

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES AGENDA - REGULAR MEETING  
Wednesday, October 15, 2008 - 5:00 PM  
Mendocino College – 1000 Hensley Creek Road – Ukiah CA 95482  
Room 1060, Board Room**

**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**

1.1 Agenda Approval

**2. APPROVAL OF MINUTES**

2.1 Approval of Minutes: Regular Meeting held on September 10, 2008.

**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 for Fall Semester 2008 is submitted for approval

3.3 Volunteers

A list of volunteers is submitted for approval

3.4 Staffing Change

Recommendation to reassign Jean Stirling to 100 percent counselor

3.5 Contract Amendments - Superintendent/President

Recommendation to approve the amendments to the Superintendent/President contract

3.6 2008-09 District Collective Bargaining Reopeners, MPFA

Presentation of the District's collective bargaining reopeners to Mendocino College Part-time Faculty Association (MPFA)

**4. Other Items**

4.1 2008-09 Advisory Committees for DRC and EOPS

Recommendation to appoint Advisory Committee members for Disability Resource Center (DRC) and Extended Opportunity Programs and Services (EOPS)

4.2 Academic Calendar for 2009-2010

Submitted for adoption

4.3 Authorization to Go to Bid - UPS/Emergency Generator

Recommendation to authorize staff to go to bid

4.4 Mendocino College – Non-Credit Courses

Recommendation to adopt non-credit courses in ESL

4.5 Contracts and Agreements - Quarterly Ratification

Submitted for ratification

**5. ACTION ITEMS**

- 5.1 2008-09 Adopted Budget  
Submitted for Adoption

**6. INFORMATIONAL REPORTS**

- 6.1 President's Report  
Report on the activities of the Superintendent/President
- 6.2 Education and Student Services Report
- 6.2.1 Report on the activities of the Education and Student Services Departments
- 6.2.2 Advisory Committee Membership as information
- 6.3 Administrative Services Report
- 6.3.1 Report on the activities of the Administrative Services Department
- 6.3.2 Report on Measure W Bond implementation
- 6.4 Constituent Groups Report  
Submitted as information
- 6.5 Health Benefits Report  
Submitted as information

**7. TRUSTEE COMMUNICATIONS**

- 7.1 Trustee Reports  
Report on the activities of the Board of Trustees on behalf of the District
- 7.2 Trustee Discussion
- Timeline for completed Board Self-Evaluation
  - Trustee Attendance at November CCLC Conference in Anaheim
- 7.2 Nominating Committee for election of Board Officers per Policy 204, Organization  
Per Policy 204, Organization, the Board President shall appoint a nominating committee to recommend a slate of officers-elect to the Board for consideration at the December Organizational Meeting
- 7.3 Future Agenda Items

**8. CLOSED SESSION**

- 8.1 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(a) - 1 case  
Case name 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: Chaty, Perryman, Lehner, Randall  
Employee Organizations: MCFT, MPFA, Management/Confidential, MCCEBU

**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](http://www.mendocino.edu).

***Future Board Meetings:*** Regular Meeting November 5, 2008, 5:00 PM- 1000 Hensley Creek Road, Ukiah CA

**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, September 10, 2008, at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

**GENERAL MATTERS**

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

<i>Board Members</i>	President	Paul Ubelhart	absent
	Vice President	Janet Chaniot	present
	Clerk	John Hancock	present
	Trustee	Wade Koeninger	present
	Trustee	Joan M. Eriksen	present
	Trustee	Gerald DeChaine	absent
	Trustee	Verle Anderson	present

*Secretary* Kathy Lehner, Superintendent/President

*Support Staff* Gwen Chapman, Executive Assistant II Superintendent/President

*Staff Representatives* Meridith Randall, Vice President of Education and Student Services  
Larry Perryman, Vice President of Administrative Services

<i>Constituent Representatives</i>	Academic Senate	Leslie Saxon West, President
	Management/Supervisory/Confidential	Rose Bell, President
	Classified Senate	Barbara Nobles, President

*Public Comments* There were no public comments.

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

*Minutes Approval* M/S/C (Koeninger/Hancock) To approve the minutes of the regular meeting on August 6, 2008, Board Workshop on August 21, 2008 and the special meeting held on August 22, 2008 as presented.

**Consent Agenda** M/S/C (Eriksen/Koeninger) To approve the Consent Agenda as presented.

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 Fall 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 Fall Semester 2008.

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

*Resignation/* \*RESOLVED, That the Mendocino-Lake Community College District Board of

- Retirement - Classified* Trustees does hereby accept the resignations of Geneva Kinney, effective February 6, 2009, and Sue Thompson, effective September 7, 2008.
- Employment - Classified* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ the following:
- Heather Gardner  
Administrative Assistant I-Child Development Center  
9.5 months/year, 20 hours/week  
Effective: September 11, 2008
- Tara Mari  
Career and Transfer Center Specialist  
12 months/year, 25 hours/week  
Effective: September 11, 2008
- Gregory Byard  
Instructional Assistant-Ceramics  
10 months/year, 30 hours/week  
Effective: September 29, 2008
- Employment – Management* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a categorically-funded, classified administrator contract for Minerva Flores as High School Equivalency Program Manager, September 11, 2008 through June 30, 2009.
- Employment – Professional Expert* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Patrick Magee as a professional expert, pursuant to Education Code, Section 88003, September 11, 2008 through July 30 2009.
- Leave of Absence* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve an unpaid leave of absence for Naoto Horiguichi for approximately 4-8 weeks beginning August 21, 2008.
- Staffing Change* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a change in work hours for Career and Transfer Center Specialist from 40 hours per week to 25.
- 2008-09 Collective Bargaining Reopeners* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby receive the 2008-09 collective bargaining proposal from the Mendocino College Part-Time Faculty Association and directs the Superintendent/President to receive public comments regarding this proposal prior to the October Board meeting.
- Quarterly Fiscal Status Reports – AB 2910* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the quarterly fiscal status report as presented.
- Board of Trustee Goals and Objectives 2008/09* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the Goals and Objectives for 2008/09 as presented.

