

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

**Wednesday, October 12, 2011 - 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 President. Trustees may ask questions of the speaker for clarification but will not discuss items that are not on the agenda. If appropriate, the Board may choose to refer the subject to College staff for research or for the item to be placed on a subsequent agenda.

**1. APPROVAL OF AGENDA**

1.1 Agenda Approval

**2. APPROVAL OF MINUTES**

2.1 Approval of Minutes for the regular meeting held on September 14, 2011

**3 & 4 CONSENT AGENDA**

**3. Personnel**

3.1 Employment – Short-Term Employees

Recommendation to ratify the list of short-term employees

3.2 Employment – Part-Time Faculty

A recommendation to ratify the list of part-time faculty may be presented at the meeting

3.3 Volunteers

Recommendation to approve the list of volunteers

3.4 Mendocino-Lake Community College Classified Bargaining Unit - Side Letter

Recommendation to ratify the side letter with the MLCCCBU

3.5 Mendocino College Federation of Teachers, Proposed Side Letter

Recommendation to receive the proposed side letter regarding salaries for 2011-12, 2012-13, and 2013-14

3.6 Reclassifications - Classified

Recommendation to approve reclassifications for Mary Houghton, Cyndi Woskow and Carolyn Pryor

3.7 Resignation/Retirement – Faculty

Recommendation to ratify the resignation of Susan Janssen effective May 25, 2012

3.8 Professional Development Leave

Recommendation to ratify the 2011-12 Professional Development Leave for Jim Xerogeanes

**4. Other Items**

4.1 Fiscal Report as of August 31, 2011

Recommendation to accept the report as presented

4.2 Quarterly Fiscal Status Report – AB 2910

Recommendation to accept the report as presented

4.3 Academic Calendar for 2012-13

Recommendation to adopt the calendar for academic year 2012-13

4.4 Contracts and Agreements – Quarterly Ratification

Recommendation to ratify the contracts and agreements

4.5 Facilities Renovation and Repair Grant - Resolution 10-11-01

Recommendation to approve a California Department of Education Contract in the amount of \$18,000

**5. ACTION ITEMS**

- 5.1 Library/Learning Center – Change Order No. 11  
Recommendation to ratify Change Order No. 11 in the amount of \$39,151

**6. INFORMATIONAL REPORTS**

- 6.1 President’s Report  
Superintendent/President informational report may be presented at the meeting
- 6.2 Education and Student Services Report  
Education and Student Services Department informational report
- 6.3 Administrative Services Report
- 6.3.1 Administrative Services Department informational report
- 6.3.2 Measure W Bond Report
- 6.4 Mendocino College Foundation, Inc.  
Report on the monthly activities of the Foundation
- 6.5 Constituent Groups Reports  
Reports from constituent groups are presented as information
- 6.6 Health Benefits Report  
Submitted as information

**7. TRUSTEE COMMUNICATIONS**

- 7.1 Trustee Reports
- Written and oral reports from Trustees are presented as information
  - Trustee Individual Goals are presented for discussion

**8. TIME CERTAIN ITEM – PRESENTATION 6:00 PM**

- 8.1 Computer Science Program – Future Plans  
Presentation by Instructor Jeff Bergamini

**9. “THE BIG PICTURE”**

- 9.1 Student Survey  
Trustee discussion of a student survey conducted by Dr. Duffy, Director of Institutional Research
- 9.2 Future agenda items

**10. CLOSED SESSION**

- 10.1 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(a) 2 cases  
Case names unspecified: Disclosure would jeopardize existing settlement negotiations
- 10.2 Collective Bargaining/Meet and Confer - GC 54957.6  
Designated Representatives: Lehner, Randall, Perryman, Chaty  
Employee Organizations: MCFT, MPFA, Management/Supervisory/Confidential, MLCCCBU
- 10.3 Public Employee Discipline/Dismissal/Release – GC 54957

