

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES AGENDA - REGULAR MEETING**

Wednesday, January 14, 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

2. APPROVAL OF MINUTES

2.1 Approval of Minutes: Regular Meeting held on December 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 is submitted for approval

3.3 Volunteers

A list of volunteers is submitted for approval

4. Other Items

4.1 Proposed 2009/10 Nonresident Tuition Fee

Recommendation to adopt the 2009/10 nonresident tuition fee at \$185

4.2 Contracts and Agreements – Quarterly Ratification

Recommendation to ratify the contracts and agreements as presented

4.3 Board of Trustees Budget Parameters for District 2009/10 Budgets

Recommendation to adopt the Board Budget Parameters

4.4 Authorization to go to Bid – Generator Project

Recommendation to authorize staff to advertise for bids

5. ACTION ITEMS

5.1 Library/Learning Resource Center (LLRC)

Recommendation to approve moving forward with the LLRC without matching State funds

5.2 California Community College Trustees (CCCT) Board Nominations

Trustees may choose to nominate a member of the Board to run for the CCCT Board

5.3 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
- 6.3 Administrative Services Report
 - 6.3.1 Report on the monthly activities of the Administrative Services Department
 - 6.3.2 Fiscal Report as of November 30, 2008
- 6.4 Constituents Reports
Submitted as information
- 6.5 Health Benefits Report
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
 - Reports on the activities of the Board committees
- 7.3 Board of Trustee Accomplishments
Review of Board accomplishments for 2008
- 7.4 Future agenda items
 - Possible Agenda Items for the February 11 Board Workshop
 - Review Board of Trustee Goals and Objectives
 - Discussion of Comments from Board of Trustee Self-Evaluation
 - Review Mission/Vision/Values/Goals
 - Meeting Protocols

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 Performance Evaluation – 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: February 4, 2009, 5:00 PM, Ukiah Campus, Room 1060, Board Room
February 11, 2009, 9:30 AM – 3:00 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, December 10, 2008, at Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

GENERAL MATTERS

Call To Order Trustee Ubelhart, Board President, called the meeting to order at 5:02 PM.

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

Public Comments Tom Allman, Jim Wattenburger, Dr. Mark Luato and Dr. Marvin Trotter spoke regarding the resignation of Marcus Young, Director of Public Safety. While recognizing that these are bad budget times, they spoke in favor of filling the position of Director of Public Safety and advocated for the expansion of the Fire Science and EMS programs.

Agenda Approval M/S/C (Chaniot/Eriksen) To approve the agenda as amended. Items 3.2 Employment – Part-Time Faculty, Item 3.6 Resignation – Management, and Item 4.1 CalSTRS 403(b) Plan Compliance were removed from the Consent Agenda.

Minutes/Approval M/S/C (Chaniot/Eriksen) To approve the minutes of the regular meeting on November 5, 2008 as amended at the meeting. The word “new” was added to the last sentence on page 4 before the word “board”. Trustees DeChaine and Anderson abstained as they were not at the meeting.

Annual Organizational Meeting M/S/C (Koeninger/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby elect the following as officers for 2009:

Board President, Janet Chaniot
Board Vice President, Jerry DeChaine
Board Clerk, John Hancock

The Board offered their thanks to the nominating committee for their work.

Following the election, Trustee Chaniot chaired the remainder of the meeting.

Trustee Chaniot presented Trustee Ubelhart with a plaque and a gift for his service as Board President for 2008.

M/S/C (DeChaine/Koeninger) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby set the dates for Board meetings for 2009 as follows: January 14, February 4, March 4, April 1, May 6, June 3, July 1, August 5, September 9, October 7, November 4, December 9. Board Workshops to be held on February 11 and August 12. Regular meetings will begin at 5 PM and will be held on the Ukiah Campus with the exception of June (Lake Center) and August (Willits Center).

Consent Agenda

M/S/C (Koeninger/Eriksen) To approve the Consent Agenda as amended at agenda approval.

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

Roll Call Vote: Aye - Trustees Eriksen, Chaniot, Ubelhart, DeChaine, Hancock, Anderson, Koeninger, and Student Trustee Lau

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*

Trustee Anderson removed this from the Consent Agenda to ask if the list included classes that have been cancelled due to proposed mid-year budget cuts. Vice President Randall responded that the list is current but it is a fluid list and some of the classes may be canceled in the future. Although the Governor has proposed budget cuts, they have not yet been adopted by the Legislature. Anderson questioned some of the classes on the list stating that they are not ones that were identified along with the Governor's proposed budget cuts for focus by Community Colleges (Basic Skills, Career and Technical Education and Transfer). Randall responded that once there is clear direction from the State regarding the budget situation, the list of classes offered will be reviewed.

M/S/C (Hancock/Anderson) 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.

*Resignation/
Retirement Faculty* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the resignations of Ed Boyle and Holly Brackmann, effective May 22, 2009.

*District Reopeners
MCCEBU* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby present the initial 2008-09 collective bargaining proposal to MCCEBU and directs the Superintendent/President to receive public comments for the next ten days; and directs its representatives to begin negotiations after that time.

*Resignation-
Management* Trustee Hancock spoke to the need for the paramedic courses. Trustee Anderson stated that she was pleased to see the support for filling of the position of Director of Public Safety Programs.

M/S/C (Eriksen/Anderson) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the resignation of Marcus Young, Director of Public Safety Programs, effective January 2, 2009.

Other Items

*CalSTRS 403(b)
Plan Compliance
Resolution
12-08-01* Trustee Anderson asked that this be removed from the Consent Agenda and asked that this item be explained further and in layman's terms. Karen Chaty responded and gave a thorough explanation of the Resolution.