**Action Items**

*Board Policy Revision* M/S/C (Koeninger/Anderson) RESOLVED, That the Mendocino-Lake Community College District does hereby approve the revisions to Board Policies 201 Membership and 202 Student Trustee as presented.

*Change Meeting Date for the October Regular Meeting* M/S/C (Eriksen/Anderson) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby change the date of the regular meeting in the month of October to Wednesday, October 15, 2008.

### **Informational Reports**

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

- Superintendent/President Lehner will be attending a North State CEO meeting at Butte College this Friday.
- Superintendent/President Lehner expressed her appreciation for the Trustees attendance at the joint meeting of the boards on career and technical education.
- Superintendent/President Lehner gave a PowerPoint presentation on the Year In Review.

*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:

- University Day will be held on October 6. The number of Colleges participating has increased to 25.
- The ASMC will hold a voter registration drive. Vice President Randall introduced Joseph Fitch, ASMC president.

### **Distance Education Report**

A written report was submitted by Vivian Varela, Director of Distance Education. Varela reviewed the written report at the meeting and responded to questions from the Board.

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

- The Lake Center building that we currently lease has changed owners.
- The auditors have been on campus this week.
- Vice President Perryman and staff are reviewing bookstore operations and finances with a consultant.

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

- Discussion will continue at the Bond Implementation Planning Committee (BIPC) regarding the Library/Learning Resource Center in lieu of the possible loss of matching State funds for this project.
- PG&E has notified us that they have designated \$2.7 million to be received over a five-year period in support of our proposed solar project.

*Constituent Group* A written report was submitted by the Academic Senate, the M/S/C Group, and

- Reports* the Classified Senate. The following was offered in addition:  
Xiao Hui Lau, candidate for Student Trustee, reported the following:
- The ASMC is holding an election this week. Currently, there are only two elected members of the Student Senate.
  - The ASMC will be holding a crafts fair.
  - The ASMC held a successful welcome-back Barbeque.
- Foundation Report* A written report was submitted by the Mendocino College Foundation, Inc.
- Health Benefits* A revised written report on the status of the Health Benefit Fund was presented at the meeting as information.

**Trustee Communication**

**Trustee Reports** Written reports were submitted by Trustees Koeninger, Eriksen, Chaniot and Hancock. Oral reports were given by Trustees Koeninger, Eriksen, Anderson, and Chaniot.

*Board Subcommittee Reports* It was suggested that the Subcommittee on Trustee Self-Evaluation take into consideration the Board's goals and objectives. There was discussion regarding the process for developing and reviewing the Board's Goals and Objectives.

Regarding the Subcommittee on Meeting Protocol, Trustee Koeninger asked that Trustees review the information presented at the August 21 workshop on meeting protocol and give any feedback to subcommittee members or to Superintendent/President Lehner.

Regarding the Subcommittee on Recognition, Trustee Chaniot discussed letter writing as a means for recognition and suggested adding recognizing volunteers to the work of the committee.

*Future Agenda Items* Suggestions for future agenda items:

- Trustee Koeninger suggested that meeting protocol and recognition be placed on a future agenda.
- Trustee Anderson proposed a presentation on the MESA program including what classes we offer and what jobs it trains people for.

*Closed Session* The Board adjourned to Closed Session at 7:09 PM. Trustee Chaniot announced that no action would be taken in Closed Session.

**ADJOURNMENT** M/S/C (Anderson/Hancock) RESOLVED, That the meeting of the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:53 PM.

Submitted by:

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

ITEM NO: 3.1  
DATE: October 15, 2008

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. 816.

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: October 15, 2008

SUBJECT: EMPLOYMENT - PART-TIME FACULTY

SYNOPSIS:

Employment of Part-Time Faculty for the Fall Semester, 2008

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 Fall Semester, 2008.

ITEM NO: 3.3  
DATE: October 15, 2008

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; Administrative Regulation No. 304.3/403.2) The following volunteers approved by the administration are recommended for Board approval:

<b>Name</b>	<b>Assignment</b>
Richard Johnson	Assist instructor in English as Second Language Class
Charlotte Rapport	English and basic mathematics tutor

MOTION/ACTION:

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

ITEM NO: 3.4  
DATE: October 15, 2008

SUBJECT: STAFFING CHANGE

SYNOPSIS:  
Reassignment, Jean Stirling, Counselor/Instructor-Guidance

RECOMMENDATION:  
The Superintendent/President recommends that the staffing change be approved as presented.

ANALYSIS:  
The Planning and Budget Committee recently approved and the Superintendent/President now recommends to the Board of Trustees the following staffing change:

Jean Stirling, Full-Time Faculty  
Counselor 60%/Instructor-Guidance 40% to Counselor 100%

Due to the fact only one current full-time counselor in Ukiah is considered “general,” and the others are limited to working with students from special programs, this reassignment will add general counseling availability and allow more flexibility in serving students.

MOTION/ACTION:  
RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves a reassignment of Jean Stirling to Counselor, 100%, effective 2008-09.

ITEM NO: 3.5  
DATE: October 15, 2008

SUBJECT: CONTRACT AMENDMENTS-SUPERINTENDENT/PRESIDENT

SYNOPSIS:

Contract amendments for the Superintendent/President

RECOMMENDATION:

The Board of Trustees recommends that this item be approved as presented.

ANALYSIS:

Proposed contract amendments:

**1. TERM**

The Board hereby employs the Superintendent/President beginning on July 1, ~~2007~~ **2008**, and terminating on June 30, ~~2011~~ **2012**. At its sole discretion, the Board may extend this agreement annually.

**3. SALARY AND EXPENSE ALLOWANCE**

At its discretion, the Board shall annually review the Superintendent/President's salary and expense allowance and revise as necessary, **taking into consideration the statewide data for Superintendent/Presidents of the California Community College single-campus districts.**

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the contract amendments for the Superintendent/President as presented.