**11. ADJOURNMENT**

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

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

***Future Board Meetings: Regular Meeting – November 2, 2011, 5:00 PM, Ukiah Campus, Room 1060***

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

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, September 14, 2011, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

**GENERAL MATTERS**

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

<i>Board Members</i>	President	Joel Clark	present
	Vice President	Paul Ubelhart	present
	Clerk	Edward Haynes	present (arrived at 5:55 PM)
	Trustee	John Tomkins	present
	Trustee	Joan M. Eriksen	present
	Trustee	Janet Chaniot	present
	Trustee	Dave Geck	absent
	Student Trustee	Jennifer Evans	present

*Secretary* Kathy Lehner, Superintendent/President

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

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

<i>Constituent Representatives</i>	Academic Senate	John Koetzner, President
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Virginia Guleff, Vice President

*Public Comments* There were no public comments.

*Public Hearing on Budget* The Public Hearing on the Adopted Budget was opened at 5:16 PM.  
There were no comments from the public.  
The Public Hearing was closed at 5:18 PM.

*Agenda Approval* M/S/C (Chaniot/Tomkins) To approve the agenda as submitted.

*Minutes/Approval* M/S/C (Tomkins/Ubelhart) To approve the minutes of the regular meeting held on August 3, 2011 and the workshop minutes on August 31, 2011 as submitted.

**CONSENT AGENDA**

M/S/C (Eriksen/Chaniot) To approve the Consent Agenda as submitted.

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 ratify the employment of Short-Term Employees as submitted and presented at the meeting.

<i>Employment – Part-Time Faculty</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the employment the Part-Time Faculty for Fall, 2011 as submitted.
<i>Volunteers</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of volunteers as submitted.
<i>Employment – Professional Experts</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ as Professional Experts, pursuant to Education Code Section 88003, Susan Era as Alcohol and Other Drugs/Human Services Programs Coordinator, August 22, 2011 through May 25, 2011, and Orion Walker as Sustainable Technology Program Coordinator, September 2, 2011 through May 31, 2012.
<i>Administrator Contracts</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve administrator contracts as presented at the meeting.
<i>Contract Amendments – Superintendent/ President</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby amend the contract for the Superintendent/President as submitted.
<i>MPFA Contract Revisions</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the June 2, 2011 side letter with the MPFA as submitted.
	<b><u>Other Items</u></b>
<i>Accept – High Voltage Site Electrical Upgrade</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the High Voltage Site Electrical Upgrade project from Ukiah Electric.
<i>Donation of Vehicle</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the 1962 Ford F500 vehicle donated to Mendocino College by Ed and Donna Berry.
<i>Change of Regular Meeting Date – October, 2011</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby change the regular meeting date for the month of October to Wednesday, October 12, 2011.
	<b><u>ACTION ITEMS</u></b>
<i>2011-12 Adopted Budgets</i>	Vice President Perryman discussed the changes in the Adopted Budget from the Tentative Budget that resulted from the State’s Small College Exemption from further cuts. He commented that this budget is balanced as presented. There is no growth revenue and no COLA (4 <sup>th</sup> straight year with no COLA) included in the State’s budget. Enrollment fees were increased by \$10 this fall and there is another plan to increase by an additional \$10 in the spring. Currently, there is a bill on the Governor’s desk that would postpone this \$10 increase in enrollment fees until next year.

M/S/C (Chaniot/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the proposed 2011-12 Adopted Budgets as presented and shown on Attachments A through J.

*Library/Learning Center – Change Order No. 10*

M/S/C (Chaniot/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 10 for the Library/Learning Center project to Midstate Construction in the amount of \$545.

*Library/Learning Center Furniture*

M/S/C (Tomkins/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby award the Library/Learning Center Furniture as follows:  
Award Group A – Open Line to Corner Office, in the amount of \$390,453.30  
Award Group B – Campus Standard to One Workplace in the amount of \$341,780.58  
Award Group C – Workstations to Sidemark, in the amount of \$127,894.75

*Award Contract – Lake County Center*

M/S/C (Tomkins/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby award the construction contract for the Lake County Center to Wright Contracting, Inc. in the amount of \$10,175,000.

