

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

CALL TO ORDER /PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

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

1. APPROVAL OF AGENDA

1.1 Agenda Approval

The Board may approve the deletion or reorder of agenda item(s); requests may be made by Board members to remove item(s) from the Consent Agenda.

2. APPROVAL OF MINUTES

2.1 Approval of Minutes for meetings held on February 4, 2009 and February 11, 2009.

3 & 4 CONSENT AGENDA

3. Personnel

3.1 Employment - Short Term Employees

A list of short term employees may be submitted at the meeting

3.2 Employment – Part-time Faculty

A list of part-time faculty may be submitted at the meeting

3.3 Volunteers

A list of volunteers may be presented at the meeting

3.4 Administrator Contracts

Recommendation to approve administrative contracts

3.5 Administrator Contracts – Categorical Funded

Recommendation to approve a categorically-funded, classified administrator contract for Minerva Flores

3.6 Faculty Contracts

Recommendation to approve faculty contracts

3.7 Faculty Contracts – Categorical Funded

Recommendation to approve a non-tenure track, categorically-funded, full-time instructor contract for Melissa Hladek

3.8 Request for Unpaid Leave of Absence

Recommendation to approve an unpaid leave of absence for Lana Eberhard

3.9 Resignation/Retirement - Classified

Recommendation to accept the resignations of Paula Burns and Ed Madson

3.10 Professional Development Leave

Recommendation to approve a Professional Development Leave for Dan Jenkins for 2009-10

4. Other Items

4.1 Follow-up Report for Accreditation

Submitted for approval

4.2 Sale of Surplus Property

Recommendation to approve the sale of surplus items

4.3 Child Development Center Contracts – Resolution No. 03-09-02

Recommendation to approve California Department of Education Contract in the amount of \$20,000

4.4 Fiscal Report as of January 31, 2009

Submitted for acceptance of the fiscal report

4.5 Award Contract – Emergency Power Generator

Recommendation to be made at the meeting

- 4.6 Award of Audit Contract for the Fiscal Year Ending June 30, 2009
Recommendation to award the audit contract to the Certified Public Accounting firm Nystrom & Company.
- 4.7 Additional Board Workshop Dates for 2009
Board adoption of two additional meeting dates (Workshops) to be held in 2009

5. ACTION ITEMS

6. INFORMATIONAL REPORTS - COLLEGE REPORTS TO INFORM THE BOARD

- 6.1 President's Report
Report on the monthly activities of the Superintendent/President
- 6.2 Education and Student Services Report
- Report on the monthly activities of the Education and Student Services Departments
 - Report on the Disabled Student Services Program by Jean Franco
- 6.3 Administrative Services Report
- 6.3.1 Report on the monthly activities of the Administrative Services Department
- 6.3.2 Measure W Bond Report
- 6.4 Constituents Reports
Submitted as information

7. TRUSTEE COMMUNICATIONS

- 7.1 Trustee Communication
- Trustees report on the monthly activities of the Board of Trustees on behalf of the District
 - Discuss NSRCCA meeting date
- 7.2 Clerk's Report on College Activities
- 7.3 Future agenda items

8. CLOSED SESSION

- 8.1 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(a) 1 case
Case names unspecified: Disclosure would jeopardize existing settlement negotiations
- 8.2 Conference With Real Property Negotiator GC 54956.8
Property: Four properties (all in Lake County designated by the assessor's parcel numbers):
- 1) 008-038-40 (Gregory Hanson)
 - 2) 008-038-50 (Adobe Creek Packing Co.)
 - 3) 024-071-69 (Frank and Valerie Fuerst et al)
 - 4) 008-061-80 (Doug and Krishelle Bridges)
008-061-39 (Glenn and Sandra Mueller)
008-061-21 (Roy and Patricia Klinepier)
008-061-26 (Lynton and Barbara Bridges)
- Agency Negotiator: Kathy Lehner and Larry Perryman
Negotiating Parties: the above described owners
Under negotiation: price and terms of payment in conjunction with an evaluation of the sites to determine suitability as an educational center
- 8.3 Conference With Real Property Negotiator GC 54956.8
Property: 100 No Lenore, Willits CA
Agency Negotiator: Kathy Lehner
Negotiating Parties: Caicos Investments Inc.
Under negotiation: price and terms of payment
- 8.4 Collective Bargaining/Meet and Confer - GC 54957.6
Designated Representatives: Lehner, Randall, Perryman, Chaty
Employee Organizations: MCFT, MPFA, Management/Confidential, MCCEBU
- 8.5 Public Employee Discipline/Dismissal/Release– GC 54957

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: Regular Meeting: April 1, 2009, 5:00 PM, Ukiah Campus, Room 1060, Board Room

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

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, February 4, 2009, at Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

GENERAL MATTERS

Call To Order Trustee Chaniot, Board President, called the meeting to order at 5:00 PM.

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

Secretary Kathy Lehner, Superintendent/President

Support Staff Gwen Chapman, Executive Assistant II Superintendent/President

Staff Meridith Randall, Vice President of Education and Student Services

Representatives Larry Perryman, Vice President of Administrative Services

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

Public Comments Kathy introduced Steve Oliveria, new President of the Classified Senate.

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

Minutes/Approval M/S/C (Hancock/Eriksen) To approve the minutes of the regular meeting on January 14, 2009 as presented.

Public Hearing Vice President Perryman explained that the purpose of the public hearing on the intent to enter into energy services contract is to allow the District to enter into contracts for energy services without going to bid.
There were no comments from the public.

Consent Agenda M/S/C (Koeninger/DeChaine) 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 and
Spring Semester* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ the part-time faculty as presented at the meeting for Spring Semester 2009.

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

Other Items

Quarterly Fiscal Status Report *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the quarterly fiscal status report as presented.

Citizens' Bond Oversight Committee *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby appoint John Graff to Citizens' Bond Oversight Committee as the representative from a Taxpayer Association.

Action Items

Policy 209 Trustee Compensation and Benefits Superintendent/President Lehner reviewed the changes in the policy relating to Health Benefits. Trustee Ubelhart questioned items in the policy relating to monthly stipends and missing meetings. Since the Board currently is reviewing the sections on Health Benefits, Superintendent/President Lehner suggested that any changes other than to the Health Benefits section be referred back to the Subcommittee on Trustee Compensation. The Board agreed that the Subcommittee would be the correct venue to review those items in the policy.

Following discussion, the Board agreed to change the wording on the section relating the Medicare.

M/S/C (DeChaine/Hancock) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revisions to Policy No. 209, Trustee Compensation and Benefits as amended at the meeting.

Trustee Koeninger voted "no."

Informational Reports

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

- Superintendent/President Lehner discussed with the Board and asked their support regarding the request for the College to contribute \$500,000 to the Alex Rorabaugh Gymnasium and Cultural-Recreational Center (ARC). The Board supported the Superintendent/President's choice to continue discussions on the project with the idea that the College may choose to participate with a lesser amount than what was asked.
- Board members commended Superintendent/President Lehner and staff for their work on finalizing the Cleanliness Resolution.

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:

- Vice President Randall thanked Trustees Eriksen and Hancock for working on the welcome table at the beginning of the semester.
- Enrollments are up overall and significantly in the ESL and HEP classes.
- A list of upcoming events including athletic events was presented to the Board.

Career/Transfer Center Report Candie Dickinson gave a report and PowerPoint presentation on the activities and successes of the Career and Transfer Center.

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

- Vice President Perryman, in response to a question, commented that the possible suspension of funding for State mandates will not have a major affect on the District budget.

Measure W Bond Report The Measure W Bond Quarterly Status Report as of December, 2008 was submitted as information.

Presentation on the Energy Project A PowerPoint presentation regarding energy and environmental solutions and the solar field to be funded by Measure W Bond money was presented by staff from Siemens.

Fiscal Report A fiscal report as of December 31, 2008 was submitted as information.

Constituents Report A written report was submitted by the Academic Senate and the Classified Senate. Joseph Fitch, President of the Student Senate, presented a written report at the meeting.

Trustee Communication

Trustee Reports Written reports were submitted by Trustees Koeninger, Hancock and Student Trustee Lau. Trustee Eriksen presented a written report at the meeting. Oral reports were given by Trustees Eriksen, Chaniot, and Student Trustee Lau.

Possible NSRCCA Meeting Superintendent/President Lehner proposed that the next meeting of the North State Rural Community College Association (NSRCCA) be held on April 30, 2009, just prior to the CCLC Trustee Conference.

Suggested agenda topics included: Board self-evaluations, Board meeting protocols, NSRCCA Bylaws (are the Bylaws and the Association still relevant?)

Further discussion on this subject was tabled to the Workshop on February 11, 2009.

Future Agenda Items Agreed upon items for future agendas:

- NSRCCA meeting date and agenda topics

Closed Session Trustees adjourned to Closed Session at 8:03 PM. Trustee Chaniot announced that action may be taken in Closed Session.

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 9:35 PM.

Submitted by:

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

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

A workshop of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, February 11, 2009, at Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

Call To Order Trustee Chaniot, Board President, called the meeting to order at 9:35 AM.

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

Secretary Kathy Lehner, Superintendent/President

Support Staff Gwen Chapman, Executive Assistant II Superintendent/President

Public Comments None

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

DISCUSSION ITEMS

North State Rural Community College Association (NSRCCA)

Review Bylaws Trustees reviewed the Bylaws and discussed the purpose of the Association. They discussed past meetings of the Association and that interest by all colleges has declined over the years.

Discussion/Comments:

- The Association was initially begun for the sharing of ideas among Trustees and has grown into being more of a CEO meeting.
- Bylaws are not needed if the purpose is to share ideas regarding Trusteeship. The bylaws have created a focus on advocating at the State level. We need to determine which direction the Association wants to go.
- Advocating at the State level is more of a job for CEOs than Trustees.
- The agenda for the next meeting of the NSRCCA should contain a place to discuss whether or not to dispense with bylaws or change the bylaws to allow for separate goals and objectives for CEOs and Trustees.