ITEM NO: 3.6  
DATE: October 15, 2008

SUBJECT: 2008-09 DISTRICT COLLECTIVE BARGAINING REOPENERS, MPFA

SYNOPSIS:

2008-09 District collective bargaining reopeners for the Mendocino College Part-Time Faculty Association (MPFA)

RECOMMENDATION:

The Superintendent/President recommends that the item be received as presented.

ANALYSIS:

Pursuant to Article 8, Section 3547, of the Public Employees Relations Act, the initial 2008-09 proposal from MPFA was presented at the September Board meeting and a time for public comment on the proposal has been observed. In response, the District's initial proposal is attached. The Superintendent/President will accept public comments regarding it for the next ten days, after which time, negotiations for 2008-09 may commence.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby presents the District's 2008-09 collective bargaining reopeners to MPFA; directs the Superintendent/President to receive related public comments for the next ten days; and directs its representatives to begin negotiations after that time.

September 30, 2008

To: Mendocino Part-Time Faculty Association  
Skip Beale, Jessica Morris, Diana Lisi, CCA/CTA

From: Mendocino-Lake Community College District  
Karen Chaty and Meridith Randall

Subject: 2008-09 Reopeners

By mutual agreement, the Mendocino-Lake Community College District would like to open negotiations for 2008-09 on the following:

1. Article 16, Salary

Discuss a change in the scheduling of pay each semester from 8% of contract first check and 23% next four checks, to pay-as-earned per month as disclosed on individual employment contracts (part of Datatel conversion).

Discuss a stipend for periodic assessment of Student Learning Outcomes every four years.

2. Article 20, Duration

Contract effective dates: July 1, 2008, through June 30, 2011.

At this time, the District does not request to discuss any articles in addition to the automatic reopeners and those reopened by MPFA. The District does, however, reserve its right to reopen up to three articles in addition to the automatic reopeners – Salary and Duration.

ITEM NO: 4.1  
DATE: October 15, 2008

SUBJECT: 2008-09 MENDOCINO COLLEGE ADVISORY COMMITTEES  
DISABILITY RESOURCE CENTER (DRC)  
EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)

SYNOPSIS:

The appointment of members for Mendocino College's Advisory Committees for DRC & EOPS.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees appoint the community members and staff members as listed to serve on Mendocino College Advisory Committees as indicated on the attached lists.

ANALYSIS:

The following committees require appointment by the Board of Trustees and therefore these two committees are being presented at this time.

Disability Resource Center (DRC)  
Extended Opportunity Programs & Services (EOPS)

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby appoint the community members as presented for the DRC and EOPS Advisory Committees.

Disability Resource Center  
Advisory Committee  
2008-2009

Pat Arnett  
Potter Valley High School

Suzanne Warner  
UVAH

Nina Pressmont  
CA Dept. of Rehabilitation

Valarie Skinner-Martin  
CA Dept. of Rehabilitation

Erin Gardiner-Armstrong  
UUSD

Jone Duggan  
UUSD

Margaret Ridgeway  
Independence Plus

Dina Ortiz  
Mendocino County Dept. of Mental Health  
Tanner Silva  
Disability Services & Legal Center

Malinda Seamans, Independent Living  
Advocate  
Disability Services & Legal Center

Carol Barrett  
MCOE/SELPA

STAFF/FACULTY

Jean Franco – DRC Coordinator  
Toni Fort – Alternative Media Specialist  
Tascha Whetzel – LRS Instructor  
Tracy Good – Adaptive PE Instructor  
Andrea Laberdie – DRC Administrative Assistant  
Susan Anderson – DRC Counselor  
Sandy Metzler – Instructor

EOPS/CARE/CalWORKs  
Advisory Committee  
2008-2009

Ana Araiza  
Bi-lingual Client Advocate  
Project Sanctuary

Dina Madrid  
CARE Student  
Mendocino College

Lily Figueroa  
Youth Advocate/ITFC Coordinator  
Redwood Children's Services

Dr. Joe Vargas  
Optometrist  
Private Practice

Justin Saldano  
EOPS Student  
Mendocino College

Person to be Appointed  
Job Alliance  
Caseworker

STAFF/FACULTY

Jacque Bradley  
Director of Financial Aid/EOPS  
Mendocino College

Nancy Heth  
EOPS/CARE Specialist  
Mendocino College

Mary Holcomb  
EOPS Counselor  
Mendocino College

Merie Holl  
EOPS/CARE/CalWORKs Counselor  
Mendocino College

Tola Levison  
CalWORKs Specialist  
Mendocino College

ITEM NO: 4.2  
DATE: October 15, 2008

SUBJECT: ACADEMIC CALENDAR FOR 2009-2010

SYNOPSIS:

Board of Trustees adoption of the proposed 2009-2010 Academic Calendar.

RECOMMENDATION:

The Superintendent/President recommends approval of the 2009-2010 Academic Calendar as presented.

ANALYSIS:

The proposed 2009-2010 approximates recent calendars with the following changes:

- By starting later in January, the college avoids beginning the semester on a Tuesday, which has proven to be confusing for students in the past. The slightly longer winter break may allow for a few class offerings during this time.
- Summer session for both 2009 and 2010 will start a week after the last day at Ukiah High; this change began in Summer 2008 with good results. The rationale is that Ukiah High School ends its school year around June 13, so the College is more likely to attract UHS students in the summer if there is one week of break prior to our summer session.
- To be consistent with most recent calendars, Spring Break takes place immediately following Easter Sunday.

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2009-2010 Academic Calendar as presented.