*Library Resolution Resolution #09-11-01*

Superintendent/President Lehner informed the Board that this proposed resolution was submitted by City Councilmember Benj Thomas who also is on the Mendocino County Library Board. He is looking for as many residents as possible to express their support for the Library.

Trustee Tomkins questioned how this applies to Lake County residents as the ballot measure is for Mendocino County libraries. Superintendent/President Lehner responded that the Board, in adopting this resolution, would be expressing support for libraries in general.

Superintendent/President Lehner also offered that Trustee Haynes who would be coming to the meeting late, expressed to her his suggestion of consolidating the county libraries with the college library. Academic Senate President and Head Librarian Koetzner discussed the importance of access to all libraries for various community residents. He does not believe the public library and the college library are compatible due to the different collections in a public library versus a college academic library. He stated that as an institution that supports inquisitive thinking and access to knowledge, the District should support this resolution.

M/S/C (Eriksen/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby support putting a measure on the November 2011 ballot which will approve a 1/8 cent sales tax to fund the Mendocino County Library system.

Roll Call Vote:

Yes: Trustees Chaniot, Eriksen, Ubelhart, Clark, and Student Trustee Evans

No: Trustee Tomkins

## **INFORMATIONAL REPORTS**

- President's Report* A written report was submitted by Superintendent/President Lehner. The following was offered in addition:
- Superintendent/President Lehner advised the Board that she has been elected to the Statewide CEO board which advises on policy through the California Community College League.
- 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 presented a list of upcoming activities and events.
- Administrative Services Report* A written report was submitted by Larry Perryman, Vice President of Administrative Services.
- Measure W Bond Report* The Measure W Quarterly Bond Report was submitted by Larry Perryman, Vice President of Administrative Services.
- Trustee Haynes arrived during this discussion.
- Mendocino College Foundation, Inc.* A written report was submitted by Katie Wojcieszak, Executive Director of the Mendocino College Foundation. The following was offered in addition:
- Community members invited by Foundation Director John Bogner participated in a tour of campus and luncheon with Superintendent/President Lehner. Future tours are planned.
- Constituents Report* A written report was submitted by John Koetzner, Academic Senate President.
- Health Benefits Report* A annual written report on the history of the Health Benefits was submitted as information.

## **TRUSTEE COMMUNICATION**

- Trustee Reports* A written report was submitted by Trustee Eriksen. Oral reports were given by Trustees Eriksen, Ubelhart, and Chaniot.
- “BIG PICTURE”**
- Policy 204 Organization* At the recent board workshop, Trustees reviewed proposed changes and offered further suggestions for revisions to Policy 204 Organization. Suggestions were included in the revised Policy and presented for approval.
- M/S/C (Tomkins/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the changes to Policy 204 as presented.
- 2011-12 Goals and Objectives* At the recent Board workshop, Board Goals and Objectives were developed. The final version was presented for adoption. Trustees discussed some of the possible ways to implement their goals.
- M/S/C (Tomkins/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2011-12 Goals and Objectives as presented.

*Individual Trustees Goals and Objectives* Trustees discussed that individual Board member goals should be something that a Board member can do to support the full Board's goals that have been adopted today. Individual goals should not include items that are the Trustee's responsibility such as "attend meetings" or items that appear to give direction to the Superintendent/President without the agreement of the full Board.

It was determined Board President Clark will discuss with each Trustee their individual goals prior to bringing them to the next meeting.

*Future Agenda Items*


- Review the Student Survey (Board goal – possible workshop topic)
- Board's participation in the Adopt a 5<sup>th</sup> Grader Program

**CLOSED SESSION**

Trustees adjourned to Closed Session at 6:55 PM. Board President Clark announced that no action will be taken in Closed Session.

*ADJOURNMENT* M/S/C (Ubelhart/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:13 PM.