M/S/C (Eriksen/DeChaine) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 12-08-01 in accordance with AB 2462 to provide employees a 403(b) Plan Compliance and Administration Program, entitled CalSTRS 403(b) Comply, by allowing CalSTRS to provide 403(b) compliance services.

Roll Call Vote: Ayes – Trustees Koeninger, Eriksen, Chaniot, Hancock, Ubelhart, DeChaine, Anderson, and Student Trustee Lau.

*CDC Contracts
Resolution
12-08-02* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve Resolution 12-08-02, California Department of Education Contract Number CIMS-8319 in the amount of \$1,182.

*Policy 214
Conflict-of-Interest
Code* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby receive the revised Policy 214 Conflict-of-Interest Code as approved by the Fair Political Practices Commission effective November 26, 2008.

Action Items

*2008-09 Audit
Report* Vice President Perryman introduced Steve Pittman from Nystrom and Company. Pittman gave a history of the firm and their involvement with community colleges. Nystrom and Company have been doing Mendocino College's audit for three years. Pittman discussed the change in timeline from last year, reviewed specific aspects of the audit and responded to questions.

M/S/C (DeChaine/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby formally receive the Mendocino-Lake Community College District Audit Report for the year ended June 30, 2008.

Mitigated Negative Declaration Resolution 12-08-03

VP Perryman introduced Carrie Lukacic who gave a brief summary of this item and discussed the role of the California Environmental Quality Act in the purchase of property for the Lake Center and responded to questions from the Board.

M/S/C (Eriksen/Hancock) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 12-08-03 approving the Initial Study/Mitigated Negative Declaration and Mitigation Monitoring Program and Approval of the Lake Center Project for the property at 2565 Parallel Drive in the City of Lakeport, CA.

Roll Call Vote: Ayes – Koeninger, Anderson, Eriksen, Chaniot, Hancock, DeChaine, Ubelhart, and Student Trustee Lau

Memorandum of Understanding Re: North State Street Revitalization Project

Vice President Perryman reviewed this item. He commented that it was determined that this project is the most beneficial to Mendocino College students and is the College’s first choice for expenditure of the District’s redevelopment funds. This project was approved by the County and once approved by the District, must be approved by the City Redevelopment Agency.

M/S/C (Hancock/Koeninger) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Memorandum of Understanding with the County of Mendocino and the findings as presented.

Informational Reports

President’s Report

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

- Requested that the Trustee/Foundation Relations subcommittee revisit the objectives of the subcommittee. The Board agreed and Lehner will host a meeting of just Board members from the subcommittee.
- Advised the Board on which replacement positions have been approved to fill stating that if there is further bad budget news, the process to fill may be put on hold.
- Advised the Board that District travel funds have been frozen due to the possible mid-year budget cuts. For the last conference she attended, Superintendent/President Lehner paid personally for her hotel and airfare and will be doing the same when she attends the January Trustee Workshop and Legislative Conference in Sacramento. The Board discussed their attendance at the January workshop and conference. It was the consensus of the Board to spend no more than \$3,000 of District funds for Trustee travel for the January workshop and conference. The \$3,000 will be divided between all Trustees who choose to attend and Trustees who choose to attend will cover any remaining costs.

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:

- Randall recognized and offered congratulations on their retirements to two of the College’s “pioneers” who have been at the College for 36 years, Ed Boyle and Holly Brackmann.

- Randall offered her thanks to Marcus Young who has been here for two years.

Professional Development Leave Reports

Vice President Randall introduced Professor Sue Blundell who reported on her Professional Development Leave. During her leave Blundell developed curriculum, and created photo essays with a science theme. The photo essays will be hung in the Science building.

Administrative Services Report

A written report was submitted by Larry Perryman, Vice President of Administrative Services.

Measure W Bond Report

A report on the Measure W Bond Projects Next Steps was submitted by Larry Perryman, Vice President of Administrative Services. The following was offered in addition:

- Recommendations will be brought to the Board on the Library/Learning Resource Center and the Siemens Energy Project at the January Board meeting.

Fiscal Report

A fiscal report as of October 31, 2008 was submitted as information.

Health Benefits

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

Budget Calendar 2009-10

The Budget Calendar for 2009-10 was submitted as information.

Trustee Communication

Trustee Reports

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

Board Self-Evaluation Document

The Board's bi-annual Self-Evaluation Document was presented as information. The following was discussed:
Items listed as "needs improvement" will be further discussed at a Board Workshop. The subcommittee on Self-Evaluation will meet again to do the preliminary work of defining the purpose of the self-evaluation, defining the format of the compilation document, and establish a time for a workshop.

Trustee Discussion/Possible Action

Trustee Health Benefits

Trustees discussed the cost savings to the District of changing health benefits to be provided to future newly elected or appointed Board members. Superintendent/President Lehner proposed that this item be postponed until the next meeting. Trustees agreed.

Board/Foundation

Superintendent/President Lehner presented to the Board an opportunity/invitation from the Foundation for the Board of Trustees to work together with the Foundation, the Development Office and the Superintendent/President to increase the fundraising activities for the College.

There are two opportunities for the Board of Trustees to become involved with fundraising for the College.

1. The Foundation has placed a requirement on themselves for all Directors to give personally in order to remain on the Foundation Board and have established the "Directors' Annual Fund." The amount donated by each individual will be confidential and the total amount will be donated to the College annually. The Board of Trustees are invited to participate in the same manner as Foundation Directors. Should the Board be interested in participating, the Fund will be renamed to include the Board. Following discussion it was the consensus of the Board that the Board as a whole will participate in the Foundation program of donation to the College. The donations will be anonymous and Trustees will donate according to their ability. Superintendent/President Lehner will provide Trustees with a revised form with which to make their donations.
2. The Foundation has established a Fundraising Committee that will include Foundation Directors as well as non-Foundation members. A requirement of participating is personal giving to the Foundation for the benefit of the College. Trustees were invited to participate as individuals. Trustee Koeninger agreed to participate on the Fundraising Committee and other Trustees will take participation under consideration.