# MENDOCINO COLLEGE ACADEMIC CALENDAR 2009-2010 D-R-A-F-T 9/26/08

## SUMMER SESSION 2009

**June 22** Summer Session begins  
**June 26** Last day to enroll in 6 week classes with instructor permission\*  
**June 26** Census Day  
**July 1** Last day to drop 6 week classes without grade notation and to apply for pass/no pass option grade option in 6 week classes  
**July 2** Independence Day holiday observed  
**July 21** Last day to withdraw from 6 week classes  
**July 30** Final Examinations  
**July 30** Summer Session ends

**JUNE '09**

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**JANUARY '10**

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## FALL SEMESTER 2009

**August 14** Inservice Day (No classes)  
**August 17** Semester begins  
**August 28** Last day to enroll in full-semester classes with instructor permission\*  
**August 31** Census Day  
**September 7** Labor Day Holiday  
**September 11** Last day to drop full-semester classes without grade notation  
**September 18** Last day to apply for pass/no pass grade option for full-semester classes  
**November 9** Veteran's Day holiday observed  
**November 13** Last day to withdraw from full-semester classes  
**November 25** Offices open- No classes  
**November 25** Deadline to apply for Fall graduation  
**November 26-27** Thanksgiving Holiday  
**Dec 14-17** Final Examinations  
**December 17** Semester ends  
**Dec 18 - Jan 22** Semester Break

**JULY '09**

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**FEBRUARY '10**

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**AUGUST '09**

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**MARCH '10**

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**SEPTEMBER '09**

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**APRIL '10**

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## SPRING SEMESTER 2010

**January 18** Martin Luther King Jr. Holiday  
**January 22** Inservice Day (No classes)  
**January 25** Semester begins  
**February 5** Last Day to Enroll in full-semester classes with instructor permission\*  
**February 8** Census Day  
**February 12** Lincoln's Day holiday observed  
**February 15** Washington's Day holiday observed  
**February 19** Last day to drop full-semester classes without grade notation  
**February 26** Last day to apply for pass/no pass grade option for full-semester classes  
**April 5 - 9** Spring Break  
**April 20** Deadline to apply for Spring graduation  
**April 30** Last day to withdraw from full-semester classes  
**May 24-27** Final Examinations  
**May 27** Semester ends  
**May 27** Commencement

**OCTOBER '09**

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**MAY '10**

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**NOVEMBER '09**

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**JUNE '10**

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## SUMMER SESSION 2010

**June 21** Summer Session begins  
**June 25** Last day to enroll in 6 week classes with instructor permission\*  
**June 25** Census Day  
**June 30** Last day to drop 6 week classes without grade notation and to apply for pass/no pass option grade option in 6 week classes  
**July 5** Independence Day holiday observed  
**July 20** Last day to withdraw from 6 week classes  
**July 29** Final Examinations  
**July 29** Summer Session ends

**DECEMBER '09**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**JULY '10**

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Above dates are subject to length of class

\* Petition required after this date.

**LEGEND: FALL (84 Instructional Days)  
SPRING (82 Instructional Days)**

△ Mandatory Flex Days (plus 7 individually planned flex days)

— Final Exams      ■ Winter and Spring Breaks

○ Holidays      \ No Classes

┌ Semester begins      └ Semester ends

ITEM NO: 4.3  
DATE: October 15, 2008

SUBJECT: AUTHORIZATION TO GO TO BID UPS/EMERGENCY GENERATOR

SYNOPSIS:

Board of Trustees authorization to go to bid on a new UPS and emergency generator.

RECOMMENDATION:

The Superintendent/President recommends authorizing going to bid on a new UPS and emergency generator.

ANALYSIS:

Measure W was approved by the voters of Lake and Mendocino Counties in November 2006. Included in this measure was a project to upgrade the campus Integrated Information System (IIS) system. This system requires that the existing UPS (Uninterruptable Power Supply) be upgraded to accommodate the needs of this new system. Also required is an emergency backup generator in order to maintain this system and the phone system in case of a prolonged power outage. This system will be funded from the Measure W bond funds under the Other Campus Infrastructure project.

MOTION/ACTION:

That the Mendocino-Lake Community College District Board of Trustees does hereby authorize staff to advertise for public bid on the new UPS and emergency generator system.

ITEM NO. 4.4  
DATE: October 15, 2008

SUBJECT: MENDOCINO COLLEGE - NON-CREDIT COURSES

SYNOPSIS:

Board of Trustees approval for the proposed non-credit English as a Second Language courses: ESL 507, ESL 509, and ESL 511 courses.

RECOMMENDATION:

The Superintendent/President recommends approval of the proposed new ESL 507, 509, and 511 courses.

ANALYSIS:

These non-credit courses will parallel our credit ESL courses: 07, 09, and 11. They will provide a non-credit option to allow students to progress through the various levels of rigor that are offered in our credit courses.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the proposed new non-credit ESL courses as presented.

ITEM NO: 4.5  
DATE: October 15, 2008

SUBJECT: CONTRACTS AND AGREEMENTS – QUARTERLY RATIFICATION

SYNOPSIS:

Board of Trustees review and ratification of contracts and agreements for goods and services for fiscal year 2008/2009 is requested.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees review and ratify those 2008/2009 contracts and agreements which have been approved at the administrative level, as presented in the attached summary document.

ANALYSIS:

In accordance with Education Code Sections 85230-85233, the Board of Trustees may choose to delegate authority to sign contracts and agreements on behalf of the District. Historically the Mendocino-Lake Community College District Board of Trustees has delegated such authority to the Superintendent/President and the Vice President of Administrative Services by Board resolution. This agenda item provides, in summary form, a compilation of those contracts and agreements that have administrative approval for the current fiscal year.

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does ratify the contracts and agreements as provided on the attached compilation.