Set Meeting Date And Time Superintendent/President Lehner advised Trustees that the northern California CEOs have scheduled a meeting for April 24 at Shasta College and asked them to consider holding the NSRCCA meeting at that same time.

Following discussion of many different ideas for dates and locations, the following motion was made:

M/S/C (Anderson/Hancock) To propose to NSRCCA colleges to hold the meeting on April 23 or 24 at either Mendocino College or Shasta College.

*NSRCCA Agenda
Topics*

Proposed Agenda Topics for the NSRCCA:

- Bylaw Review – the Board asked Superintendent/President Lehner to review the Bylaws and offer suggestions to them prior to a meeting of the NSRCCA.
- Many changes have taken place in personnel at the colleges in the association; should we have new signatures on the Bylaws?
- Relationships between Board/CEO and the Board/Foundation
- Meeting protocols
- Board Self-Evaluations
- CEO Contracts
- Purpose of coming together as an Association
- Ask other colleges for their ideas for agenda topics

Meeting Protocols

*Closed Session
Protocol*

Prior to the report from the subcommittee, the Board briefly discussed meeting protocol for Trustees who are absent from Closed Session. It is allowable for an absent Board member to be updated in a subsequent closed session or for the Board to designate the Board President or the Superintendent/President to provide an update outside of closed session. To keep from having already-resolved matters placed on subsequent closed session agendas, it was the consensus of the Board of Trustees to direct the Superintendent/President as Secretary to the Board to update absent Board members regarding closed session matters.

*Report from
Subcommittee on
Meeting Protocols*

The subcommittee provided additions to the Meeting Protocol document that were not submitted with the agenda. The Board was asked to review the document at this meeting and offer suggestions. The subcommittee will meet and work on revising the document to include suggestions from this meeting.

Trustee Koeninger proposed to assign a task to the Clerk of the Board to be responsible for providing a list of college activities at the Board meeting and assigning Board members to attend an activity.

*Revisions To
Draft Document*

The final document on meeting protocol will eventually become an Administrative Procedure to the Board Policy on Meetings which is in the process of being revised.

Trustees reviewed the entire document and offered many suggestions. The Superintendent/President offered to incorporate these suggestions into the document and present it to the subcommittee. Trustees agreed.

Lunch Break

The Board took a 10 minute break during the discussion on Meeting Protocol and continued working through lunch.

Board Accomplishments

*Self-Evaluation
December 2008*

Some of the items discussed regarding Self-Evaluation Comments:

- Do the Trustees need to increase knowledge of technology such as searching the internet, understanding far reaching consequences of email, or being able to receive documents emailed from the college?
- Guidelines for staff handling direct contact with Trustees who have inquiries - It was the Board's consensus that the Superintendent/President should respond to this with staff and possibly a section on protocols outside of meetings for outside of the meeting could be created.
- Quarterly workshops – it was the consensus of the board to add two more workshops for this year for a total of four for 2009.

- The timing of mailing board agendas - Board agendas are mailed on Fridays for Wednesdays' meetings so that agenda items may be as current as possible. Since the Board packet is on the website in its entirety, the Board may review the packet prior to receiving their copy in the mail. It was determined that the timing for the board agenda would stay as it is. Items with numerous pages that require extensive reading time will be sent out as early as possible.
- Board responsibilities on informing the community – A new version of Fast Facts will be created for Trustees to share in the community.
- Student newspaper – Superintendent/President reported that having a student newspaper would require hiring staff to work with students and there are not funds for that at this time.

Due to time constraints, the board did not complete their review of the entire self-evaluation documents including the staff comments. The Board recognized the value of staff comments and may choose to continue the review at the August Board workshop. The Board discussed that the document used for this self-evaluation is somewhat cumbersome, but has yielded a good discussion and has helped the Board.

The subcommittee will work on reviewing and possibly revising the board self-evaluation document and will bring suggested changes to the August workshop.

Goals and Objectives

Discussion on how the Board is progressing on their Goals and Objectives was tabled to a future meeting. Trustees were asked to make notes on last year's goals and objectives for development of 2009-10 goals and objectives.

Annual Report of Achievements

This report will be changed to a fiscal year report to meet with fiscal year goals and objectives. The format will be changed to be in response to the Board's objectives rather than the original format which was a list of what happened during the past year. The report will be finalized as of June 30, 2009 and will be based on the 2008-09 objectives.

Strategic Planning

Recap of Staff Workshop

Trustees shared their experiences participating in the college-wide Strategic Planning session held February 6, 2009. They appreciated being included, as it helped them gain a broader perspective of the entire planning process.

Mission/Vision/Values/Goals

Trustee DeChaine stated that he is interested in adding an objective about transfer education. The Board also suggested adding "Board of Trustees" to the first sentence under Strategic Goals.

ADJOURNMENT

M/S/C (Hancock/Anderson) RESOLVED, That the meeting of the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 3:02 PM.

Submitted by:

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

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: March 4, 2009

SUBJECT: EMPLOYMENT - PART-TIME FACULTY

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

The Deans recommend employment of the Part-Time Faculty included on the attached list. Each individual meets the state-mandated qualifications or the District's equivalency policy for the assignment or possesses 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 No. 702) The following volunteers approved by the administration are recommended for Board approval:

Name	Assignment
Robyn Holdon	Assist students in Mathematics lab - Willits

MOTION/ACTION:

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

SUBJECT: ADMINISTRATOR CONTRACTS

SYNOPSIS: Approval of administrator contracts

RECOMMENDATION:

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

ANALYSIS:

Section 72411(a) of the Education Code states that educational administrators shall be employed and classified administrators may be employed by the Board of Trustees by contract up to four years in duration. At this time, the following administrator contracts are recommended for approval.

Three year contract:

Larry Perryman, Vice-President of Administrative Services
Educational Administrator Contract, 7/1/09-6/30/12

Meridith Randall, Vice-President of Education and Student Services
Educational Administrator Contract, 7/1/09-6/30/12

Two-year contracts:

Jacqueline Bradley, Assistant Dean of Financial Aid/EOPS
Educational Administrator Contract, 7/1/09-6/30/11

Karen Christopherson, Director of Computing Services
Classified Administrator Contract, 7/1/09-6/30/11

Eileen Cichocki, Director of Fiscal Services
Classified Administrator Contract, 7/1/09-6/30/11

Charles Duffy, Director of Institutional Research
Classified Administrator Contract, 7/1/09-6/30/11

Virginia Guleff, Dean of Instruction
Educational Administrator Contract, 7/1/09-6/30/11

Mark Rawitsch, Dean of Instruction
Educational Administrator Contract, 7/1/09-6/30/11

Margaret Sanchez, Director of MESA/Learning Center
Educational Administrator Contract, 7/1/09-6/30/11

Pat Thygesen, Director of Child Development Center
Classified Administrator Contract, 7/1/09-6/30/11, 11 months/year

Vivian Varela, Director of Distance Education
Educational Administrator Contract, 7/1/09-6/30/11

Larry Wise, Director Maintenance and Operations
Classified Administrator Contract, 7/1/98-6/30/11

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the administrator contracts as presented.

ITEM NO: 3.5
DATE: March 4, 2009

SUBJECT: ADMINISTRATOR CONTRACT-CATEGORICALLY FUNDED

SYNOPSIS:

Approval of a categorically-funded administrator contract

RECOMMENDATION:

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

ANALYSIS:

Minerva Flores
Program Manager-High School Equivalency Program
Categorically-funded contract, EC 87470
Effective: 7/1/09 through 6/30/10

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves a categorically-funded, classified administrator contract for Minerva Flores as Program Manager-High School Equivalency Program, 7/1/09-6/30/10.

SUBJECT: FACULTY CONTRACTS

SYNOPSIS:

Contract status for tenure-track (probationary) faculty

RECOMMENDATION:

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

ANALYSIS:

The four-year faculty tenure process provides for two one-year contracts followed by one two-year contract. On or before March 15th of the fourth year, the Governing Board must employ the faculty member as a tenured employee or not.

Before making a decision related to the continued employment of a contract (probationary) faculty member, the Governing Board must consider the recommendations of the Superintendent/President in a lawful meeting of the Board.

The Superintendent/President recommends the following:

(Third Contract) Two-year contract for 2009-10 and 2010-11

Doug Browe

Phil Warf

(Second contract) One-year contract for 2009-10

Tascha Whetzel

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves two-year contracts for 2009-10 and 2010-11 for Doug Browe and Phil Warf; and a one year contract for 2009-10 for Tascha Whetzel.

ITEM NO: 3.7
DATE: March 4, 2009

SUBJECT: FACULTY CONTRACT – CATEGORICALLY FUNDED

SYNOPSIS:

Approval of a temporary, non-tenure track, categorically-funded faculty contract

RECOMMENDATION:

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

ANALYSIS:

The Superintendent/President recommends that a non-tenure track, categorically-funded faculty contract (EC 87470) be approved for Melissa Hladek, Instructor-Nursing, for 2009-10.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves a temporary, non-tenure track, categorically-funded, full-time instructor contract (EC 87470) for Melissa Hladek for 2009-10.

ITEM NO: 3.8
DATE: March 4, 2009

SUBJECT: LEAVE OF ABSENCE

SYNOPSIS:

Request for an unpaid leave from Lana Eberhard, Administrative Assistant II-Student Services

RECOMMENDATION:

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

ANALYSIS:

Lana has requested an unpaid leave of absence for up to ten days.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby approves an unpaid leave of absence for Lana Eberhard for up to ten days beginning February 2009.

