionment funds from June to July that was implemented several years ago, which is still in effect.

In addition, financial aid payments this spring for Cal Grants have been delayed and may ultimately be in the form of registered warrants (IOUs). The Controller has elected not to issue registered warrants for February, but to delay many February payments for 30 days. The January electronic funds transfer for financial aid was not made pending legal review by the Controller's Office. The State has also suspended cash payments for facilities projects.

2. Reserves

Every district needs a certain amount of reserves on hand for operations. However, with budget cuts, cash deferrals, and lack of cash for financial aid and facilities, districts need to keep even more reserves on hand in order to pay obligations-mostly payroll-because revenues are reduced and/or deferred. Our goal is to retain reserves of at least eight percent to be fiscally prudent and for those challenging times as we now face. The options to retaining adequate reserves are:

- Low reserves (less than five percent) result in interventions from the Chancellor's Office, the state's Fiscal Crisis and Management Assistance Team (FCMAT), and/or other advisors. Typically the district retains local control during the few years that it takes to restore our reserves.
- If we run out of cash though, and can't borrow locally, intervention comes directly from the State because a state loan is needed. Typically a district in this situation takes a decade or more to recover and local control may be lost-a State administrator assumes the powers of the board and the president.

ITEM NO: 6.3.2
DATE: February 4, 2009

SUBJECT: REPORT ON MEASURE W BOND IMPLEMENTATION

SYNOPSIS: This report is offered for information.

ANALYSIS:

The Quarterly Bond Report is presented as information.

ITEM NO: 6.3.3
DATE: February 4, 2009

SUBJECT: FISCAL REPORT AS OF DECEMBER 31, 2008

SYNOPSIS:

A report is hereby presented on District fiscal data as of December 31, 2008.

RECOMMENDATION:

This report is for informational purposes only. No action is requested.

ANALYSIS:

The fiscal report as of December 31, 2008 is submitted as an informational report for the Board of Trustees.

The Vice-President of Administrative Services will review the report at the meeting.

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
2008/09 FISCAL REPORT AS OF 12/31/2008

		2008/09	2008/09	PRIOR	DECEMBER	YEAR-TO-DATE	% COMPARISON
		<u>GENERAL FUND REVENUES</u>	<u>ADOPTED BUDGET</u>	<u>PERIOD</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL TO BGD</u>
A.		<u>FEDERAL SOURCES</u>					
	8110	FEDERAL FOREST RESERVE	\$73,000	\$0	\$0	\$0	0.00%
	8120	FEDERAL WORKSTUDY	\$56,379	\$22,465	\$9,475	\$31,940	56.65%
	8122	HEP	\$503,961	\$156,099	\$15,901	\$172,000	34.13%
	8130	WORKFORCE INVESTMENT ACT	\$54,300	\$24,270	\$0	\$24,270	44.70%
	8155	PELL GRANT ADMINISTRATION	\$4,000	\$0	\$0	\$0	0.00%
	8170	VOCATIONAL EDUCATION	\$269,766	\$18,138	\$0	\$18,138	6.72%
	8191/8199	OTHER FEDERAL REVENUES	\$1,000	\$0	\$0	\$0	0.00%
		TOTAL FEDERAL SOURCES	\$962,406	\$220,972	\$25,376	\$246,348	25.60%
B.		<u>STATE SOURCES</u>					
	8611	STATE GENERAL APPORTIONMENT	\$11,915,937	\$4,567,655	\$487,887	\$5,055,542	42.43%
	8613	BOARD OF GOVERNORS GRANT	\$13,375	\$6,221	\$669	\$6,890	51.51%
	8615	BASIC SKILLS	\$110,520	\$157,520	\$5,000	\$162,520	147.05%
	8618	PT FACULTY COMPENSATION ALLOCATION	\$124,209	\$52,018	\$5,534	\$57,552	46.33%
	8620	OTHER CATEGORICAL APPORT.	\$679,797	\$319,279	\$28,225	\$347,504	51.12%
	8621	TANF	\$35,702	\$12,204	\$1,298	\$13,502	37.82%
	8622	DISABLED STUDENTS PROG & SERV	\$451,183	\$176,773	\$18,806	\$195,579	43.35%
	8623	CALWORKS	\$202,350	\$69,167	\$7,358	\$76,525	37.82%
	8624	BFAP ADMINISTRATION ALLOWANCE	\$174,352	\$79,581	\$8,718	\$88,299	50.64%
	8627	MATRICULATION	\$289,800	\$125,573	\$13,359	\$138,932	47.94%
	8628	EXTENDED OPPORTUNITIES & SERVS	\$454,573	\$200,982	\$21,381	\$222,363	48.92%
	8629	EOPS CARE	\$69,712	\$28,333	\$3,014	\$31,347	44.97%
	8654	MESA	\$76,960	\$0	\$0	\$0	0.00%
	8656	OTHER CATEGORICAL PROG. ALLOWANCE:	\$322,441	\$199,785	\$8,485	\$208,270	64.59%
	8672	TAX SUBVENTIONS--HOPTERS	\$73,401	\$0	\$0	\$0	0.00%
	8679	TIMBER TAX YIELD	\$25,686	\$0	\$17,291	\$17,291	67.32%
	8685	LOTTERY	\$400,000	\$244	\$0	\$244	0.06%
	8690	OTHER STATE REVENUES	\$0	\$0	\$0	\$0	0.00%
		TOTAL STATE SOURCES	\$15,419,998	\$5,995,335	\$627,025	\$6,622,360	42.95%
C.		<u>LOCAL SOURCES</u>					
	8811	SECURED TAX ROLL	\$5,306,510	\$0	\$1,806,784	\$1,806,784	34.05%
	8812	SUPPLEMENTAL TAXES	\$162,744	\$17,950	\$9,372	\$27,322	16.79%
	8813	UNSECURED TAXES	\$70,223	\$0	\$117,838	\$117,838	167.81%
	8816	PRIOR TAX YEAR	\$16,166	\$0	\$2,294	\$2,294	14.19%
	8817	ERAF	(\$83,924)	\$0	\$0	\$0	0.00%
	8820	LOCAL CONTR./GIFTS/GRANTS	\$54,400	\$57,400	\$0	\$57,400	105.51%
	8830	CONTRACTUAL INSTRUCTIONAL SERV.	\$19,709	\$1,238	\$0	\$1,238	6.28%
	8850	RENTS/LEASES (USE OF FACILITY)	\$5,000	\$2,681	\$360	\$3,041	60.82%
	8860	INTEREST	\$0	(\$6,131)	\$0	(\$6,131)	0.00%
	8872	COMMUNITY SERVICE/EXTENSION	\$55,000	\$11,867	\$1,103	\$12,970	23.58%
	8874-8889	ENROLL/HEA/MAT/NON-RES FEES	\$782,793	\$449,698	\$22,310	\$472,008	60.30%
	8890-8895	MISC. LOCAL & OTHER LOCAL REV.	\$822,882	\$803,165	\$3,820	\$806,985	98.07%
	8980&8982	INTERFUND & OTHER TRANSFERS-IN	\$6,480	\$0	\$0	\$0	0.00%
		TOTAL LOCAL SOURCES	\$7,217,983	\$1,337,868	\$1,963,882	\$3,301,751	45.74%
		TOTAL REVENUES	\$23,600,386	\$7,554,175	\$2,616,284	\$10,170,459	43.09%
D.	8000	FUND BALANCE FORWARD	\$2,360,472	\$0	\$0	\$0	0.00%
		TOTAL RESOURCES AVAILABLE	\$25,960,858	\$7,554,175	\$2,616,284	\$10,170,459	39.18%