**MENDOCINO COLLEGE**  
**RATIFICATION OF CONTRACTS AND AGREEMENTS**  
**2008/2009 Fiscal Year**  
**July 1, 2008 through September 30, 2008**

Agreement/Contract	Revenue / <Cost>	College Contact
8/7/08 thru 8/10/08 <b><u>12th District Agricultural Association</u></b> <i>Booth rental fee for annual fair held in Ukiah.</i>	<\$195>	Larry Perryman
10/1/08 to 10/1/11 <b><u>California Forensic Medical Group</u></b> <i>Clinical training site for Registered Nursing Program.</i>	\$0	Barbara French
7/1/08 thru 6/30/09 <b><u>Child Development Training Consortium</u></b> <i>Course offerings for new and/or renewal of Child Development Permit(s).</i>	\$5,000	Penny Walker
9/30/08 thru 12/31/08 <b><u>Constellation NewEnergy, Inc.</u></b> <i>Survey of electric markets to determine power supply availability for the period 1/1/09 to 11/1/09.</i>	Unknown	Larry Perryman
8/30/08 thru 11/8/08 <b><u>County of Mendocino, Sheriff's Office</u></b> <i>Law enforcement coverage at home football games.</i>	<\$1,326>	Tom Gang
9/15/08 to 9/15/11 <b><u>Mad River Community Hospital</u></b> <i>Clinical training site for EMT-Paramedic Program.</i>	\$0	Marcus Young
8/26/08 - ongoing <b><u>National Student Clearinghouse</u></b> <i>Participation in nationwide repository of student enrollment information.</i>	\$0	Kristie Anderson
8/1/08 to 8/1/10 <b><u>Queen of the Valley Medical Center</u></b> <i>Clinical training site for various health care programs.</i>	\$0	Marcus Young
7/1/08 thru 6/30/09 <b><u>The Regents of the University of California</u></b> <i>Participation in UC San Francisco Department of Anatomy Willard Body Program.</i>	<\$2,545>	Sue Blundell
8/1/08 thru 7/31/09 <b><u>School Services of California, Inc.</u></b> <i>Assistance provided regarding issues of community college finance, legislation, budgeting, capital outlay, and general fiscal issues.</i>	<\$3,420>	Larry Perryman
8/13/08 thru 12/31/08 <b><u>Soper-Reese Community Theatre</u></b> <i>Provide resources and support to present Fall 2008 SRCT production in Lakeport.</i>	<\$1,000>	Mark Rawitsch
7/1/08 - ongoing <b><u>Wells Fargo Insurance Services</u></b> <i>Limited Sharing Agreement portion of Student Accident Insurance policy.</i>	\$0	Larry Perryman

**Administrative Services 9/30/08**

ITEM NO: 5.1  
DATE: October 15, 2008

SUBJECT: 2008-09 ADOPTED BUDGETS

SYNOPSIS:

This item will be sent in a separate mailing.

ANALYSIS:

MOTION/ACTION:

ITEM NO: 6.1  
DATE: October 15, 2008

**SUBJECT:** PRESIDENT'S REPORT

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

**ANALYSIS:**

**Emergency Preparedness**

About 35 College employees completed the initial NIMS (National Incident Management System) and SEMS (Standardized Emergency Management System) training last spring. We plan to provide additional workshops to train others on our campus. We have identified key employees to serve as command staff and lead individuals in our ICS (Incident Command System). The next required step in our statewide emergency preparedness plan is for these key participants to attend 32 hours of additional training on such topics as resource management, transfer of command, information flow and working with a unified command situation on a multi-jurisdictional incident. This training will be delivered locally in December and we will be taking 10-12 employees away from their daily jobs for this 4-day training event.

**Northern California CEO Meeting**

I met with eight Northern California Superintendent/Presidents on September 12 at Butte College. Among many topics, we discussed athletics, legislation, accreditation, minimum qualifications for faculty, computer systems, enrollments and health benefits. Many of the presidents are new and are very interested in having all of our trustees meet together as the NSRCCA (Northern State Rural Community Colleges Association). They have asked that I, with your help, take the lead on this again and try to get trustees together. They suggested agenda topics could include the original agreement of this group, the role of the Board in shared governance, Brown Act changes, evaluation and compensation of CEO's and indicators of success, as required by accreditation standards.

**Mendocino College Foundation**

The Foundation Marketing and Finance Committees have been busy this month. I participated in the interviews and hiring of a new public relations coordinator, Susan Stout, to replace Susan Mesick, who is moving to the east coast. The Marketing Committee has reviewed and approved a new logo for the Foundation and is busy ordering new letterhead, business cards, etc. Our fall newsletter will have an entirely new look. I have been working with Gary Smith, chair of the Finance Committee, Kerry McMullen and Eileen Cichocki to develop a financial reporting format that is easier for Foundation Board members to interpret.

Mark DeMeulenaere, Kerry and I met regarding the new Fundraising Committee that we are establishing. Mark and I will serve on this committee, along with selected Foundation board members and Board of Trustees members, both current and emeritus. Members will be actively involved in personal giving, in addition to helping raise funds in the community.

**Annual Planning Retreat**

On Friday, September 19, 47 college employees and students attended the third annual planning retreat, held in downtown Ukiah at the Saturday Afternoon Club. It was a productive day, with bits of fun interspersed (ask Mark Rawitsch about his success in the clapping competition). We broke into groups and concentrated on developing SMART objectives for our strategic goals. We came to consensus on the most important objectives to

achieve first. Later this fall, after our plans are completed and “polished,” PBC would like to schedule another short workshop with the Board to discuss our progress to date. We plan to have clear, organized objectives to relay to the College community when we send out program review instructions in December.

### **Crafton Hills Accreditation Visit**

The accreditation team I am chairing will be traveling to Crafton Hills October 6-9. By the time of our Board meeting, I will have learned a great deal about this process! I do now have a full team (including Oscar De Haro). I recruited Charlie Duffy, our Institutional Researcher, to go with us, but he got reassigned to the San Bernardino Valley College team! As a reminder, my team assistant is Jaime Cechin, one of our full-time English faculty members.

### **Pizza with the Prez**

Held Pizza with the Prez events for students at all three sites. In Ukiah, students snarfed up 16 pizzas in 16 minutes! I got to shake a lot of hands and say hello, but there were too many students to have meaningful conversations with many of them. In Willits, I served approximately 25 students, and some of the instructors waited to start classes late so those “just in time” students could spend a few minutes with me before class. And in Lakeport, John Hancock helped me entertain about 15 students. All-in-all, the events went well. Special thanks to *Gwen* and the staff at the centers for helping me coordinate all this.