ITEM NO: 3.9

DATE: March 4, 2009

SUBJECT: RESIGNATION/RETIREMENT - CLASSIFIED

SYNOPSIS:

Resignations from Paula Burns and Ed Madson

RECOMMENDATION:

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

ANALYSIS:

Paula Burns
Laboratory Technician-Biology
Effective: May 29, 2009

Paula has been employed as the Laboratory Technician for Biology since 1990 and also taught Biology on a part-time basis during that time. She will be retiring with nineteen years of service.

Ed Madson
Groundskeeper
Effective: April 30, 2009

Ed has been employed as a Groundskeeper since 1988. He received his twenty year service award last year and plans to retire at the end of next month.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the resignations of Paula Burns, effective 5/29/09, and Ed Madson, effective 4/30/09.

ITEM NO: 3.10
DATE: March 4, 2009

SUBJECT: PROFESSIONAL DEVELOPMENT LEAVE

SYNOPSIS:

Professional Development Leave request for 2009-10

RECOMMENDATION:

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

ANALYSIS:

Dan Jenkins is requesting a Professional Development Leave for 2009-10. He plans to start an Internship Program for several disciplines, expand the existing AOD program, and explore both a Biomedical Equipment Tech and Apprenticeship programs.

MOTION/ACTION:

RESOLVED, That the Board of Trustees hereby approves a Professional Development Leave for Dan Jenkins for 2009-10.

ITEM NO: 4.1
DATE: March 4, 2009

SUBJECT: FOLLOW UP REPORT FOR ACCREDITATION

SYNOPSIS:

In their June 30, 2008, action letter, the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, directed the College to submit a Follow Up Report on March 15, 2009. This report must be reviewed by the Board of Trustees prior to its submission.

ANALYSIS:

This report has been prepared with input from managers and faculty. It responds to the two Recommendations that the ACCJC identified in the action letter. The Superintendent/President has reviewed the report and recommends Board approval.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Follow Up Report for the ACCJC due on March 15, 2009.

Follow –Up Report for Accreditation March 15, 2009

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Statement on Report Preparation

Response to Recommendation #1

Response to Recommendation #2

Appendices

Statement on Report Preparation

On June 30, 2008, Mendocino College received the Commission Action Letter based on the site visit team recommendations from March 2008, and the College immediately began to address the recommendations. To prepare this report, the following process was followed:

- All managers read the report and the actions needing to be taken were discussed at college-wide management meetings in the summer and fall (Appendix 1).
- In October, managers and others responsible for parts of the Planning Summary were asked to submit updates to the Accreditation Liaison Officer by December 2008 for inclusion in the report.
- The initial drafting of the report was done by the Accreditation Liaison Officer in January and February 2009, using information submitted by other college personnel.
- The draft was sent to the Planning and Budgeting Committee and the Academic Senate for review on February 20, 2009. The Academic Senate gave approval at a regular meeting on February 26, 2009.
- The report was taken to the Board of Trustees for final approval at their regular meeting on March 4, 2009.
- After the Board's approval, only minor changes, such as formatting, were made to the report.

Kathryn G. Lehner
Superintendent/President

Response to Team Recommendations and the Commission Action Letter

The June 30, 2008, Commission Action Letter contained two recommendations for the College to address in the March 15, 2009 report. Both recommendations are comprehensive and are addressed in detail below.

Recommendation 1: *As noted in recommendations 1, 3, 4 and 7 contained in the 2002 Accreditation Evaluation Report, the team recommends that the College:*

- *Complete the reorganization of committees and planning structure to improve the planning process*

At this time, the College has completed the committee reorganization that it explained to the visiting team in March 2008. The highlight of this reorganization is a Planning and Budgeting Committee (PBC) with representation from all employee groups. This committee is responsible for making all budget recommendations to the Superintendent/President and ensuring that college resources are used to support planning goals.

Other new components of the revised committee structure are a Facilities Committee, which has produced a draft facilities plan, and a Staffing Committee, which made its first recommendations to the Planning and Budgeting Committee on December 5, 2008. These recommendations were ratified by PBC and the President moved to fill the first five positions on the list. As important, the removal of staffing recommendations from the Educational Action Plan Committee (EAP) has allowed EAP to concentrate its efforts on the development and assessment of educational programs. In the fall, EAP met several times to develop the Educational Master Plan that is critical for the college's planning effort. The first draft of this plan is included in Appendix 1.

The current committee structure is located in Appendix 2. Committees were designed to correspond to different components of the college's Program Review document, which itself has been revised to better guide respondents in their planning. Thus, for example, the Facilities Committee will receive all facilities requests made through Program Review; analyze them in conjunction with the Facilities Master Plan; prioritize them and recommend to PBC where funds should be spent; and revise the overall college plans accordingly. The other committees will make similar recommendations to PBC based on information gathered from Program Review and other sources. The college envisions a lively and iterative process resulting from the committee and planning restructure.

- *Make effective use of program review data and incorporate an assessment of student learning outcomes in all areas*

As the foregoing discussion of the revised committee structure indicated, the planning process at the College is intended to draw directly from Program Reviews prepared by the various units at the College. For several years, the college has required all programs – instructional and administrative – to complete annual Program Reviews. The data (such as student success and retention rates) gathered from these

documents about program objectives and needs have long been used by EAP and other committees to determine funding priorities.

The current version of the Program Review document specifically requires an assessment and analysis of SLOs for all instructional and educational support programs (see Appendix 3). The specific questions are:

1. *List all courses and programs for which you have developed SLOs.*
2. *What assessment methods have you used or are you planning to use?*
3. *Summarize any evidence you have produced of student learning.*
4. *Explain how the evidence has influenced you to change your program or to begin discussing changes, if at all.*
5. *List any resources you feel you may need to assist you with the development and implementation of SLOs for your program.*

The responses to these questions will be considered by EAP in its ongoing planning for educational programs and will inform revisions of the Educational Master Plan.

- *Engage in dialogue for assessing institutional effectiveness and student success.*

This dialogue has taken place in several different venues at the college, both before the team visit in March 2008 and since that time. The President calls college-wide strategic planning meetings in the fall and spring; the most recent took place on February 6, 2009, and was attended by 36 faculty and staff. Prior to that, at a meeting on September 19, 2008, 50 faculty staff, and students worked to begin developing measurable objectives for the five institutional goals. Those objectives were finalized in February (see Appendix 4) and plans were made to measure them over the next 18 months. In addition, a “dashboard” that highlights important indicators for the College is being designed by the Director of Institutional Research for dissemination both internally and externally.

At the Student Services Inservice in October 2008, the various student services units finalized the SLOs for their areas and decided upon processes for measuring those outcomes. The results and plans based on those results were included in the most recent Program Review documents.

The Student Learning Outcomes Team (SLOT), led by a faculty member, moved forward with a variety of strategies aimed at helping the College reach the Proficiency Level by 2012 (see Response to Recommendation #2 for more detail).

Several other groups have institutional effectiveness and/or student success as part of their focus. For example, the Counselors meet monthly to address student needs and revisions to student support initiatives, such as revisions to the Academic Probation process. The Academic Senate has identified retention and assisting students with textbook purchases as two of their 2008-2009 goals. The Outreach Committee meets monthly to coordinate and assess the effectiveness of the various outreach efforts at the College. At Board meetings, the Superintendent/President regularly informs the Board about effectiveness and student success issues, and presents a Year in Review each July; the Vice President of Education and Student Services reports on enrollment data monthly; and ARCC results are discussed annually. All of these conversations recognize the need to enlist the services of the Institutional Research office to gather and assess results.

The College should move immediately to:

- *Develop an educational master plan, a strategic plan, facilities plan and a technology plan*

The College takes this recommendation with great seriousness and has made progress on all four plans as detailed below:

Educational Master Plan

The current Educational Master Plan (EMP) has been in progress since 2007. It is being drafted by the Education Action Plan committee (EAP), which is co-chaired by the Dean of Instruction-Ukiah and the President of the Academic Senate; members are primarily faculty, along with the Dean of Instruction-Centers, Vice President of Education and Student Services, Institutional Researcher and one classified representative. To prepare, several models were used from other colleges and EAP decided upon a format that suited Mendocino College.

At this time (March 2009), EAP has completed a five-chapter draft that is being forwarded to the college community for input (Appendix 1). It delineates the philosophy of the plan as well as its process of development. Chapter 3: Research and Analysis is the most extensive at this point since all planning will be based upon identified data. The last two chapters outline the directions the college will take over the next 10 years in terms of program development, pedagogy and technology.

Because the college chose to develop the plan entirely in-house, it has taken more time, but has the buy-in of the different constituents and will be an accepted and powerful document that drives planning.

Strategic Plan

The Strategic Plan (see Appendix 4) has been in development since 2006, which is when the college Mission, Vision, Core Values and Strategic Goals were adopted (these were revised in July 2007).

Twice a year, the Superintendent/President convenes a group of college employees representing all constituencies, including students, to continue work on the plan. In February 2009, this group (which included Board members for the first time) identified measurable objectives and timelines linked to the five college goals. These objectives will be monitored over the next 18 months, and progress will be reported at the two college-wide planning meetings each year. (One of the deans may be tasked with checking in regularly with the responsible parties to ensure ongoing progress.)

The Strategic Plan is integrated with many other planning processes at the College so that it will be a “living document” familiar to staff and students. All printed schedules and catalogs contain the college goals, and many forms, such as the staffing request, direct respondents to link their responses to college goals.

Facilities Plan

Following the restructuring of college committees in Fall 2008, the Facilities Committee revised its own structure (it had previously been the Physical Resources Master Plan Committee) and began regular meetings. Led by the Director of Maintenance and Operations, the committee has been charged with reviewing the annual facilities requests generated through Program Review and making resource allocation recommendations to PBC. In addition, the Facilities Committee gathered all relevant documents and composed the first draft of a Facilities Plan, which was completed in February 2009 (the Executive Summary is included as Appendix 6).