*Future Agenda
Items*

Agreed upon items for future agendas:

- Board President's summary of the year's activities and accomplishments.
- Health benefits for newly elected or appointed trustees.

Closed Session

Trustee Chaniot announced that no action will be taken in Closed Session. Trustees adjourned to Closed Session at 8:30 PM.

ADJOURNMENT

M/S/C (DeChaine/Hancock) RESOLVED, That the meeting of the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 10:00 PM.

Submitted by:

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

ITEM NO: 3.1
DATE: January 14, 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: January 14, 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.

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 702) The following volunteers approved by the administration are recommended for Board approval:

Name	Assignment
Jeremy Johnson	Help in Grounds and Maintenance Department
Doree Chase, Allison Deaton, Elisabeth McMahan, Mac Smith	Assist instructor in Willits Math Lab for Spring Semester
Stan Scott	Help with Greenhouse project

MOTION/ACTION:

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

SUBJECT: PROPOSED 2009/2010 NONRESIDENT TUITION FEE

SYNOPSIS:

Board of Trustees adoption of a nonresident tuition fee for fiscal year 2009/2010 is requested.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees adopt a 2009/2010 nonresident tuition fee of \$185.

ANALYSIS:

In accordance with Education Code Section 76140, the Board of Trustees is required to establish a nonresident tuition fee for the 2009/2010 fiscal year by February 1, 2009.

Attachment "A", the nonresident tuition fee worksheet as provided by the Chancellor's Office indicates that the District cost for the next fiscal year would be \$265 per semester unit, based on Mendocino-Lake Community College District's expense of education per FTES.

The Board of Trustees has the option of adopting a nonresident tuition fee up to a maximum of \$265.

- | | | |
|----|---------------------------------|---------|
| A) | Statewide rate | \$189 |
| B) | District rate | \$265 |
| C) | Rate of any contiguous district | \$_____ |
- (contiguous district rate data will be provided at meeting)*

The Board of Trustees established the 2008/2009 nonresident tuition fee, \$185 per semester unit, on January 9, 2008.

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does adopt the 2009/2010 nonresident tuition fee of \$185.

Attachment "A"

CALIFORNIA COMMUNITY COLLEGES
Nonresident Tuition Fee (ECS 76140) for 2009/2010 Fiscal Year

	<u>STATE</u>	<u>DISTRICT</u>
A) Expense of Education for Base Year (2002/03 CCFS-311, Expenditure by Activity Report, AC 0100-6700, Cols 1,2,3)	\$6,735,730,877	\$20,971,447
B) Annual Attendance FTES	1,235,484	2,745
C) Expense of Education per FTES (A ÷ B)	\$5,452	\$7,638
D) USCPI Factor (2 years)	1.042	1.042
E) Cost per FTES for Tuition Year (C x D)	\$5,681	\$7,959
F) Per Unit Non-resident Tuition Fee: Semester System Colleges (E ÷ 30)	\$189	\$265

Prior year calculations:

Facsimile Worksheet
Nonresident Tuition Fee (ECS 76140) for 2008/2009 Fiscal Year

	<u>STATE</u>	<u>DISTRICT</u>
A) Expense of Education for Base Year (2002/03 CCFS-311, Expenditure by Activity Report, AC 0100-6700, Cols 1,2,3)	\$6,232,780,776	\$19,364,581
B) Annual Attendance FTES	1,196,389	3,043
C) Expense of Education per FTES (A ÷ B)	\$5,210	\$6,364
D) USCPI Factor (2 years)	1.04	1.04
E) Cost per FTES for Tuition Year (C x D)	\$5,418	\$6,619
F) Per Unit Non-resident Tuition Fee: Semester System Colleges (E ÷ 30)	\$181	\$220

ITEM NO: 4.2
DATE: January 14, 2009

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
October 1, 2008 through December 31, 2008

Constellation NewEnergy, Inc.

9/30/08 through 12/31/08

Per billings

Larry Perryman

Survey and purchase of electric power supply.

School Project for Utility Rate Reduction (SPURR)

7/1/09 through 6/30/14

Per billings

Larry Perryman

Natural gas service.

Ukiah Ambulance

12/4/08 until terminated

\$0

Virginia Guleff

Field internship experience for EMT-I students.

Ukiah Valley Medical Center

12/5/08 through 1/31/11

\$0

Virginia Guleff

Clinical internship experience for EMT-I students.

ITEM NO: 4.3
DATE: January 14, 2009

SUBJECT: BOARD OF TRUSTEES BUDGET PARAMETERS
FOR DISTRICT 2009/2010 BUDGETS

SYNOPSIS:

Discussion regarding the budget parameters previously established by the Governing Board is requested.

RECOMMENDATION:

The Superintendent/President recommends that the Governing Board adopt the following budget parameters as a basis for development of the 2009/2010 District budgets.

ANALYSIS:

- 1) General Fund Budget Parameters:
 - A) Unrestricted Ending Balance
 - 1) The General Fund shall have a 5% minimum unrestricted ending balance.
 - 2) When the projected unrestricted General Fund ending balance exceeds the 5% minimum established by the Board of Trustees, allocation of any portion of that excess may be considered for current year expenditures that do not create obligations in future years.
 - B) Balanced Budget
 - 1) The General Fund shall have a balanced budget as to ongoing revenues and expenditures so that total ongoing expenditures, transfers and other outgo shall not exceed total ongoing revenues in the General Fund.
 - 2) One-time revenues shall not be used to fund ongoing expenditures.
- 2) Health Fund Budget Parameter:

The Health Benefit contribution rate shall be set for the next fiscal year at a level adequate to ensure that total annual contributions equal or exceed projected total health care costs.