### **Community Connections**

- Hosted new UDJ education reporter David Minton for tour of campus and discussion of current college issues.
- Worked in Mendocino College booth at Mendocino County Fair in Boonville.
- Along with Larry Perryman, traveled to Lakeport and met with the following people: Kevin Burke, Interim City Manager of Lakeport, and Mark Brannigan, Community Development Director, to discuss potential Lake Center site; David Geck, Superintendent of LCOE, and Chris Thomas, Assistant Superintendent, to discuss potential co-location of facilities and CTE collaboration; Gary Dickson, Publisher of the Lake County Record-Bee, and Rick Kennedy, Editor, to discuss the College’s activities in Lake County; and Kelly Cox, Lake County Administrator, just to catch up on news!
- Attended meeting of UVMC Community Advisory Council.
- Along with Larry, Meridith and Virginia Guleff, met with representatives from the Alex Rorabaugh Center: Marvin Trotter, Richard Shoemaker, Benj Thomas and Allyne Brown to discuss potential involvement of the College.
- Along with Meridith and Larry, met with Richard Ruff and Richard Moser concerning proposed student housing.
- With the help of Gwen Chapman, Delia Perryman and Leroy and Mary Louise Chase, hosted steak and lobster dinner that was sold at the Foundation Gala in June. Attendees were Peter and Laura Koch, owner of the Willits property the college is interested in purchasing; Mike Griggs, owner of Spare Time Supply; Margie Handley, chair of the Howard Hospital Foundation; Tom and Angie Herman, President of the Mendocino College Foundation and manager of SHN Engineering; and Ed and Donna Berry, members of the Howard Hospital Foundation and Mendocino College Foundation, respectively.
- Attended weekly Rotary meetings, monthly AAUW meeting, monthly Chamber meeting and various related committee meetings.

ITEM NO: 6.2.1  
DATE: October 15, 2008

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.

ANALYSIS:

### **1. Assistant Dean Bradley Elected Association President**

The California Community College State Financial Aid Association (CCCSFAAA) has just announced their election results for the coming year's slate of officers. Jacqueline Bradley, Assistant Dean of Financial Aid and EOPS at Mendocino College, was elected President-Elect. The position is a three year commitment that transitions from President-Elect to President and then Past-President. CCCSFAAA provides training, monitors legislation, advocates for funding, networks with other agencies and works to increase awareness about financial aid and support programs that affect students. The association has staff and management members from all 109 community colleges and associate members from guarantor agencies, lenders and other community college support programs.

### **2. Successful Higher Education Week Concludes**

College staff, primarily from Counseling and Financial Aid, participated in Higher Education Week in Lake and Mendocino counties during the week of September 22. In Mendocino County, visits were made to Mendocino, Fort Bragg, Willits, and Ukiah. At Ukiah alone, more than 200 students attended a day session. In Lake County, staff were able to work with approximately 850 students during the day sessions (including seniors, juniors, AVID students, and Algebra Academy students) and approximately 400 students/parents at the evening events (this includes elementary/middle/high schools students and their families). This event will be followed by direct mailings to high school seniors from Mendocino College later in October.

### **3. Progress on SLOs/Accreditation Requirements**

This fall, work critical to the college's continued accreditation status is taking place. On October 17, Student Services units will meet to determine final SLOs for their areas and plans of action for assessment of those SLOs. In the meantime, teaching faculty will be finalizing assessment cycles for all courses in their disciplines, on a three- to four-year schedule. Those who oversee degrees and certificates will also develop program-level SLOs by December 2008. Assessment results will be reported in next spring's program reviews. This schedule should enable us to submit an impressive report to the Accrediting Commission in March 2009.

### **4. College Cited as Model for Articulation**

Skip Beale, our Statewide Career Pathways Coordinator, facilitated a meeting with local high school instructors and Mendocino College faculty this August to support them in creating articulation agreements. These agreements are housed through a database sponsored by Butte County Office of Education's SB-70 grant. This database will be available to counselors, teachers and students for the purpose of assisting students in understanding which courses they should take in both high school and college to successfully graduate from a vocational education area. Because of the success of this meeting, Mendocino College and its partner high schools are now regarded as a model District in terms of creating articulation agreements.

ITEM NO: 6.2.2  
DATE: October 15, 2008

SUBJECT: 2008/09 MENDOCINO COLLEGE ADVISORY COMMITTEES FOR  
CAREER CENTER, NATIVE AMERICAN, OCCUPATIONAL EDUCATION,  
AND TRANSFER CENTER

SYNOPSIS:

A recap of the appointment of members for Mendocino College's Advisory Committees for Career Center, Native American, Occupational Education, and Transfer Center is submitted for Board of Trustees review.

RECOMMENDATION:

There is no recommendation as this item is for information only. Those programs benefiting from the knowledge, expertise, and diversity of these advisory committees would like to thank all the members for their participation.

ANALYSIS:

Board of Trustees Policy No. 409 establishes the policy and procedure for advisory committee memberships. Included are:

Career Center Advisory Committee  
Native American Advisory Committee  
Occupational Education Advisory Committee  
Transfer Center Advisory Committee

**Mendocino College  
Career Center Advisory Committee  
2008-2009**

**Stephen O'Mara**  
O'Mara and Company

**Norma Oregon-Santarelli**  
Counselor, Ukiah High School

**Elvia Vazquez**  
MCOE

**Marie Myers**  
Retired  
Former Director of MC Career Center

**Faculty/Staff**

Candie Dickinson  
Julie Finnegan  
Minerva Flores  
Steve Fowler  
Virginia Guleff  
Tara Mari  
Meridith Randall  
Terri Robertson  
Jean Stirling  
Jim Xerogeanes