Because the Educational Master Plan is not yet finalized, the Facilities Plan will undergo extensive revision to dovetail with the EMP and will be reviewed annually thereafter.

Technology Plan

The Technology Committee, chaired by the Director of Computing Services, has met and produced an annual list of priorities for the past several years. However, these lists were not clearly linked to college goals or educational priorities since the Strategic Plan and EMP were not final. At this time, a draft Technology Plan has been developed which outlines (give some details).

As with the Facilities Plan, the Technology Plan cannot be finished until the EMP has been reviewed and approved. Once that occurs, the Technology Committee will review its plan with educational and strategic goals in mind, and make necessary changes to ensure support of the College’s priorities.

- *Develop and use measurable objectives to benchmark program and College goals*

To benchmark program goals, a Program Review Task Force has been meeting regularly to refine the Program Review documents. One primary focus has been the assessment of programs using the information generated through Program Review. A proposal under consideration at this time is the development of a “program evaluation matrix” which individuals preparing program reviews can use to

assess the vitality of their own programs, and which EAP can use in determining whether any particular program is in need of assistance. This matrix would ask for programs to perform self-assessments and would be used in conjunction with objective criteria such as student completion rates and graduation numbers. Before these instruments are finalized, the Program Review Task Force intends to look at comparable programs at similar colleges to determine realistic benchmarks.

College goals, as identified in the Strategic Plan, received their initial set of measurable objectives in February 2009, following the college-side planning meeting. The Superintendent/President will disseminate these objectives to the appropriate managers and other staff, and the Director of Institutional Research will provide assistance in determining methods of assessment. An instructional dean is likely to be charged with keeping all responsible parties on task over the next 18 months. As progress is made, the Research Office will develop a “dashboard” or other easily understood report to update the Board, college community and general public about results.

- *Link planning to the budget allocation process [citations omitted].*

The new committee governance structure that the College implemented in Fall 2008 was developed to address this need (see Appendix 2 and Appendix 7, Integrated Planning Timeline). The pinnacle of the structure is the Planning and Budgeting Committee (PBC), which advises the Superintendent/President on all resource allocation decisions, such as development of programs and hiring staff. PBC itself acts on recommendations from “second-tier” committees, such as the Staffing Committee and the Facilities Committee. These lower-level groups act primarily from annual Program Review requests that are gathered each spring and distributed to the appropriate committees for prioritization based on criteria linked to the College goals. Because individual programs must support their plans (articulated in Program Review) with data, this process ensures a data-driven planning process that will result in transparent and widely-supported resource allocation. At all steps in the process, the College’s strategic goals are paramount; for example, the Program Review document and the staffing request form specifically ask respondents to link their plans and resource requests to overall College goals. In Fall 2008, the College had its first opportunity to put this new structure to the test. The Staffing Committee met and considered the staffing requests from the previous spring’s Program Review, applied its criteria and forwarded a list of recommended hires to PBC. PBC considered the reasons behind the prioritization, then confirmed the top five recommended positions to the Superintendent/President. She accepted the recommendation and searches were started (at this writing, some may be halted due to budget issues). While there is never total acceptance of resource allocation decisions, all groups and individuals involved understood the process, had the opportunity to provide input, and were willing to accept the ultimate results.

Recommendation 2: *To comply with recommendation 4 contained in the 2002 Accreditation Evaluation Report, the team recommends that the College complete the development of student learning outcomes for all courses, programs, and services, that it develop methods of assessing attainment of those outcomes, and then use the assessment results as part of a continuous effort of improvement [citations omitted].*

The College community is fully aware of the requirement that the institution needs to reach the Proficiency Level on the Rubric for Evaluating Institutional Effectiveness by 2012. With this mandate in mind, the College created a standing Student Learning Outcomes Team (SLOT) in 2003. The SLOT is chaired by a full-time faculty member and includes faculty, instructional deans, the Vice President of Education and Student Services and the Director of Institutional Research. It meets monthly and for the last several years, it has developed inservice activities (one each January and one each August) for faculty that assist them in implementing the SLO mandate.

The major milestones in the SLO process at Mendocino College have been:

- May 2006: Adoption of Institutional Student Learning Outcomes for students completing AA and AS degrees.

- May 2008: Completion of all course-level SLOs. The last of these were submitted to the Curriculum Committee in Fall 2008.
- October 2008: Finalization of SLOs for all student service and educational support programs, along with assessment plans.
- December 2008: All SLOs for instructional programs, aligned with course-level SLOs, were completed and submitted to the Curriculum Committee. In addition, faculty submitted timelines for assessment of individual courses, keeping in mind that full implementation is required by 2012. Therefore, each discipline has identified which courses will be assessed in which semester between 2008 and 2012. These timelines are iterative, in that they comprise a continuous cycle of assessment and improvement planning.
- Spring 2009: Faculty and educational support programs report SLO assessment results and corresponding improvement plans in Program Review, due on March 2, 2009. Faculty were also asked in January 2009 to align their individual courses with the Institutional SLOs, based on which ISLOs they believed the course supported.
- Planned for Fall 2009: The SLO process will use information from the faculty about alignment of individual courses with ISLOs to begin the assessment of ISLOs using Program Review data about individual courses. Further discussion about creating a separate set of ISLOs for students graduating with certificates will also take place.

To summarize, at this time, all course- and program-level SLOs have been completed, submitted to the Curriculum Committee (for instructional programs), and posted on the public website. In addition, full- and part-time faculty are expected to include course-level SLOs in their syllabi and the instructional deans review syllabi for compliance. Pending negotiations, full-time faculty will be required to participate in the SLO process as part of their core duties and part-time faculty will receive additional compensation for participating in course-level assessments (on a less formal basis, many were compensated for participating in the development of SLOs). All disciplines and programs have multi-year assessment cycles in place and report assessment results and improvement plans via Program Review.

The College believes it is moving steadily toward the Proficiency level on the Rubric for Evaluating Institutional Effectiveness, which the Commission has identified in its June 30, 2008 Action Letter as required for the College by 2012. While SLOs and assessment are in place and being used for improvement, full institutional dialogue is in the process of developing and more resources may need to be allocated through the planning and budgeting process. Comprehensive assessment reports will be developed from Program Review data and more strategies to raise student awareness of the goals and purposes of courses and programs will be pursued. Assessment results will be gathered and reported to the Board of Trustees and general college community.

Appendices

Committee Structure

Strategic Plan

Educational Master Plan

Facilities Plan

Technology Plan

Program Review Form

SLO Documents

ITEM NO. 4.2
DATE: March 4, 2009

SUBJECT: SALE OF SURPLUS PROPERTY

SYNOPSIS:

Board of Trustees authorization is requested for the sale of surplus property.

RECOMMENDATION:

The Superintendent/President recommends authorization of the sale of surplus property.

ANALYSIS:

In accordance with Board Policy No. 613, the District recommends for disposition by sale the surplus property as listed on Attachment "A."

None of the items listed on Attachment "A" exceeds the value of one thousand (\$1,000.00).

This is a comprehensive list of what is now surplus. The College reserves the right to remove from surplus any and all items which are subsequently found to be needed elsewhere in the District.

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District does hereby authorize the sale of the surplus property as listed on Attachment "A."

Attachment "A"
SURPLUS INVENTORY

3/4/09

MC ID#	Description	Model/Serial No.
95960104	Panasonic Television	CT-27610T/LC51107?4
97980015	Dell Computer	MMP
97980018	Dell Monitor	MMP
97980317	Apple Monitor	M4552/CY8072MTAZ9
98990015	Apple Monitor	M4552/CY8350KGGAZ9
98990034	Mac G3 CPU	XA918006GGM
98990110	Dell Monitor	828Fi/22794EOQ2188
98990146	Dell Monitor	D828L
98990147	Dell Computer	MMP
98990171	Olympus Digital Camera	D-600L/4119932
98990174	Quasar Television	SP3221W/ME81380031
98990330	Hansol Montior	B15A2
98990364	LCD Projector	ELP5100/APG07Z0137K
99000141	Dell Computer GX1	755DI
99000235	Dell Computer GX1	VCDTS21467-3M
99000266	Optquest Monitor	VCDTS21487-3M
99000285	Dell Monitor	E771P/CM2317P
99000329	Dell Optiplex GX1	JBZ400B
00000069	IBM Wheelwriter Typewriter	674X/13567000672114
00000710	HP LaserJet 4 Printer	C2001A/JP8G000315
00001819	Concession Ice Machine	
00001860	Refrigerator	
00010097	Dell Computer GX110	HRGL301
00010209	Dell Monitor	E770P/MX-0832DX-47801-08T-1101X
00010221	Dell Monitor	E770P/MX-0832DX-47801-08T-11012
00010257	Dell Monitor	E770p/CM2317P
00010346	Dell Computer GX110	6VJW301
00010347	Dell Monitor	E770P
00010349	Dell Monitor	E770P/CM2317P
00010351	Dell Monitor	MX-0832DX/E770P
00010357	Dell Monitor	E770P/CM2317P
00010370	HP Scanner	5300C/JW09621621
00010388	Dell Monitor	MX-07C054-47801-BG-B25J
00010391	Dell Monitor	MX-07C054-47801-BG-B25N
00010565	Wacom Tablet 6 x 8	GD-0608-6/KSO-A125-06(E)
01020049	Dell Computer GX150	HMFS201
01020072	Dell Computer GX150	IT9B711
01020092	Dell Optiplex GX150	3G2JT01
01020096	Dell Optiplex GX150	8HZJT01
01020150	Dell Computer	GX150/FIBQ411
01020152	Dell Computer	GX150/GQKQ211