MOTION/ACTION:

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

ITEM NO: 4.4
DATE: January 14, 2009

SUBJECT: AUTHORIZATION TO GO TO BID – GENERATOR PROJECT

SYNOPSIS:

Board of Trustees authorization to go to bid for the addition of a backup generator at the Ukiah campus.

RECOMMENDATION:

The Superintendent/President recommends authorizing staff to go to bid for the addition of a backup generator at the Ukiah campus.

ANALYSIS:

The acquisition and installation of the new Integrated Information System (IIS) requires a backup generator to ensure that the campus data and phone systems remain operational during power outages.

This system will be integrated into the existing UPS (Uninterrupted Power Supply) that is currently being upgraded.

This project will be funded from Measure W funds as a part of the Campus Infrastructure project.

MOTION/ACTION:

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.

SUBJECT: RECOMMENDATION TO PROCEED WITH THE PLANNING AND CONSTRUCTION OF THE NEW LIBRARY/LEARNING RESOURCE CENTER (LRC) WITHOUT A STATE MATCH.

SYNOPSIS:

After holding a Bond Forum on December 10, 2008 of all faculty, staff, students, and Board members and considering feedback received as to the direction the District should take with regard to the Library/LRC project, the Bond Implementation Planning Committee (BIPC) has recommended to the Superintendent/President to proceed with the Library/LRC project without State match.

RECOMMENDATION:

The Superintendent/President recommends approval to proceed with the new Library/LRC project without State match.

ANALYSIS:

One of the major projects approved by the voters and included in Measure W in November 2006 was the construction of a new Library/LRC. The cost of this project was estimated by our architects to be \$32 million which included \$14 million of State matching funds. Due to the dire economic situation, a State Education Facilities bond measure was not included on the November 2008 ballot and therefore the State match will not be forthcoming as planned. The next bond measure is not scheduled until November 2010 and, if included on the ballot and if approved by the voters, it is not known how our project would fare against other competing projects.

After presenting the problem at the December 10th forum and considering the feedback received, the BIPC and the Superintendent/President are recommending that the Library/LRC project proceed without waiting for State matching funds. This decision would require that bond funds now allocated to certain projects would have to be redirected to the Library/LRC in order to 'replace' the State match. Attached is a projected cash flow schedule for the bond fund presenting the impact of this decision. It is projected that the remaining bonds authorized by Measure W would need to be sold in the 2010/11 fiscal year.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees does hereby give approval to proceed with the new Library/Learning Resource Center project without State match.

ITEM NO: 5.2
DATE: January 14, 2009

SUBJECT: CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT)
NOMINATION TO BOARD

SYNOPSIS:

Nomination of a Mendocino College Trustee for the California Community College Trustees Board (CCCT)

ANALYSIS:

The California Community College Trustees Board serves a major role within the community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

From January 1 through February 15, 2009, nominations for membership on the CCCT board will be accepted in the League office. Nominations are to be made by a member district board of trustees; and each district may nominate only members of its board.

Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board.

MOTION/ACTION:

Motion to be made at the meeting.

ITEM NO: 5.3
DATE: January 14, 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.



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. **For Trustees not participating in the health benefit program, the compensation rate shall be \$200 per month.** Trustees who do not attend all meetings held by the Board in any month shall receive a pro rata share of the \$100/\$200 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 of **\$100 per month, pro-rated based on the number of meetings attended.** ~~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 1/14/09** will be provided with District-paid health benefits consistent with those available to active District employees. **Trustees are not eligible for retiree health benefits.**
- b. **While serving on the Board, Trustees first elected or appointed after 1/14/09** will be provided with District-paid health benefits consistent with those available to active District employees, until the age of 65. **While a Trustee serves on the Board, coverage for the Trustee's spouse/registered domestic partner will continue until the spouse/registered domestic partner reaches age 65. Trustees are not eligible for retiree health benefits.**

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.

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

SUBJECT: PRESIDENT'S REPORT

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

ANALYSIS:

Foundation Update

The Foundation Board held their organizational meeting in December and appointed Board directors to the various committees. Two new directors were also appointed to the Board: Joan Schlinger (returning to the Board after several years off) and Richard Cooper, CEO of Mendo-Lake Credit Union.

The new Fundraising Committee is being organized and will hold their first meeting this month. The Special Events Committee is being reconstituted and will be looking at potential changes in Foundation events.

As Secretary/Treasurer of the Foundation, I have been involved in numerous activities regarding finances and the Finance Committee. Gary Smith, Finance Committee Chair, Eileen Cichocki, Kerry McMullen and I have been working on writing a policy on Financial Controls over Foundation assets and procedures for approving budget revisions and the expenditure of funds.

Spring In-Service

The Spring in-service for all faculty, staff and trustees will be held Friday, January 16, in the Little Theater. An 8:30 a.m. session for networking and refreshments will be followed by a General Session from 9:00-10:30. In addition to reports from the College administration, a student panel is being assembled and will be responding to questions from in-service attendees.

Emergency Preparation Training

Several College administrators spent four full days in December at the Ukiah Valley Conference Center attending a workshop on preparing for emergencies. The College received substantial recognition for sponsoring the training. In attendance were about eighty community members (at two different four-day sessions), representing the staff of MCOE, the Cities of Ukiah, Willits, Ft. Bragg and Gualala, UVMC, and the County of Mendocino. We worked in mixed teams to plan responses to various emergency scenarios. The intent is to get all agencies using the same ICS structure (Incident Command System) and the same terminology so that we can all work together should there be a local emergency.