**Mendocino College  
Transfer Center Advisory Committee  
2008-2009**

**Scott Paulin**

Principal, Potter Valley High School

**Karen Riordan**

Counselor, Upper Lake High School

**Margaret Cook-Imoto**

Sonoma State University

**Lisa Ray Kelly/Arlene Waggoner**

Dominican University

**Ross Nelson**

UCSF

**Faculty/Staff**

Kurt Combs

Steve Crossman

Candie Dickinson

Virginia Guleff

Roger Hock

Tara Mari

Debra Polak

Meridith Randall

Margaret Sanchez

NATIVE AMERICAN  
Advisory Committee  
2008-2009

VOTING MEMBERS

Glenda Britton, Round Valley Indian Tribes  
Angela James, Pinoleville Nation  
Fermin Silva, Sherwood Valley Rancheria  
Georgina Sanders, Sherwood Valley  
Rancheria  
Gayle Zepeda, Representative of TANF  
Jesse Burnett, At Large  
Teri Youngren, Cahto Tribe

NON VOTING MEMBERS

Bernadette Ram, Guidiville Rancheria  
Dawn Hummel, Middletown Rancheria  
Dino Franklin, Pinoleville Rehab  
Eddie Vedolla, Coyote Valley Rancheria  
Ernest Woodson, Big Valley Rancheria  
Geri Burrell, Ukiah High School Native  
American Resource Teacher  
Sam Phillips, Potter Valley School District  
Sheeyay Duncan, Robinson Rancheria  
Trilby Kerrigan, Pinoleville Rehab  
Vaughn Pena, Pinoleville Rehab

STAFF/FACULTY

Meridith Randall, VP Education and Student Services  
Veronica Hanover, Student Ambassador/Mentor  
Darletta Fulwider, Counseling Administrative Assistant I

**Mendocino College  
Occupational Education Advisory Committee  
2008-2009**

**Darren Wojcieszak**

Sergeant, Ukiah Police Department

**Chuck March**

Rancher

**Justin Wyatt**

Admin. Sergeant, Ukiah Police Department

**Ken Montgomery**

Rancher

**John Pagan**

Attorney

**Eric Crawford**

Rancher

**Keith Faulder**

Interim District Attorney – Co. of Mendocino

**Bill Oldom**

Rancher

**Carrie Brown**

Farm Bureau

**Harry VanAntwerp**

Owner, Auto Shop

**Mike Boer**

Sales, Agriculture Products

**Virgil Cokeley**

Sales, Redwood Auto Supply

**Marlin Lorenzi**

Mechanic

**Rachel Peugh**

Owner, Link Services

**Elizabeth Monlux**

Instructor – Ukiah High School/ROP

**Denish Lovdal-Johnson**

SELPA

**Sandy Peters**

ROP Instructor

**Anne Molgaard**

Executive Director, First Five Mendocino

**Debbie Johnson**

Instructor – Ukiah High School

**Heidi Shimshak**

Owner, Local Flavor

**Zach Schat**

Owner, Schat's Bakery

**Nona Olsen**

Mendocino County Office of Education

**Denise Gorney**

Manager, North Coast Opportunities

**Elvia Vazquez**

Mendocino County Office of Education

**Faculty & Staff**

Marcus Young – Dir. of Public Safety

Jim Xerogeanes – FT Instructor

Stephen Fowler – FT Instructor

Virginia Guleff – Dean of Instruction & CTE

Julie Finnegan – FT Instructor

Steve Hixenbaugh – FT Instructor

Tonia Widler – FT Instructor

Ed (Skip) Beale – Career Pathways Coordinator

Terri Robertson – FT Instructor

Robert Bartow – PT Instructor

Mary Houghton – Public Safety Support

Barbara French – FT Instructor

Penny Walker – FT Instructor

Jim Stuart – PT Instructor

Dorothy Lindgren – PT Instructor

Dan Jenkins – FT Instructor

Pat Thygesen – FT Instructor

Nancy Phillips – PT Instructor

Tom Phillips – PT Instructor

Norene Tweedie – PT Instructor

Tammy Rease- PT Instructor

Cathy Shaul – PT Instructor

Ginger Bushway – Nursing Support Staff

SUBJECT: ADMINISTRATIVE SERVICES REPORT

SYNOPSIS: A brief summary of activities and events.

ANALYSIS:

**1. Redevelopment Agency**

The Ukiah Redevelopment Agency is currently holding in excess of \$900,000 for Mendocino College to be expended on capital projects. We are penalized when this amount exceeds \$1 million. We are in the process of identifying appropriate projects that would meet the guidelines of the redevelopment agency. Some that have come to our attention for potential participation include the reconstruction of the City's swimming pool, finishing the construction at the ARC (Alex Rorabaugh Gymnasium & Cultural-Recreational Center), and assisting in the establishment of a green technology center. One that I have been working on for the last year is the reconstruction of North State Street between the 101 overpass and Lake Mendocino Drive intersection, the gateway to the College. The county transportation department has identified a \$12 million project that requires a \$1.2 million local match for which we are discussing a partnership. The project includes the reconstruction of the roadway, widening to include a left turn lane and bikeway, and the replacement of two bridges. The majority of the work could be completed by October 2009. We anticipate bringing a proposal to the next board meeting.

**2. Student Housing**

Kathy, Meridith and I met with a local architect and developer to discuss a student housing project that would be located within the city limits on State Street. The housing would be built in four phases that could accommodate 24 students each, with two students sharing one bathroom and four students sharing a common area including kitchen facilities. The college would not be involved in the financing, construction, ownership, or operation of the housing project. Our only involvement would be providing a letter of support to the financial lender stating the need for student housing and providing this information (availability of housing) to future students.

**3. Bookstore Operations**

We have contracted with College Bookstores Consultants (CBC) to assist us in assessing the operation of our Bookstore in light of the financial challenges we face and the uncertainties that exist in the textbook market. Part of their assistance will include the development of an RFP to contract the operation of the Bookstore to a third party. A taskforce of faculty and staff will be identified to assist us in this process.

**4. Science Building Landscaping**

We continue to develop the landscaping plans for the Science building. The cost estimates for our most recent plan came in higher than our budget for the project so we have gone back to the landscape committee and to the drawing board to come up with a more realistic plan. It appears that we may finish the landscaping for the front (street side) of the building and do as much as our budget will allow on the back side of the science building using the services of a landscape company. Then we will finish the project as we can with our own grounds employees.