01020227	Dell Optiplex GX150	1MFSZ01
01020322	Dell Computer GX150	GZ1ZB11
01020326	Dell Computer GX150	159D11
01020330	Dell Optiplex GX150	55L9011
02030103	Dell Computer GX260	44NF221
02030146	Dell Computer GX150	HNBSN11
02030164	Dell Optiplex GX240	6L82W11
02030191	Dell Computer GX150	BCOWN11
02030194	Dell Computer GX150	CDOWN11
02030394	HP LaserJet Printer	CNBSB16960
0304000022	Dell Optiplex SX270	
0304000254	Panasonic VCR/DVD	PV-D4744S/B4IA31443
0304000283	Dell Computer GX207	65DRN41

Old Tags

2635	Transcript Validation Meter	509781/2D53581
6622	Small Card Catalog	
7061	Sharp Adding Machine	CS-1680

No Inventory Tags

N/A	Cantata 1832 Strand Lighting (2 each)	27320
N/A	Cantata 1832 Strand Lighting (6 each)	46590
N/A	Cantata 1832 Strand Lighting (2 each)	34150
N/A	Cantata 1832 Strand Lighting (1 each)	36150
	Misc. Keyboards	
	Computer Mice	
	Computer Tower	
	HP DeskJet 960c Printer	MY1CRIS005
	Epson Color Printer	P110A/BUY1335719
	Epson Printer	P891A/AEY0040044
	Dell Monitor E551	CN-095WUP-46633-2CB-DVN8
	Cart	
	HP LaserJet Printer 1012	CNFB554046
	Typing Arm	
	Bookcase/Plant Holder	
	Dymo 1500 Series Tapewriter	
	HP ScanJet ADF Scanner	HPC6270A/SG957111C4
	Lasonic 'Boom Box'	LPC-990
	Buhl Locking Roll Carts (5 each)	
	Dell Monitor E551	MY-095WUP-46632-17M-80PU
	Tablet Arm Chairs (qty 30)	
	Dell Monitor	E717MM/MX-05#532-47801-286-C1U5
	VXI Parrott Translator	
	Headphone/headset (6)	
	HP Printer	895cxi/MY9CD172KY
	Footrest	

SUBJECT: CHILD DEVELOPMENT CENTER CONTRACTS
RESOLUTION NO. 03-09-02

SYPNOSIS:

The California Department of Education has provided a Facilities Renovation and Repair Contract (CRPM-8076), with a maximum reimbursable amount of \$20,000.

RECOMMENDATION:

The Superintendent/President recommends approval of the Facilities Renovation and Repair Contract (CRPM-8076), with in the amount of \$20,000.

ANALYSIS:

Mendocino-Lake Community College District contracts with the California Department of Education, Child Care Division to provide subsidized childcare and education for children of students, staff and faculty, and community families at Mendocino College Child Development Center.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve Resolution 03-09-02, California Department of Education Contract Numbers CIMS-8076 in the amount of \$20,000.

RESOLUTION

03-09-02

BE IT RESOLVED that the Board of Trustees of the Mendocino-Lake Community College District authorizes entering into local agreement number CRPM-8076, and that the persons who are listed below are authorized to sign the transaction for the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Kathy Lehner</u>	<u>Superintendent/President</u>	_____
<u>Larry Perryman</u>	<u>Vice-President of Admin. Services</u>	_____
<u>Meridith Randall</u>	<u>VP of Education & Student Services</u>	_____

- Joan M. Eriksen _____
- Wade Koeninger _____
- Janet Chaniot _____
- Paul Ubelhart _____
- John Hancock _____
- Jerry DeChaine _____
- Verle Anderson _____

Ayes _____ Noes _____ Absent/Not Voting _____

PASSED AND ADOPTED THIS 4th day of March, 2009, by the Board of Trustees of the Mendocino-Lake Community College District of Mendocino and Lake Counties, California.

Hancock, Clerk of the Board of Trustees of the Mendocino-Lake Community College District, of Mendocino and Lake Counties, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a Board meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

ITEM NO: 4.4
DATE: March 4, 2009

SUBJECT: FISCAL REPORT AS OF JANUARY 31, 2009

SYNOPSIS:

A report on District fiscal data as of January 31, 2009.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees accept this report.

ANALYSIS:

The fiscal report as of January 31, 2009 is submitted as information. The Board of Trustees are requested to accept the report.

ACTION:

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

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
2008/09 FISCAL REPORT AS OF 1/31/09**

		2008/09	2008/09	PRIOR	JANUARY	YEAR-TO-DATE	% COMPARISON
		<u>GENERAL FUND REVENUES</u>	<u>ADOPTED BUDGET</u>	<u>PERIOD</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL TO BDGT</u>
A.		<u>FEDERAL SOURCES</u>					
	8110	FEDERAL FOREST RESERVE	\$73,000	\$0	\$33,908	\$33,908	46.45%
	8120	FEDERAL WORKSTUDY	\$56,379	\$31,940	\$6,418	\$38,358	68.04%
	8122	HEP	\$503,961	\$172,000	\$22,983	\$194,983	38.69%
	8130	WORKFORCE INVESTMENT ACT	\$54,300	\$24,270	\$30,030	\$54,300	100.00%
	8155	PELL GRANT ADMINISTRATION	\$4,000	\$0	\$0	\$0	0.00%
	8170	VOCATIONAL EDUCATION	\$269,766	\$18,138	\$0	\$18,138	6.72%
	8191/8199	OTHER FEDERAL REVENUES	\$1,000	\$0	\$0	\$0	0.00%
		TOTAL FEDERAL SOURCES	<u>\$962,406</u>	<u>\$246,348</u>	<u>\$93,339</u>	<u>\$339,687</u>	<u>35.30%</u>
B.		<u>STATE SOURCES</u>					
	8611	STATE GENERAL APPORTIONMENT	\$11,915,937	\$5,055,542	\$539,856	\$5,595,398	46.96%
	8613	BOARD OF GOVERNORS GRANT	\$13,375	\$6,890	\$1,070	\$7,960	59.51%
	8615	BASIC SKILLS	\$110,520	\$162,520	\$8,000	\$170,520	154.29%
	8618	PT FACULTY COMPENSATION ALLOCATION	\$124,209	\$57,552	\$8,854	\$66,406	53.46%
	8620	OTHER CATEGORICAL APPORT.	\$679,797	\$347,504	\$45,161	\$392,665	57.76%
	8621	TANF	\$35,702	\$13,502	\$2,077	\$15,579	43.64%
	8622	DISABLED STUDENTS PROG & SERV	\$451,183	\$195,579	\$30,089	\$225,668	50.02%
	8623	CALWORKS	\$202,350	\$76,525	\$11,773	\$88,298	43.64%
	8624	BFAP ADMINISTRATION ALLOWANCE	\$174,352	\$88,299	\$13,948	\$102,247	58.64%
	8627	MATRICULATION	\$289,800	\$138,932	\$21,374	\$160,306	55.32%
	8628	EXTENDED OPPORTUNITIES & SERVS	\$454,573	\$222,363	\$34,210	\$256,573	56.44%
	8629	EOPS CARE	\$69,712	\$31,347	\$4,823	\$36,170	51.88%
	8654	MESA	\$76,960	\$0	\$0	\$0	0.00%
	8656	OTHER CATEGORICAL PROG. ALLOWANCES	\$322,441	\$208,270	\$13,576	\$221,846	68.80%
	8672	TAX SUBVENTIONS--HOPTERS	\$73,401	\$0	\$21,022	\$21,022	28.64%
	8679	TIMBER TAX YIELD	\$25,686	\$17,291	\$326	\$17,617	68.59%
	8685	LOTTERY	\$400,000	\$244	\$46,933	\$47,177	11.79%
	8690	OTHER STATE REVENUES	\$0	\$0	\$0	\$0	0.00%
		TOTAL STATE SOURCES	<u>\$15,419,998</u>	<u>\$6,622,360</u>	<u>\$803,092</u>	<u>\$7,425,452</u>	<u>48.15%</u>
C.		<u>LOCAL SOURCES</u>					
	8811	SECURED TAX ROLL	\$5,306,510	\$1,806,784	\$1,188,186	\$2,994,970	56.44%
	8812	SUPPLEMENTAL TAXES	\$162,744	\$27,322	\$26,611	\$53,933	33.14%
	8813	UNSECURED TAXES	\$70,223	\$117,838	\$53,904	\$171,743	244.57%
	8816	PRIOR TAX YEAR	\$16,166	\$2,294	\$8,263	\$10,557	65.30%
	8817	ERAF	(\$83,924)	\$0	\$0	\$0	0.00%
	8820	LOCAL CONTR./GIFTS/GRANTS	\$54,400	\$57,400	\$2,700	\$60,100	110.48%
	8830	CONTRACTUAL INSTRUCTIONAL SERV.	\$19,709	\$1,238	\$1,990	\$3,227	16.38%
	8850	RENTS/LEASES (USE OF FACILITY)	\$5,000	\$3,041	\$0	\$3,041	60.82%
	8860	INTEREST	\$0	(\$6,131)	\$1,951	(\$4,180)	0.00%
	8872	COMMUNITY SERVICE/EXTENSION	\$55,000	\$12,970	\$3,805	\$16,775	30.50%
	8874-8889	ENROLL/HEA/MAT/NON-RES FEES	\$782,793	\$472,008	\$233,080	\$705,088	90.07%
	8890-8895	MISC. LOCAL & OTHER LOCAL REV.	\$822,882	\$806,985	\$4,664	\$811,649	98.64%
	8980&8982	INTERFUND & OTHER TRANSFERS-IN	\$6,480	\$0	\$14,602	\$14,602	225.34%
		TOTAL LOCAL SOURCES	<u>\$7,217,983</u>	<u>\$3,301,751</u>	<u>\$1,539,756</u>	<u>\$4,841,507</u>	<u>67.08%</u>
		TOTAL REVENUES	<u>\$23,600,386</u>	<u>\$10,170,459</u>	<u>\$2,436,187</u>	<u>\$12,606,645</u>	<u>53.42%</u>
D.	8000	FUND BALANCE FORWARD	\$2,360,472	\$0	\$0	\$0	0.00%
		TOTAL RESOURCES AVAILABLE	<u>\$25,960,858</u>	<u>\$10,170,459</u>	<u>\$2,436,187</u>	<u>\$12,606,645</u>	<u>48.56%</u>