		2008/09	PRIOR	DECEMBER	YEAR-TO-DATE	% COMP
GENERAL FUND EXPENDITURES		ADOPTED BUDGET	PERIOD	ACTUAL	ACTUAL	ACTUAL TO BDGT
E.	<u>PERSONNEL COSTS:</u>					
	1. SALARY AND WAGES:					
1000	CERTIFICATED	\$9,002,822	\$3,401,318	\$877,277	\$4,278,595	47.53%
2000	CLASSIFIED	\$5,163,230	\$2,052,510	\$448,625	\$2,501,134	48.44%
	TOTAL SALARY & WAGES	\$14,166,052	\$5,453,827	\$1,325,902	\$6,779,729	47.86%
3000	2. FRINGE BENEFITS	\$4,630,769	\$1,841,372	\$409,636	\$2,251,008	48.61%
	TOTAL PERSONNEL COSTS	\$18,796,822	\$7,295,199	\$1,735,538	\$9,030,737	48.04%
F.	<u>4000 SUPPLIES</u>	\$1,028,190	\$231,038	\$105,826	\$336,863	32.76%
G.	<u>5000 OPERATING EXPENSES/SERVICES</u>	\$2,917,780	\$1,463,563	\$149,371	\$1,612,934	55.28%
H.	<u>6000 CAPITAL OUTLAY</u>	\$355,255	\$17,563	\$23,729	\$41,292	11.62%
I.	<u>7300 OTHER TRANSFERS</u>	\$244,363	\$0	\$0	\$0	0.00%
J.	<u>7500 STUDENT FINANCIAL AID</u>	\$83,534	\$36,033	\$5,000	\$41,033	49.12%
K.	<u>7600 OTHER PAYMENTS TO/FOR STUDENTS</u>	\$181,279	\$51,618	\$5,690	\$57,308	31.61%
	TOTAL EXPENDITURES	\$23,607,222	\$9,095,013	\$2,025,154	\$11,120,167	47.10%
L.	<u>7900 OTHER OUTGO/CONTINGENCY</u>	\$2,353,636				
	TOTAL EXPEND/CONTINGENCY	\$25,960,858				

ITEM NO: 6.4
DATE: February 4, 2009

SUBJECT: CONSTITUENT GROUP REPORTS
ACADEMIC SENATE, MANAGEMENT/SUPERVISORY/CONFIDENTIAL,
CLASSIFIED SENATE, STUDENT SENATE

SYNOPSIS:

This is an information report from the constituent groups to the Board of Trustees. This month contains a written report from the Academic Senate and Classified Senate.