Strategic Planning

In an effort to complete our first ever Strategic Plan, we are scheduling a workshop to review and finalize the SMART objectives and measurable outcomes drafted at the Fall Annual Planning workshop. This session is tentatively scheduled for Friday, February 6, from 1:00-3:30 p.m. Trustees are invited to come and interact with members of the Planning and Budgeting Committee and other faculty and staff of Mendocino College.

Community Connections

- Along with Larry Perryman, met with Jane Chambers, Ukiah City Manager, and two City staff members regarding potential use of redevelopment funds. Informed them that the Board of Trustees had committed \$500,000 of RDA funds to the North State Street Revitalization Project and that it would be coming before the City Council (sitting as the Ukiah Redevelopment Agency) in the near future.
- Had lunch with Charlie Mannon, President of the Savings Bank, to discuss the declining market value of the Chessall Scholarship funds and Charlie's potential membership on the new Foundation Fundraising Committee. (He said yes. ☺)
- Met with Marty Lombardi, Senior Vice-President of the Savings Bank, to discuss Chamber of Commerce issues and the "Shop Local" campaign.
- Had breakfast with Terry Burns, CEO of the Ukiah Valley Medical Center, to discuss Chamber of Commerce issues and collaborations between UVMC and the College.
- Attended Mendocino County Mustard Seeds meeting to continue our discussions of the statewide budget crisis. Wes Chesbro will be attending our next meeting.
- Attended regular weekly meetings of Ukiah Rotary, monthly meeting of Greater Ukiah Chamber of Commerce, and various committee meetings of both organizations.
- In preparation for my term as Ukiah Rotary President for 2009-2010, attended district-wide President-Elect training. As President-Elect, I will be attending the Rotary International Conference to be held in June in Birmingham, England.

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. Developments in the Disability Resource Center

Over the past two years the Disability Resource Center (DRC) within Mendocino College has increased counseling staff by adding a second part-time counselor in response to the increased number of students with disabilities accessing services from DRC. Our efforts have resulted in a robust alternate media department that reflects the services available at other California Community Colleges, increased enrollment for LRS courses, increased student enrollment for DRC services and a resulting increase of ten percent in our State budget allocation. During the 07/08 academic year, DRC staff served 406 students with disabilities providing them with classroom accommodations, counseling support, referral information, and tutoring/study supports.

Mendocino College is represented at the Prevention and Early Intervention Stakeholders work group, a consortium of: Mendocino County Mental Health, advocacy groups, education (K-12 and post-secondary), Native and Latino services, mental health organizations, probation, pre-school services, and other groups. This consortium is charged with prioritizing mental health prevention and intervention needs within Mendocino County and developing a plan to address those needs in response to a \$450,000 grant proposal (to be dispersed over a three year period).

2. Spring Enrollments Looking Strong

As of January 7, enrollments for Spring 2009 were outpacing Spring 2008 numbers, with increases in full-time students, FTES and a few other categories. These increases are happening despite the “downsizing” of the schedule, indicating greater efficiency and potentially cost-savings with minimal impact to students.

3. Outreach Gears Up in Spring

While outreach is a focus of the college, and particularly Student Services, all year, the spring offers several opportunities to reach potential students directly. From now until March, several scholarship workshops encouraging MC and high school students to apply will be held; the Career Fair is scheduled in March; April will see both the traditional Native American Motivation Day and the new Home and Family Expo; and the semester concludes with the Latino Student Retreat. In addition, our student outreach representative begins regular visits to district high schools in January to conduct assessments and disseminate information to high school students as they are making their college-going decisions.

SUBJECT: ADMINISTRATIVE SERVICES REPORT

SYNOPSIS: A brief summary of activities and events.

ANALYSIS:

Governor's Budget for 2009/10

In an unprecedented move, on December 31, 2008, the Governor released his State Budget Proposal for 2009-10, more than a week earlier than the constitutional deadline of January 10, 2009. The Governor's Budget identifies a \$41.6 billion gap, including a \$2 billion reserve, between expected revenues and workload expenditure requirements by the end of the 2009-10 fiscal year. About three-fourths of the Budget gap is a result of the collapse in state revenues (\$14.5 billion in the current year and \$16.3 billion projected for 2009-10), with the balance attributed to higher costs and General Fund costs to backfill for property tax shortfalls. The revenue collapse is rooted in the broader national recession, which began in December 2007, but is compounded by California's precipitous drop in home prices and high unemployment rate. The Administration's position is that, even if all of the special session proposals are enacted by February 1, 2009, the state will still run out of cash by March.

The Budget describes the proposed solutions for addressing the shortfall as falling into three broad categories - expenditure reductions, which account for 42% of the solutions; higher revenues, which account for 35% of the total; and borrowing (Lottery, internal borrowing, and Reimbursement Warrants), which account for 23% of the total. The Governor's Budget for education includes midyear reductions, as expected, for 2008-09, as well as cuts for 2009-10. And, as expected, there is no cost-of-living adjustment (COLA) proposed to be provided to K-14 education in either year. The major proposals for **2008-09** in the Governor's 2009-10 Budget are as follows:

- Elimination of the 0.68% COLA for K-14 education
- Acknowledgement of a \$4 million shortfall in community college property taxes, expected to be backfilled by additional fee revenues and oil and mineral revenues
- Deferral of payment of \$230 million in community college apportionments from January and February 2009 to July 2009
- Utilize categorical funds for any purpose after holding local public hearings.