		2008/09	PRIOR	JANUARY	YEAR-TO-DATE	% COMP
GENERAL FUND EXPENDITURES		ADOPTED BUDGET	PERIOD	ACTUAL	ACTUAL	ACTUAL TO BDGT
E.	PERSONNEL COSTS:					
	1. SALARY AND WAGES:					
1000	CERTIFICATED	\$9,002,822	\$4,278,595	\$851,204	\$5,129,799	56.98%
2000	CLASSIFIED	\$5,163,230	\$2,501,134	\$422,769	\$2,923,904	56.63%
	TOTAL SALARY & WAGES	\$14,166,052	\$6,779,729	\$1,273,973	\$8,053,702	56.85%
3000	2. FRINGE BENEFITS	\$4,630,769	\$2,251,008	\$408,815	\$2,659,823	57.44%
	TOTAL PERSONNEL COSTS	\$18,796,822	\$9,030,737	\$1,682,789	\$10,713,525	57.00%
F. 4000	SUPPLIES	\$1,028,190	\$336,863	\$67,509	\$404,372	39.33%
G. 5000	OPERATING EXPENSES/SERVICES	\$2,917,780	\$1,612,934	\$307,447	\$1,920,380	65.82%
H. 6000	CAPITAL OUTLAY	\$355,255	\$41,292	\$0	\$41,292	11.62%
I. 7300	OTHER TRANSFERS	\$244,363	\$0	\$0	\$0	0.00%
J. 7500	STUDENT FINANCIAL AID	\$83,534	\$41,033	\$1,700	\$42,733	51.16%
K. 7600	OTHER PAYMENTS TO/FOR STUDENTS	\$181,279	\$57,308	\$3,892	\$61,200	33.76%
	TOTAL EXPENDITURES	\$23,607,222	\$11,120,167	\$2,063,337	\$13,183,504	55.85%
L. 7900	OTHER OUTGO/CONTINGENCY	\$2,353,636				
	TOTAL EXPEND/CONTINGENCY	\$25,960,858				

ITEM NO: 4.5
DATE: March 4, 2009

SUBJECT: AWARD CONTRACT – EMERGENCY POWER GENERATOR

SYNOPSIS:

Board of Trustees approval of the award of the contract for purchase and installation of the Emergency Power Generator project.

RECOMMENDATION:

A recommendation will be presented at the board meeting.

ANALYSIS:

The Board of Trustees gave approval for staff to go to bid for the purchase and installation of the emergency Power Generator project.

The bid opening is scheduled for March 2, 2009.

A recommendation for award will be presented at the board meeting.

MOTION/ACTION:

A recommendation will be presented at the Board meeting.

SUBJECT: AWARDING OF AUDIT CONTRACT FOR
FISCAL YEAR ENDING JUNE 30, 2009

SYNOPSIS:

Awarding the District's audit contract for the fiscal year ending June 30, 2009.

RECOMMENDATION:

The Superintendent/President recommends awarding the audit contract to the Certified Public Accounting firm Nystrom & Company.

ANALYSIS:

The firm performed the District and Foundation audits for the 2005/06, 2006/07 and 2007/08 fiscal years.

Nystrom & Company, located in Redding, was established in 1948 and currently performs the audits for the following community colleges and their foundations:

- Butte-Glenn
- Kern
- Lassen
- Shasta-Tehama-Trinity
- College of the Siskiyous

The firm's services are offered for \$46,200. Since the Mendocino College Foundation and Proposition 39 financial and performance audits are included as part of the District audit, the Foundation and the Bond program will be asked to participate in the cost. The District portion will be \$34,500; the Foundation portion will be \$5,800; and the Bond program portion will be \$5,900. The price includes the annual Financial, State Compliance, and Federal Single Audit Act Compliance audits.

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby award the 2008/09 audit contract for a not-to-exceed price of \$46,200 to the Certified Public Accounting firm Nystrom & Company.

ITEM NO: 4.7
DATE: March 4, 2009

SUBJECT: ADDITIONAL MEETING DATES 2009 – BOARD WORKSHOS

SYNOPSIS:

Approval of two additional Board workshops for the Board of Trustees

ANALYSIS:

The Board has requested that two more meetings be scheduled for 2009. These meetings will be workshops to be held from 9:30 AM- 3:00 PM in the Board Room, Room 1060, on the Ukiah Campus.

The agenda topics to be discussed at these workshops will be determined at a later date.

Suggested dates for workshops:

Thursday, April 23
Thursday, November 12

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the dates for Board Workshops as presented.

SUBJECT: PRESIDENT'S REPORT

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

ANALYSIS:

Foundation Update

The quarterly Foundation Board meeting will be held at noon on March 3, 2009. It is exciting to see all the changes taking place. New Board members have been appointed, a new committee chair has taken over the Special Events Committee and is beginning to make arrangements for the 2009 Gala, the Annual Directors/Trustees Fund has grown to over \$10,000, and a new Fundraising Committee has been formed and is actively meeting. The first major project they plan to roll out is an extensive Adopt-A-School program. Also, the Executive Committee is working towards the Foundation strategic goal of supporting career and technical education by pledging a minimum of \$30,000 towards the salary of a Dean of Career and Technical Education (see below).

Potential Re-Allocation of Management Duties

In an effort to reduce administrative salary and benefit costs, and in able to have sufficient funds to support five new faculty that we are in the process of hiring, I have proposed a reallocation of duties which leaves two management positions vacant for the upcoming year. I am also proposing to replace the Director of Public Safety Programs position with a Dean of Career and Technical Education position that would manage all CTE programs, including public safety. The College has historically had two Ukiah instructional deans, but gave up one position during a previous economic downturn in 2002. With the demands of accreditation, the statewide basic skills initiative, community requests for more vocational programs and the extensive reporting requirements, I believe this additional dean position is more essential to the College at this time than having a full-time Director of Marketing or Director of Athletics. There is a difference in cost between the Director's position and the proposed Dean's position, but, at least for the first year, the Foundation has agreed to pay a minimum of \$30,000 towards the Dean's salary and benefits. At this point, the replacement position is in the process of being evaluated by the Staffing Committee, which will make a recommendation to the Planning and Budgeting Committee. The other reallocated duties are being reviewed and discussed in various groups, and have a proposed implementation date of July 1, 2009.

Hewlett Foundation Visit

On Wednesday, February 25, Susan Obler and Janet Martinez-Bernal, representing the Hewlett Foundation, conducted a site visit of Mendocino College's Basic Skills Initiative. Debra Polak, English faculty and Basic Skills Coordinator, along with Virginia Guleff, Dean of Instruction, hosted the two for a series of meetings covering all aspects of our program. Meridith and I were able to have lunch with them and learn a bit more about the process. Mendocino College was selected as one of twelve community colleges to be visited, which will result in four colleges being highlighted as schools of excellence in basic skills. Should we be chosen for this, we will be asked to share our strategies with other colleges, both in and out of California.

Community Connections

- Met with Jennifer Seward, CEO of Redwood Empire Fair, to transition Chamber Board President responsibilities.
- Had lunch with Jane Chambers, Ukiah City Manager, and Lois Nash, Ukiah Unified School Superintendent, to discuss using RDA funds for the Alex Rorabaugh Center (ARC).
- Participated in Chamber Board interviews; helped to select five new Board members.
- Met with Tom Mitchell, Mendocino County CEO, to discuss RDA funding for North State Street project, and potential funding for ARC and water reservoir.
- With Larry, had lunch with Peter Koch, owner of preferred site for new Willits Center.
- Was interviewed by Darcy Antle, Ukiah Valley Primary Care, regarding community perceptions of UVMC.
- With Larry, hosted Tim Miller, Executive Director of the American Red Cross regional office, for a tour of campus (including lunch in the Eagles' Nest) and a discussion regarding emergency preparation training and potential use of campus as disaster center.
- With Larry and Meridith, met with Richard Shoemaker, former Mendocino County Supervisor and current Director of the ARC, regarding use of RDA money for ARC.
- With Larry, met with Michael Delbar, former Mendocino County Supervisor and current Potter Valley rancher, regarding potential water reservoir on Foundation property.
- Attended weekly Rotary meetings, monthly Chamber board meeting and various related committee meetings.

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. Teachers on Teaching Mini-Conference Held

The Foundational Skills Teaching and Learning Community, our Basic Skills group on campus, hosted "Teachers on Teaching: Building Communities of Learners," a day and a half conference for local secondary and post secondary educators, on Friday and Saturday February 20-21 at the college campus in Ukiah. The keynote speaker for the conference was Dr. Ann Johns, Professor Emerita from San Diego State University and international educator and teacher trainer. The conference also included a variety of break-out sessions by presenters from the College as well as Ukiah High. Topics for the conference included Creating Academic and Career Pathways from High School to College, Making California High School Standards Relevant to College Educators, and Teaching and Learning Strategies for Basic Skills, English as a Second Language, and Across Disciplines. Approximately 30 educators attended from the College and surrounding K-12 schools.