ITEM NO: 6.3.2  
DATE: October 15, 2008

SUBJECT: REPORT ON MEASURE W BOND IMPLEMENTATION

SYNOPSIS: This report is offered for information.

ANALYSIS:

The Quarterly Bond Report is presented as information.

(This item will be sent in a separate mailing)

ITEM NO: 6.4  
DATE: October 15, 2008

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.

ANALYSIS:

**ACADEMIC SENATE REPORT** – Submitted by Leslie Saxon West

The Academic Senate has identified its objectives for the '08-'09 academic year. Included in this year's objectives are issues related to professional development needs and opportunities for faculty, faculty committee involvement, textbook costs for students and ways faculty can help offset these costs, and student retention and outreach. I will include a report to the Board at a later date, on our final list of objectives and related tasks, once they have been approved by the Academic Senate. This years Academic Senate is made up of a dynamic group of faculty who are eager to work towards accomplishing our goals. This years representatives are John Koetzner (Head Librarian and Academic Senate Vice President), Holly Brackmann (Art), Jason Edington (Math), Lynn Haggitt (English), Barbara French (Nursing), Les Pfutzenreuter (Music), Jessica Morris (Counselor and MPFA President) and Paul Kemp (part time instructor in Music).

Thank you to Wade Koeninger and John Hancock for attending our Senate meetings!

The Educational Action Plan Committee (EAP) is in the process of being re-defined. In the past, in addition to developing and monitoring educational programs, this committee has been highly involved with institutional staffing prioritization. In the new institutional planning and budgeting structure, the Staffing Committee is now charged with institutional staffing thus EAP will now focus its attention on developing and overseeing an Educational Master Plan as part of the Institutional Master Plan. Co-chairs of this committee, Virginia Guleff, Dean of Instruction, and Leslie Saxon West are looking forward to this process.

Faculty are also evaluating new web-based software, CurricUNET and Program Review software, which would help manage the program review and curriculum process. This Internet based software is designed to automate and enhance the development and management of curriculum and program reviews. These systems are intended to replace the various manually prepared forms, reviews and approval processes that are carried out by college personnel and provide a curriculum and program review management capability on the Web for more accurate and expedient data entry, processing, review and approval.

**MANAGEMENT/SUPERVISORY/CONFIDENTIAL(M/S/C)** – Submitted by Rose Bell

These are some of the items discussed at the last M/S/C meeting:

- **Accreditation Planning Summary** - The M/S/C group reviewed the planning summary that was presented to ACCJC (Accrediting Commission for Community and Junior Colleges). The group is working to address each item listed in the planning summary for the March, 2009 report.
- **Budget Update** - VP Perryman provided an update to the M/S/C group now that the budget has passed. Relative to other state agencies, the community colleges fared well.
- **Academic Calendar** - The M/S/C group had the opportunity to review the 2009/2010 Academic Calendar and provide feedback to PPAC (President's Policy Advisory Committee).
- **Bond Reports** - VP Perryman reported to the group on progress with the Bond projects. Of particular interest for those that will be affected in the near future was:
  - Flooring will be installed in the CVPA and Instruction Office over winter break.
  - Room 740 remodel is underway to create business faculty offices and a classroom.
  - The east cell block will be remodeled this winter break into a computer lab classroom and faculty offices.
  - Waiting for a report from Siemens on a comprehensive energy projects proposal.

**CLASSIFIED SENATE** – No Report

**STUDENT SENATE** – No Report

ITEM NO: 6.5  
DATE: October 15, 2008

SUBJECT: HEALTH BENEFITS

SYNOPSIS: Status of the Health Benefit Fund

RECOMMENDATION: Informational report

ANALYSIS:

For the first two months of 2008/09, 7/1/08-8/31/08, the health benefit cost per person was \$1016.92 per month, and the budgeted contribution rate was \$1400 per person.

In comparison:

- For the same time period in 2007/08 (7/1/08-8/31/08), the monthly cost per person was \$1,142.61.
- For the last consecutive twelve months (09/1/07-8/31/08), the monthly cost per person was \$1258.24.

ITEM NO: 7.1  
DATE: October 15, 2008

**SUBJECT:** TRUSTEES' REPORTS

**SYNOPSIS:** Activities of the Trustees are offered as information.

**ANALYSIS:**

**Wade Koeninger**

Attended the September 25 meeting of the Academic Senate. Highlights included:

Discussion of the draft document of the Senate's 2008-09 objectives.

Information on CurricUNET, a web-based software program, which has 2 modules. One concerns Curriculum (\$40k), the other, Program Review (\$12k). These programs would qualify for Measure W funds. (There are also free software programs, which will be examined when this matter is under consideration.)

A report by Leslie on the September 17 meeting of the new Planning and Budgeting Committee (PBC).

Present at the meeting: Leslie Saxon West, Mary Houghton, Holly Brackmann, Jason Edington, John Koetzner, Jessica Morris, Barbara French, Les Pfitzenreuter, Paul Kemp.

This is a professional, inspirational group, who not only perform individually in exemplary ways in their primary responsibilities, but also function extremely well together as they focus on the tasks of the Senate. Kudos to all of them.

**John Hancock**

September 12 Academic Senate meeting

I was encouraged to attend by the President of the association. The strategies and objectives for the current academic year were discussed. I was impressed by the manner in which they conduct their business, and would recommend other board members to attend some of their sessions as well. The Senate made it known that they would like Board members to attend some of their meetings. I came away with a better knowledge of how the Academic Senate operates.

September 25 President's Pizza Party for Lakeport campus. Students asked many questions about curriculum.

**Joan Eriksen**

1. I collected 15 more names for the ComEx mailing list from meetings of the Ukiah High School Alumni Association, the travel group luncheon, various bridge groups, High School Reunion Committee, Churchwomen's luncheon, and AAUW.
2. I attended the AAUW dinner and gave a report on our AAUW Scholarships for Mendocino College students. I even received a donation for the Scholarship fund. Lana Eberhard from Student Services was most helpful providing information I needed for my report.
3. I plan to attend the fundraiser for Congressman Mike Thompson.