Not surprisingly, the Governor's proposal for 2009-10 does not include funding for the statutory COLA, and continues many of the proposals made for 2008-09. The major provisions for the **2009-10** Budget are as follows:

- \$185.4 million in growth (3%, or 36,000 full time equivalent students) for community colleges.
- No COLA (estimated to be 5.02%) for K-14 education.
- Proposed legislation to provide a property tax backfill for community college

apportionments.

- Continue the deferral of payments and flexibility of the use of categorical funds as outlined above.

IOUs

In a December 30, 2008, letter to state agency directors, State Controller John Chiang warned that California could, as early as February 1, 2009, begin issuing registered warrants (IOUs) to entities in lieu of regular payments. Among the entities that would be impacted is the California Student Aid Commission (CSAC), through which Cal Grants flow. Payments potentially impacted are those that go out after February 1. These are generally smaller payments to reflect adjustments to the grant awards. If registered warrants were issued, we understand they'd be mailed to the districts in a single check for all Cal Grant participants. The issue then would be what a bank would do with a district's registered warrant. Would banks honor the IOU, allowing the financial aid to be disbursed to students? Even if our local bank honored the warrant, would it limit the time within which it would have to be replaced with cash? Stay tuned.

ITEM NO: 6.3.2
DATE: January 14, 2009

SUBJECT: FISCAL REPORT AS OF NOVEMBER 30, 2008

SYNOPSIS:

A report is hereby presented on District fiscal data as of November 30, 2008.

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of November 30, 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 11/30/2008

	2008/09 <u>GENERAL FUND REVENUES</u>	2008/09 <u>ADOPTED BUDGET</u>	PRIOR PERIOD	NOVEMBER ACTUAL	YEAR-TO-DATE ACTUAL	% COMPARISON ACTUAL TO BGD
A.	<u>FEDERAL SOURCES</u>					
	8110 FEDERAL FOREST RESERVE	\$73,000	\$0	\$0	\$0	0.00%
	8120 FEDERAL WORKSTUDY	\$56,379	\$12,232	\$10,233	\$22,465	39.85%
	8122 HEP	\$503,961	\$94,705	\$61,394	\$156,099	30.97%
	8130 WORKFORCE INVESTMENT ACT	\$54,300	\$0	\$24,270	\$24,270	44.70%
	8155 PELL GRANT ADMINISTRATION	\$4,000	\$0	\$0	\$0	0.00%
	8170 VOCATIONAL EDUCATION	\$269,766	\$0	\$18,138	\$18,138	6.72%
	8191/8199 OTHER FEDERAL REVENUES	\$1,000	\$0	\$0	\$0	0.00%
	TOTAL FEDERAL SOURCES	<u>\$962,406</u>	<u>\$106,937</u>	<u>\$114,035</u>	<u>\$220,972</u>	<u>22.96%</u>
B.	<u>STATE SOURCES</u>					
	8611 STATE GENERAL APPORTIONMENT	\$11,915,937	\$3,689,459	\$878,196	\$4,567,655	38.33%
	8613 BOARD OF GOVERNORS GRANT	\$13,375	\$5,017	\$1,204	\$6,221	46.51%
	8615 BASIC SKILLS	\$110,520	\$148,520	\$9,000	\$157,520	142.53%
	8618 PT FACULTY COMPENSATION ALLOCATION	\$124,209	\$42,057	\$9,961	\$52,018	41.88%
	8620 OTHER CATEGORICAL APPORT.	\$679,797	\$268,474	\$50,805	\$319,279	46.97%
	8621 TANF	\$35,702	\$9,867	\$2,337	\$12,204	34.18%
	8622 DISABLED STUDENTS PROG & SERV	\$451,183	\$142,923	\$33,850	\$176,773	39.18%
	8623 CALWORKS	\$202,350	\$55,922	\$13,245	\$69,167	34.18%
	8624 BFAP ADMINISTRATION ALLOWANCE	\$174,352	\$63,889	\$15,692	\$79,581	45.64%
	8627 MATRICULATION	\$289,800	\$101,527	\$24,046	\$125,573	43.33%
	8628 EXTENDED OPPORTUNITIES & SERVS	\$454,573	\$162,496	\$38,486	\$200,982	44.21%
	8629 EOPS CARE	\$69,712	\$22,908	\$5,425	\$28,333	40.64%
	8654 MESA	\$76,960	\$0	\$0	\$0	0.00%
	8656 OTHER CATEGORICAL PROG. ALLOWANCE:	\$322,441	\$176,512	\$23,273	\$199,785	61.96%
	8672 TAX SUBVENTIONS--HOPTERS	\$73,401	\$0	\$0	\$0	0.00%
	8679 TIMBER TAX YIELD	\$25,686	\$0	\$0	\$0	0.00%
	8685 LOTTERY	\$400,000	\$244	\$0	\$244	0.06%
	8690 OTHER STATE REVENUES	\$0	\$0	\$0	\$0	0.00%
	TOTAL STATE SOURCES	<u>\$15,419,998</u>	<u>\$4,889,815</u>	<u>\$1,105,520</u>	<u>\$5,995,335</u>	<u>38.88%</u>
C.	<u>LOCAL SOURCES</u>					
	8811 SECURED TAX ROLL	\$5,306,510	\$0	\$0	\$0	0.00%
	8812 SUPPLEMENTAL TAXES	\$162,744	\$17,950	\$0	\$17,950	11.03%
	8813 UNSECURED TAXES	\$70,223	\$0	\$0	\$0	0.00%
	8816 PRIOR TAX YEAR	\$16,166	\$0	\$0	\$0	0.00%
	8817 ERAF	(\$83,924)	\$0	\$0	\$0	0.00%
	8820 LOCAL CONTR./GIFTS/GRANTS	\$54,400	\$54,400	\$3,000	\$57,400	105.51%
	8830 CONTRACTUAL INSTRUCTIONAL SERV.	\$19,709	\$1,129	\$109	\$1,238	6.28%
	8850 RENTS/LEASES (USE OF FACILITY)	\$5,000	\$2,408	\$273	\$2,681	53.62%
	8860 INTEREST	\$0	(\$6,131)	\$0	(\$6,131)	0.00%
	8872 COMMUNITY SERVICE/EXTENSION	\$55,000	\$9,956	\$1,911	\$11,867	21.58%
	8874-8889 ENROLL/HEA/MAT/NON-RES FEES	\$782,793	\$422,957	\$26,742	\$449,698	57.45%
	8890-8895 MISC. LOCAL & OTHER LOCAL REV.	\$822,882	\$798,340	\$4,825	\$803,165	97.60%
	8980&8982 INTERFUND & OTHER TRANSFERS-IN	\$6,480	\$0	\$0	\$0	0.00%
	TOTAL LOCAL SOURCES	<u>\$7,217,983</u>	<u>\$1,301,009</u>	<u>\$36,860</u>	<u>\$1,337,868</u>	<u>18.54%</u>
	TOTAL REVENUES	<u>\$23,600,386</u>	<u>\$6,297,760</u>	<u>\$1,256,415</u>	<u>\$7,554,175</u>	<u>32.01%</u>
D.	8000 FUND BALANCE FORWARD	\$2,360,472	\$0	\$0	\$0	0.00%
	TOTAL RESOURCES AVAILABLE	<u>\$25,960,858</u>	<u>\$6,297,760</u>	<u>\$1,256,415</u>	<u>\$7,554,175</u>	<u>29.10%</u>