ANALYSIS:

ACADEMIC SENATE REPORT

Submitted by Academic Senate President, Leslie Saxon West

Faculty are gearing up for another busy and productive semester. The Academic Senate will continue working to accomplish its 2008-2009 objectives. Senate meetings this semester are from 12:30-1:30 PM on the following Thursday's in the Board Room.

January 29, February 12, February 26, March 12, March 26, April 9, April 23 and May 7.

Board members are welcome to attend. Also, the Academic Senate posts its agenda's and minutes on our website at www.mendocino.edu > [Faculty and Staff](#) > [Academic Senate](#).

I am happy to report that, through the Mutual Agreement process, the Senate and district have signed off on the Campus Cleanliness Resolution, originally dated February 14, 2006. During Fall of 2006, changes in custodial positions at the College resulted in the opportunity to convert the Lead Custodian position to a Custodial Supervisor, with the intent to hire a supervisor that would be on site during the evening and night shifts to monitor activities and assign priority tasks. This position was filled in March 2007, and this action has solved many of the cleanliness problems that were previously causing concerns.

The passage of Measure W has allowed us to remedy many of the maintenance and repair concerns. To ensure that regular cleaning is consistent and complete, a new Cleaning Handbook has been developed by Larry Wise, Director of Maintenance and Operations, and Tony Risch, Custodial Supervisor. The handbook lists the cleaning needs of each room on campus. With direct and consistent supervision of cleaning staff, and clarity about what is expected, overall campus cleanliness has improved greatly. In addition to this handbook, a work order system has been developed, to ensure that cleaning and maintenance requests are dealt with in a timely manner.

CLASSIFIED SENATE REPORT

Submitted by Steve Oliveria, President

Classified Senate has been able allocate \$855 in Professional Development funds in support of three Child Development Specialist attending workshops.

The Senate has also raised \$500 earmarked for student scholarships.

ITEM NO: 7.1
DATE: February 4, 2009

SUBJECT: TRUSTEES' REPORTS

SYNOPSIS: Activities of the Trustees are offered as information.

ANALYSIS:

Wade Koeninger

Attended in-service opening session. As always, a time of looking forward with a mixture of enthusiasm, humor (thank you, Meridith), and concern (thank you, Sacramento pols.)

Xiao Hui Lau

Student Trustee Report: Xiao Hui Lau

1.16.09: Sat on the Student Panel for Teacher's In-Service. It was quite enjoyable and a good experience. It was also nice to be able to hear from my peers about issues.

1.20.09: General ASMC meeting. The group discussed the "Welcome Back BBQ" on Jan. 29th, 2009 starting at 11:30 – 1:30 in the Quad. Planning future events for the semester, and also starting to promote the March 16th march at Sacramento.

1.23.09 -1.25.09: Effective Trusteeship Workshop / STACCC conference.

Workshops attended: Intro to Trusteeship: Roles and Responsibilities, Student Trustee Roles on the Board, Faculty, Staff and Student Roles in Local Decision-Making, Introduction to the Brown Act.

Other: STACCC did not reach quorum, but those of us who were there chatted. Troy Carter of SSCCC spoke to us about the March 16th march and how we can promote it. I did also sit through a little of the Board/CEO Partnership: Making it Work workshop.

Highlights: The trip was very good. The information I learned in workshops reinforced concepts I had learned (the hard way) in the year and a half I've been Student Trustee. I had the opportunity to meet many people, all essential to the health of our college system. I also met other student trustees and spoke with them on various topics regarding our role and job, exchanging experiences in general. It was good time with Janet and Kathy. I realized how I needed to improve, concepts to teach to the next Student Trustee after me so that their transition is smooth with little confusion.

One of the workshop leaders was saying that the Board of Trustees may want to have a nice get together with the Student Government. We may want to do that, to improve the mutual understanding of both the Board and the Student Senate, and to get to know the rest of our officers on a more personal level.

1.27.09: General ASMC meeting.

1.29.09: Welcome Back BBQ! 11:30 – 1:30 in the Quad.
Arts Club meeting: 1:00 PM.

2.3.09: General ASMC meeting.
Citizens' Bond Oversight Committee meeting.

John Hancock

- January 16 Attended annual In-service. I appreciated the student panel discussion dealing with campus issues. It was good to hear the issues discussed from their perspective. I was able to have profitable interaction with several individuals during the luncheon. Several people mentioned their appreciation of the Board's activities and involvement on the campus.
- January 20 I worked at the Welcome Table for the Back to College week. During the two hours that I worked I was able to help 32 students answering questions about classroom location and other general information. Many of these individuals were coming to Mendocino for the first semester, or they were older students returning after an absence. They were enthused about being able to attend. It is good to work at such events as it allowed me to see how the college is viewed by the students.