2. Career Fair on March 10

More than 40 businesspeople and 300 high school students are expected at the annual Career Fair on March 10. Working with MCOE, the Career Center is designing a "pathways" approach that will indicate to students the programs and courses they need to enter a variety of careers. This effort bolsters the current state emphasis on designing clear pathways for students from the middle school forward. Many thanks to Candie Dickinson and Tara Mari for the hard work on this event.

3. Final Plans for April Family Expo/Open House

Many staff have been involved in planning for the Family Expo/Open House on April 25 and 26. At this time, college participants include the Ceramics Program, the Child Development Center, Athletics, and the Business Program. In addition, several clubs are planning booths and fundraising activities. On Saturday, there will be a Powwow on the track. Managers have discussed the need for additional security and volunteers for that weekend.

4. Early Alert Underway

At this point in the semester, instructors are encouraged to identify any students showing signs of failing classes, such as poor attendance and low test scores. In many cases, the Counseling Office follows up with students and helps them with strategies to be successful. This semester, Counselor Jean Stirling organized several "success workshops" that students can attend to learn time management and other skills. She also composed a letter that instructors can send to students, indicating their concern and willingness to help. Retention is a priority for the College and these efforts are intended to increase the retention rate.

SUBJECT: ADMINISTRATIVE SERVICES REPORT

SYNOPSIS: A brief summary of activities and events.

ANALYSIS:

1. State Budget

Very early the morning of February 19, 2009, the Senate was finally successful in garnering the additional Republican vote from Abel Maldonado (R-Santa Maria) to meet the two-thirds requirement for passing the **17-month** State Budget package. This was after a historical single-session length of 45½ hours. The Assembly quickly followed suit, voting to approve the package. On Friday, February 20, 2009, Governor Schwarzenegger signed the massive bill package that, through a mix of cuts, borrowing, and tax increases, addresses California's \$42 billion Budget shortfall for the next 17 months. In addition to the \$14.9 billion in spending cuts contained in the Budget, the Governor used his line-item veto authority to cut an additional \$957 million in General Fund appropriations from the 2009-10 Budget. There were no vetoes to the California Community College budget or to the California Student Aid Commission's budget.

The major provisions of the adopted Budget that impact community college budgets are as follows:

- Statutory COLA not funded
- 3% growth for apportionments in 09/10
- No change in student fees
- No cuts to categorical funding
- No protection from property tax shortfalls
- Maintains funding for Cal Grant program
- Deferral of apportionment payments

While not a good budget, it certainly could have been much worse for community colleges.

2. State Election

SBX3 19 (Chapter 7/2009), one of the many bills included in the Special Session Budget package, called for a statewide election to be held May 19, 2009 on the following propositions:

1. Proposition 1A State Finance
2. Proposition 1B Education Finance
3. Proposition 1C California State Lottery
4. Proposition 1D California Children and Families Act: services for children
5. Proposition 1E The Mental Health Services Act: Proposition 63 amendments
6. Proposition 1F State officer salary increases
7. Proposition 13 Property tax: new construction exclusion: seismic retrofitting

The three bills of interest to K-14 education agencies are:

Proposition 1A

"RAINY DAY' BUDGET STABILIZATION FUND. Reforms the budget process. Limits future deficits and overspending by increasing the size of the state 'rainy day' fund and requiring above-average revenues to be deposited into it, for use during economic downturns."

Proposition 1B

"EDUCATION FUNDING PAYMENT PLAN. Requires supplemental payments to local school districts and community colleges to address recent budget cuts. Annual payments begin in 2011-12. Payments are funded from the state's Budget Stabilization Fund until the total amount has been paid. Payments to local school districts will be allocated in proportion to average daily attendance and may be used for classroom instruction, textbooks and other local educational programs."

Proposition 1C

"LOTTERY MODERNIZATION ACT. Allows the state lottery to be modernized to improve its performance with increased payouts, improved marketing, and effective management. Requires the state to maintain ownership of the lottery and authorizes additional accountability measures. Protects funding levels for schools currently provided by lottery revenues. Increased lottery revenues will be used to address current budget deficit and reduce the need for additional tax increases and cuts to state programs."

This measure securitizes the State Lottery, bringing the state more than \$5 billion. Local educational agencies (LEAs) would no longer receive funding based on lottery sales, but would continue to receive per FTES amounts equal to what they received in 2008-09.

The measure that would establish open primary elections will not be on the May 19, 2009 special election ballot. Instead, SBX3 19 places that issue before the voters at the June 8, 2010, statewide primary election.

In at least the case of the lottery securitization, proponents will have an uphill battle. A January 2009 poll by the Public Policy Institute of California indicates that 61% of likely voters oppose the idea of borrowing several billion dollars against future state lottery income; conversely, 34% of likely voters support the idea.

SUBJECT: REPORT ON MEASURE W BOND IMPLEMENTATION

SYNOPSIS: This report is offered for information.

ANALYSIS:

Financing Options: Energy Project

We are currently pursuing two alternative options for the District to finance the Siemens Energy Reduction and Efficiency Project with Piper Jaffray & Co, our financial advisors:

Option #1 The direct private placement of a 15-year synthetic fixed-rate lease revenue bond through Union Bank of California

Option #2 The public sale of a 20-year long-term fixed-rate lease revenue bond

Each financing option has certain advantages and disadvantages that the District must carefully weigh before deciding which option is preferable. Overall, the differences between the two options can be divided into five broad categories:

1. Interest Costs

Option #1 would result in a significantly lower interest rate on the bonds. Based on current market conditions it is estimated that the True Interest Cost (TIC) on the bonds under Option #1 would equal 4.29%. By comparison, it is estimated that the True Interest Cost (TIC) on the bonds under Option #2 would equal 5.62%.

Over the entire term of the financing, the difference in total net debt service payments between the two options equals approx. \$1.9 million. On a present value basis, the difference in total net debt service payments equals approx. \$760,000. The large difference between the nominal savings (\$1.9 million) and present value savings (\$760,000) is due to the fact that most of the savings are not realized until the last five years. Also these interest rates and savings are based on current market conditions and are subject to change over time.

2. Term-to-Maturity

Another difference between the two options is the term-to-maturity: Option #1 has a 15-year term while Option #2 has a 20-year term. The reason for the difference is that in order to achieve “budget neutrality” at the higher interest rate (Option #2) the term to maturity of the bonds must be extended by approximately five years.

3. Complexity

A synthetic fixed-rate financing (Option #1) is more complex than a long-term fixed-rate financing (Option #2). A synthetic fixed-rate financing involves the issuance of variable-rate bonds and then simultaneously entering into a floating-to-fixed interest rate swap agreement.

4. Risk

Option #1 has “Counterparty Credit Risk” meaning, if Union Bank of California defaults on its obligations under the floating-to-fixed interest rate swap agreement, then the District may owe a termination payment. The amount of any such termination payment will depend on the level of interest rates at the time of such default. By contrast, Option #2 is risk-free.

5. Costs of Issuance

Option #1 has lower costs of issuance than Option #2. Specifically, Option #1 does not require a credit rating. The bond investor, which in this case is Union Bank of California, will perform their own assessment of the District’s creditworthiness and ability to repay the debt. Additionally, Option #1 does not require a disclosure document or Official Statement, which saves on legal expenses. Overall, the cost of issuance savings with Option #1 equal approximately \$50,000.

Next Steps

At this point in time, the District does not need to make a decision as to which financing option it prefers, if any. All options remain on the table. The District will be given ample time to weigh its options and to make a decision in due course.

As for the immediate next steps to be taken, Option #1 requires credit approval from Union Bank of California. Therefore, we are preparing to submit within the next day or two, a formal application to Union Bank of California for credit approval. Submitting an application for credit approval does not obligate the District to choose Option #1 nor does it impose any direct cost on the District.

Ordinarily, bank credit approval for a strong borrower such as the District would be a mere formality. However, due to the severe budget problems that the State of California has lately experienced, and the reliance of California Community College Districts on State funding, there is currently a heightened concern about the impact on College Districts from planned State budget cuts. Therefore, until we request and receive formal credit approval from Union Bank, we cannot be certain that Option #1 is truly viable. Typically, the bank credit approval process takes from 1-2 weeks.

Upon receipt of credit approval the Bank will provide the District with a Term Sheet, detailing the Bank’s terms and conditions of approval. At that point, Piper Jaffray will provide the District with a detailed analysis of the Bank’s terms and conditions and then we will decide whether or not to proceed with Option #1.

However, if the Bank does not approve the District’s credit application, or if the District decides not to accept the Bank’s terms and conditions, then we can pursue the public sale of a 20-year long-term fixed-rate lease revenue bond (Option #2). Toward that end, we have tentatively scheduled a meeting with Standard & Poor’s for Monday, March 9th at 1:00 pm in San Francisco for a bond rating.

SUBJECT: CONSTITUENT REPORTS

SYNOPSIS:

This is an informational report from the Constituent Groups. This month a report was submitted by Leslie Saxon West, President of the Academic Senate, and Rose Bell, President of Management/Supervisory/Confidential.