Submitted by:



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

ITEM NO: 3.1  
DATE: October 12, 2011

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.

## Short Term Temporary Employees

(Individual assignments may not exceed 194 days within the start and end dates)

Last Name	First Name	Position	Department	Start Date	End Date
Arrington	Debbie	Trainer	Foster/Kinship Care	10/1/2011	6/30/2012
Blake	James	Crew Member	Dance	11/11/2011	6/30/2012
Bridges	Daryl	Carpenter	Theater	9/1/2011	6/30/2012
Cooperrider	Erica	Digital Imager	Dance	10/10/2011	6/30/2012
Eaquinto	Eva Marie	Clerical	Career/Transfer Ctr	9/20/2011	6/30/2012
Galicia	Manuel	Outreach Specialist	HEP Program	10/1/2011	12/15/2011
Gardner	Megan	Associate Teacher/Cook	Child Development	9/6/2011	6/30/2012
Gifford	Ray	Lighting Technician	Theater	9/1/2011	6/30/2012
Jones	Lacie	Tutor	DRC	8/22/2011	6/30/2012
Katz	Amanda	Crew Member	Dance	11/11/2011	6/30/2012
Kelly	Paula	Associate Teacher - Sub	Child Development	9/6/2011	6/30/2012
Lucero	Sharla	Assistant Teacher-Sub	Child Development	9/22/2011	6/30/2012
Mora Bravo	Laura	Director	HEP Program	10/1/2011	12/15/2011
Nelson	Amy	Curriculum Assistant	Exec Asst/R. Bell	10/10/2011	6/30/2012
Ponce	Adriana	Outreach/Registration	ESL-Lake Center	9/26/2011	6/30/2012
Rodriguez	Dolores	Substitute Teacher	Child Development	9/6/2011	6/30/2012
Rosales	Gladis	Tutor	HEP Program	10/1/2011	11/11/2011
Shimada	Machiko	Tutor	Learning Center	8/22/2011	6/30/2012
Stephens	Dennise	Tutor	Learning Center	8/22/2011	6/30/2012
Vanderwalker	Laura	Substitute Teacher	Child Development	9/6/2011	6/30/2012
Vazquez	Yolanda	Administrative Assistant	HEP Program	10/1/2011	12/8/2011
Whitmarsh	Katie	Choreographer	Dance	11/11/2011	6/30/2012

ITEM NO: 3.2  
DATE: October 12, 2011

SUBJECT: EMPLOYMENT - PART-TIME FACULTY

SYNOPSIS:

Employment of Part-Time Faculty for the Fall Semester, 2011

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 ratify the attached list of Part-Time Faculty for the Fall Semester, 2011.

## Part-Time Faculty Fall 2011

Name	Position	Location
Mack, Kevin	Alcohol/Other Drugs Instructor - Substitute	Ukiah
Shepard, David	Alcohol/Other Drugs Instructor - Substitute	Ukiah

ITEM NO: 3.3  
DATE: October 12, 2011

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:

<b>Name</b>	<b>Assignment</b>
Remeliano Gonzaga	Outfield Softball coach during practice and games

MOTION/ACTION:

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

ITEM NO: 3.4  
DATE: October 12, 2011

SUBJECT: MLCCCBU-SIDE LETTER

SYNOPSIS:

Side letter between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Classified Bargaining Unit (MLCCCBU/SEIU-Local 1021)

RECOMMENDATION:

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

ANALYSIS:

The District and MLCCCBU/SEIU-Local 1021 agreed to the attached side letter to update language in the collective bargaining agreement pertaining to the union.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the attached side letter of 4/15/11 between the District and MLCCCBU/SEIU-Local 1021.