		2008/09	PRIOR	NOVEMBER	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	\$2,544,639	\$856,678	\$3,401,318	37.78%
2000	CLASSIFIED	\$5,163,230	\$1,614,220	\$438,290	\$2,052,510	39.75%
	TOTAL SALARY & WAGES	\$14,166,052	\$4,158,859	\$1,294,969	\$5,453,827	38.50%
3000	2. FRINGE BENEFITS	\$4,630,769	\$1,431,015	\$410,357	\$1,841,372	39.76%
	TOTAL PERSONNEL COSTS	\$18,796,822	\$5,589,874	\$1,705,325	\$7,295,199	38.81%
F.	<u>4000 SUPPLIES</u>	\$1,028,190	\$194,874	\$36,164	\$231,038	22.47%
G.	<u>5000 OPERATING EXPENSES/SERVICES</u>	\$2,917,780	\$1,297,784	\$165,779	\$1,463,563	50.16%
H.	<u>6000 CAPITAL OUTLAY</u>	\$355,255	\$13,913	\$3,650	\$17,563	4.94%
I.	<u>7300 OTHER TRANSFERS</u>	\$244,363	\$0	\$0	\$0	0.00%
J.	<u>7500 STUDENT FINANCIAL AID</u>	\$83,534	\$26,033	\$10,000	\$36,033	43.14%
K.	<u>7600 OTHER PAYMENTS TO/FOR STUDENTS</u>	\$181,279	\$51,068	\$550	\$51,618	28.47%
	TOTAL EXPENDITURES	\$23,607,222	\$7,173,546	\$1,921,468	\$9,095,013	38.53%
L.	<u>7900 OTHER OUTGO/CONTINGENCY</u>	\$2,353,636				
	TOTAL EXPEND/CONTINGENCY	\$25,960,858				

SUBJECT: CONSTITUENTS REPORT

SYNOPSIS:

This is an information report from the Constituent Groups to the Board of Trustees.

ANALYSIS:

Academic Senate

Although the faculty are beginning to wind down for the semester, we are feeling the crunch to finalize things before we leave for winter break. At its last meeting of the semester, the Academic Senate reviewed our long list of yearly objectives and discussed where we are at this point in time. Senate members have worked hard to accomplish our goals, but there is still much to be done. Although none of our goals have been fully accomplished, we have progressed in the right direction. More work will take place next semester.

The Curriculum Committee has had a productive semester. Other than the usual business of reviewing new course proposals and revising existing courses, the focus of their attention has been on the following:

- Student Learning Outcomes – The Curriculum Committee has approved 341 course level SLO's. This was an important milestone in meeting the demands of our recent accreditation evaluation.
- Institutional Requirements – In addition to the core general education and major requirements, Mendocino College also requires additional courses that students must complete to get a degree at Mendocino College. These additional requirements are 3.0 units of Health Education and 3.0 units of Cross Cultural Studies. These are requirements imposed by our college (separate from the State requirements). The faculty have engaged in numerous discussions about the need for these requirements; some faculty feel that we should continue to require courses from these areas, while others do not. The Curriculum Committee is reviewing this institutional policy and is considering how to proceed.
- CurricUNET Implementation – With the conversion of our Information System to Datatel, we will also be changing the way we manage curriculum. To this end, the college has agreed to purchase CurricUNET, a web based software system that will manage course outlines, course proposals, forms and curriculum reports. A CurricUNET implementation team, which includes four members of the Curriculum Committee, will work to develop a plan which will facilitate a smooth transition into the use of this new software. The projected timeline for use of this software is Fall, 2009.

Student Senate

See attached report

Management/Supervisory/Confidential

1. Accreditation Planning Summary

The M/S/C group is working to address each item listed in the planning summary for the ACCJC Accreditation report due in March.

2. Budget Brainstorming

President Lehner conducted a brainstorming session with M/S/C to consider cost saving methods for the District. Following the brainstorming, those present were asked to continue to evaluate ways to decrease costs within their departments.