ANALYSIS:

ACADEMIC SENATE

The Senate is once again back at work, trying to accomplish many of its objectives for the year. To date, only one objective has been met. The objective to review and revise the Academic Rank procedure has been finalized and approved by the Senate. A brief summary of our most recent accomplishments pertaining to our objectives follows:

- **Hiring Policy and Procedure for Full Time Faculty** – A preliminary proposal of revisions to the Administrative Procedure No. 701.1 – Selection Procedures Regular Employees has been submitted to the Senate by an ad hoc committee made up of full-time faculty. Based on a State Academic Senate paper and information from other Community Colleges, the Senate is considering recommending some changes to the procedures which would require full-time faculty to play a stronger leadership role in hiring committees for full-time faculty. Any requests for revisions would be forwarded to PPAC (Presidents Policy Advisory Committee).
- **Department Restructuring of Academic Programs** – An ad hoc Senate committee has been in contact with other community colleges that are a similar size to Mendocino College, requesting information about their departmental organizational structure. All of the colleges that we have spoken to thus far, have either department or division chairs; faculty who are given compensation to perform administrative duties on behalf of the various departments or divisions. At Mendocino College, full-time faculty are required to administer their individual programs, with the help of the Dean of Instruction. For many programs, the administrative aspect of running their programs is very labor intensive and goes beyond the scope of their job. Compensated Chairs may help remedy this situation. In the near future, all faculty will have an opportunity to discuss this reorganization.
- **Sabbatical Procedures** – An ad hoc Senate committee is in the process of developing recommendations for revisions to these institutional procedures. With the help of a State Academic Senate paper, the committee is striving to update our current procedures, specifically as they relate to proposal criteria and assessment of outcomes. Once the committee makes its final recommendations, they will go to SUECo (Senate Union Executive Committee) and PPAC (President's Policy Advisory Committee).
- **Retention and Growth** – Faculty discussed this issue at the Spring in-service, and many good ideas about how to retain students were discussed. Currently, a list of support services is being developed. This will include tutoring, math and English labs, special help for Hispanic students, and so on. This list is intended to be something that all faculty could include as part of their syllabus. It is hoped that by including this information with each syllabus, along with instructor encouragement, students will be more of aware and likely to use these services, and in the long run, stay and succeed in their classes.

MANAGEMENT/SUPERVISORY/CONFIDENTIAL (M/S/C)

1. Datatel LIVESIM

M/S/C discussed the impact of Datatel on college staff. LIVESIM I will be held March 3-6, which will require substantial staffing district wide.

2. Home Expo

The Family-Life Home Expo will be on campus April 25-26. A number of managers intend to be on campus, or available, during the expo.

3. Program Review

The Program Review cycle is underway for 2009 (reporting on 2008). Additionally, the forms and process for Program Review are being evaluated in preparation for the implementation of an online Program Review software – CurricUnet – which will be available for the next cycle.

SUBJECT: HEALTH BENEFITS

SYNOPSIS: Status of the Health Benefit Fund

RECOMMENDATION: Informational report

ANALYSIS:

For the first seven months of 2008/09, 7/1/08-1/31/09, the health benefit cost per person was \$1,477.27 per month, and the budgeted contribution rate was \$1400 per person.

In comparison:

- For the same time period in 2007/08 (7/1/07-1/31/08), the monthly cost per person was \$1,384.19.
- For the last consecutive twelve months (2/29/08-1/31/09), the monthly cost per person was \$1,379.91.

SUBJECT: TRUSTEES' REPORTS

SYNOPSIS: Activities of the Trustees are offered as information.

ANALYSIS:

Wade Koeninger

Attended the inaugural meeting of the joint Foundation/Trustee Fundraising Committee. In attendance: Kathy Lehner, Kerry McMullen, Mark DeMeulenaere, Christy Scollin, Tom Herman, Charlie Mannon, Larry Perryman. This was a get-acquainted meeting, and there was a consensus that the Committee will recommend, to the Foundation Board, as its first major undertaking, the elementary school out-reach program that is gathering momentum and creating interest for potential donors. Currently six different elementary schools of the District are, or will be, included in the program. The committee will meet again on Feb. 26; any significant developments will be reported orally at the March meeting.

After contacting Kathy and Gwen, visited the Learning Center to observe its activities. On this occasion there were some half-dozen or more students at computers taking an English proficiency exam. I met with several of Margaret Sanchez' staff/tutors, including Mashico, Brant Stokes, and Rosalba Pena.

Attended the Strategic Planning workshop. We, (Christine Mullis, Vivian Varela, John Hancock, and Charley Duffy) constituted the breakout group which looked at Goal #2, Improve Student Access To College Programs and Services. The top Strategic Objectives were: #1 Establish web committee and improve college website for easier access to information and services; #2 Increase number of courses offered on-line and enrollment in on-line classes by 20%; #3 Increase number of students receiving financial aid and book scholarships by 10%. (Follow-up comment with regard to objective 3, strategy 2 (Request additional funding for student scholarships), there are programs in the State of North Carolina, Kalamazoo, Michigan, and Ventura County, California which provide, or aim to provide, free higher education to all students with high school diplomas or equivalency. While such an ambitious program for Mendocino College is beyond the current scope and timelines of the Strategic Planning work, some variation of the universal free access to MC might constitute a long-term strategy/goal embraced by the college and the Board.

Attended the joint Foundation/Trustee sub-committee meeting, which included Kathy, Rhonada Clausen, Tom Herman, Mark DeMeulenaere, and Paul. The discussion included identifying a number of questions and points of mutual interest to both groups. Another meeting will be held in the near future to specifically address these issues, and following that we hope to recommend a relaxed, combined workshop for both Boards to pursue not only these matters, but to explore how we can work more effectively together. After the meeting, visited the Mendocino County law library to obtain updated statutes in the Ed code, and Title 5 of the California Code of Regulations, which apply to auxiliary organizations. These, but not the latest Government Code on Open Meeting Laws, have been distributed to the committee members.

Attended the board workshop, and suggested topics for a planned joint workshop with other Northern California community colleges. Prior to the meeting, along with Jerry, submitted copies of the latest

work on the Board Protocols; also submitted a draft of ideas concerning the board's self-evaluation procedures and documents. During the workshop suggested that the trustees be added to those pursuing the five strategic goals in the Mission and Vision statement. Following the workshop, emailed Kathy, Gwen, Paul, and Jerry a draft redo of the protocols document based on comments/suggestions at the workshop. Because of Paul's comments, forwarded a draft "template" for our regular meeting agenda, which included a notation on changes to the agenda, as well as the idea to add a new section under Trustee Reports to determine trustee participation in future important college events. Later met with President Lehner to discuss the above follow-up items from the workshop.

Janet Chaniot

Note: if you received a copy of the scenarios for board chairs from the conference and are willing to give feedback to me, I would welcome it.

*Attended the Effective Trustee Workshop, 23-25 January

As noted last month, I served as a Table Discussion Leader with the topic (ironically): What would be the priorities for the college if there was a budget windfall?

I also have an annotated powerpoint from the session which I will copy for anyone who wants it.

*Attended the Board Chair Workshop presented by members of ACES.

I have an annotated copy of the powerpoint..

*Attended the Board-CEO Relationship workshop.

*Attended the Annual Legislative Conference, 25-26 January.

Of interest in the session: "State Budget and Fiscal Policies:

In the "hierarchy of needs" California is now at the food and shelter level.

CA's \$100 billion budget shortfall of \$42 billion represents the highest deficit ever.

Now that we have a budget, one other comment might be of interest: the CC system should lobby for some mandates to be frozen to allow flexibility in budgeting.

Of interest in Ken Hall's session: "California Forward: Transforming Our State Government Through Citizen-Driven Solutions":

There were four main points in this presentation.

1. CA needs a multi-year budget based on strategic planning and with mid-year adjustments.
2. The budget should be outcome-based with measurable program goals and objectives (transparency and accountability).
3. Legislature should have an aggressive role in budget development with a calendar beginning in March/April.
4. All program proposals should contain fiscal impacts with revenue sources or expense reductions to cover costs.

These changes require an amendment to the Constitution, and California Forward is hoping to place a measure on the ballot in 2010.

*Attended the workshop: Economic Outlook & Proposition 98

The main point is that K-12, unions, community colleges, and legislature will have to work together on Prop. 98 issues.

*Some interesting items from emailed Education Articles:

-Southwestern has an associate degree program for medical lab technicians.

-DeAnza has won a Hewlett Leaders in Student Success award for preparing students for college level work in English and math.

Paul Ubelhart

Strategic Planning Retreat

I appreciated the opportunity to participate with the staff in this planning session. It offered me a chance to interact with the movers and shakers at the college. The meeting was well planned and everyone got involved. I gained a lot of insight into the college operation.

Between Meetings

I visited the library learning center. John Koetzner spent some time showing me the amazing amount of information available to the college. He demonstrates with the computer accessing Databases & eBooks from college or at home. It is just amazing how the internet and these research sites have swelled our knowledge.

College foundation

We had a combined meeting of representatives from the College Board and Foundation. We reviewed the foundation mission and goals, purpose, and how to work together to better serve the students and staff

Board of Trustees Workshop

These semi annual workshops (soon to be quarterly) are very beneficial because it gives the trustees and the college staff time to look at policies and procedures in great detail. We discussed our Self-evaluation, Goals, Objectives, Our Achievement, and much more.

Keeping in touch

I attend weekly meeting of the KIWANIS CLUB. Our major focus is to serving the children that include students of all ages. The members know I advocate Mendocino College and am a trustee. We provide scholarships. I am a Past President

California Retired Teachers Association

The organization is involved in scholarships and advocates for legislation that benefits schools, students and staff

Radio Club

I am a member of Ham Radio organization. This keeps me in contact with a different segment of the local community

Joan Eriksen

I attended:

1. a Ukiah High School 1929-1949 Reunion Committee meeting where remarks were made about the difficulty of renting College facilities;
- 2, the Strategic Planning Workshop;
3. a church fundraiser at which a constituent recounted her granddaughter's success as a re-entry student at MC. Her English professor had phoned her at home to tell her how well she was doing, and that her work was being shown to a Creative Writing professor;
4. the Board workshop;
5. an AAUW meeting at which I urged members to contribute to our scholarship fund for an MC student;
6. a Ukiah High School Alumni Association meeting where our scholarship for an MC student was discussed; and
7. the Sports Hall of Fame dinner.