3. Evaluating Processes

Teams have formed to evaluate the Program Review and Curriculum processes as part of the CurricUnet software implementation. CurricUnet will greatly improve the process of Program Review and Curriculum submissions, reporting, and record keeping.

ITEM NO: 6.5
DATE: January 14, 2009

SUBJECT: HEALTH BENEFITS

SYNOPSIS: Status of the Health Benefit Fund

RECOMMENDATION: Informational report

ANALYSIS:

For the first six months of 2008/09, 7/1/08-12/31/08, the health benefit cost per person was \$1,488.21 per month, and the budgeted contribution rate was \$1400 per person.

In comparison:

- For the same time period in 2007/08 (7/1/07-12/3/07), the monthly cost per person was \$1,481.43.
- For the last consecutive twelve months (1/31/08-12/31/08), the monthly cost per person was \$1,328.65.

ITEM NO: 7.1
DATE: January, 14, 2009

SUBJECT: TRUSTEES' REPORTS

SYNOPSIS: Activities of the Trustees are offered as information.

ANALYSIS:

Wade Koeninger

Met with President Lehner to discuss ways in which I can be a more effective trustee.

Met with Mark DeMeulenaere to discuss ways to assist with the work of the Foundation. An idea for a new outreach pilot program for graduating high school seniors was a part of this discussion.

Prepared for meetings of the committee on Board Self-Evaluation, the joint Trustee/Foundation committee on fundraising, and the Trustee/Foundation Relations committee. The preparation work involved suggestions on how the self-evaluation policy and procedures might be improved, as well as coming up with suggestions on how best to solicit contributions to the Foundation. Important aspects of these meetings will be reported at our January meeting.

Note: The meeting of the Board Self-Evaluation Subcommittee and the Trustee/Foundation fundraising committee have been postponed. The February report will cover those meetings.

Xiao Hui Lau

Dec. 11th, 2008: ASMC event, free pizza and soft drinks for students. Also had a ASMC special meeting afterwards.

Dec. 19th, 2008: Logged on to the teleconference for STACCC a little late, waited for 15 minutes, but nothing happened.

Dec. 30th – Jan. 4th, 2009: Away at Camp.

Jan. 8th, 2009: ASMC General Meeting.

Jan. 13th, 2009: ASMC Survey Meeting.

Other projects I have been working on: Arts Club proposals/website/ideas.

Trustee Report for Year Ending December 2008
By Paul B. Ubelhart, President 08

Statement: This report is an over view of the year 2008

- The standing committee on policies was active with Gwen Chapman's help (Executive assistant). They continued to revise board policies. **(Goal O d, g).**
- An ad hoc committee continued work on the development of a board protocol to make the operation of the board more productive **(Goal O a, i)**
- Items reviewed at each meeting are: progress on land negotiation (Lakeport and North County) and Measure "W" project reports that are printed and distributed each quarter. These items are discussed in detail. **(Goal 5 a. b.)**
- There has been an increase in involvement, understanding, and interest in college operations at the board level with Xiao Hui Lau as Student Body Representative to the Board and other occasional reports prepared by members of the staff. The Board appreciates the time and effort made by these important contributors to effective Board oversight of progress toward MC goals. **(Goal O f)**
- Kathy Lehner, S/P, is an effective leader, working with and assisting the Board in many areas: developing organizational charts, successful WASC Accreditation, monitoring Board budget parameters, partnering with the College Foundation, and being active in the District's community of organizations and events.**(Goal O,d,h,1, b,3,b)**
- Two workshops were held that gave the trustees time to discuss in detail: Student financial assistance, integrated planning structure, pending legislation, Distance Education, issues raised in Sexual Harassment Training, Board Goals and objectives, alignment with CCLC System Strategic Plan, the Accreditation process and visit, and efficient and effective board meetings ("PROTOCOL") **(Goal O,d,e,f,h,3,a 4,c 5, b,e,d)**
- Janet Chaniot was nominated and ran for the CCCT board again and was appointed to the Advisory Committee on Educational Services (ACES). All trustees enthusiastically indorse and support her.**(Goal O e, 4 c, 5 d)**
- As Basic Skills and Student Learning Outcomes continue to be a major focus for the entire staff, the Board passed a Resolution recognizing and supporting this work. Progress is continuing toward their completion. It appears from all the information to date that our college is ahead of many others.**(Goal O,f,1 a,b,)**
- Distance Education has become a more significant method to deliver programs to our constituency. This as a lot to do with the size of the area: cost of transportation, population served, and student interests. This will become a more significant part of the educational programs in the future.**(Goal O c,f ,2 a,b,)**

- As reported last year (2007) a trustee vacancy was filled. The board appointed trustees to mentor the new members (one by election, the other by appointment after a resignation). S/P Kathy Lehner and Gwen Chapman also serve as excellent mentors. The Mentor program helps answer new trustees questions and/or direct them to a resource. They are strongly encouraged to attend the fall conference that is designed for new trustees. As it turned out all trustees attended this conference.(Goal O e,g,h,5 a)
- An Energy Program that is a significant step in the direction of a Green approach to worldwide energy solutions is generally acknowledged by the Board as our path in the future **as Measure W projects are completed. (Goal 4, 5 b)**
- A very important joint meeting of the Mendocino County Board of Education (MCOE), Lake County Office of Education (LCOE), and our Board was held that included many other staff members. Both the counties and college each provide educational and vocational training to the community. The main thrust was an overview of curriculum and a closer coordination. This was an excellent step in the right direction.(Goal O a,e,1 a,b,2 a,b,4 d,5 d,)
- The College Foundation changed direction. Individual foundation board members are now donating, and they ask the Board to be part of this philosophy. The Board agreed to partner with the Foundation in this new direction (Goal 4 d, 5 b,c)