## SIDE LETTER

- 1.2 The Board of Trustees of the Mendocino-Lake Community College District, hereinafter referred to as the "BOARD" or "DISTRICT", hereby recognizes the ~~Mendocino College Classified Employees Association~~ **Mendocino-Lake Community College Classified Bargaining Unit, SEIU Local 1021**, hereinafter referred to as "~~Association~~" "**Union**", as the sole and exclusive representative of all employees covered by this agreement. This agreement shall apply to all employees working in the classifications listed on Exhibit A.
- 2.5 **Association Union Contact:** A reasonable number of duly-authorized representatives of the Union may have access to unit members to transact official Union business provided such contact does not occur during the member's hours of scheduled assignments and does not interfere with work schedules. Union shall provide District, and update as required, the names of Union representatives authorized to discuss official Union business with unit members.
- 2.6 **Information to Association Union**
- 2.8.1 **Negotiations:** A maximum of four (4) authorized members of the ~~Association~~ **Union** negotiating team shall be released from their regular work duties, without loss of pay or benefits, when negotiation meetings with the District (including caucuses) are scheduled during regular working hours of the members involved. No paid release time shall be used or granted Union representatives for negotiations preparations.
- 26.2 Except as otherwise provided in this Agreement, the District and the ~~Association~~ **Union** expressly waive and relinquish the right to bargain collectively on any matter

Agreed:

Law Larry 4/15/2011 Karen Chatz 4-15-11  
MLECCBU Date DISTRICT Date

ITEM NO: 3.5  
DATE: October 12, 2011

SUBJECT: MENDOCINO COLLEGE FEDERATION OF TEACHERS, PROPOSED SIDE LETTER 2011-12, 2012-13 and 2013-14

SYNOPSIS:

Proposed side letter from MCFT regarding salaries for 2011-12, 2012-13 and 2013-14

RECOMMENDATION:

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

ANALYSIS:

Mendocino College Federation of Teachers has requested to negotiate a salary increase as included in the attached proposed side letter.

Article 8, Section 3547, of the Public Employees Relations Act requires that initial proposals be presented at a public meeting of the Board and that sufficient time be allowed for public comment on the proposal before negotiations commence. While side letters are not always sent through this "sunshine process," those with a significant budget cost are for purposes of public disclosure. The total projected cost of the proposal is \$432,000.

Any related public comments will be accepted by the Superintendent/President prior to the November Board meeting. After that time, the District would present its initial proposal and time would again be allowed for public comment. Negotiations could then commence at least ten days thereafter.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the proposed side letter from the Mendocino College Federation of Teachers regarding salaries for 2011-12, 2012-13 and 2013-14 and directs the Superintendent/President to receive public comments on this proposal prior to the November meeting of the Board.



MENDOCINO COLLEGE FEDERATION OF TEACHERS  
AFT/CFT LOCAL 6322

TO: Meridith Randall and Karen Chaty  
MLCCD Negotiators

FROM: Rebecca Montes and Catherine Indermill <sup>ra</sup> ~~CD~~  
MCFT Negotiators

SUBJECT: Proposed Side-Letter (Article 10 – Salaries)

DATE: September 22, 2011

**Mendocino College Federation of Teachers proposes a 3% increase in the Full-Time Faculty Salary Schedule and Full-Time Faculty Overload and Summer Session Salary Schedule retroactive to August, 2011 and an additional 3% for 2012/13 and 3% for 2013/14.**

*Rationale:*

MLCCD traditionally addresses benefit and salary changes *equally* among all permanent employee groups. The Board of Trustees has just approved a 3% salary increase for the Superintendent / President for the current year and an additional 3% for the next two years (2012 and 2013).

The District continues to maintain a large reserve year after year and the proposed 2011-2012 Budget has an Ending Balance of \$94,922 over projections, both of which are the results, in part, to the faculty's efforts to reduce spending in all of our programs and services.

Over the last few years faculty have done more than their part to help save money and manage the budget crisis. As a result we have helped push "our fiscal problems" out to 2014/15. Our contributions include, but are not limited to:

- No salary increase since July, 2007
- Acceptance of a temporary 4% salary reduction
- Acceptance of decreased health benefits including greater out-of-pocket expenses

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Mendocino College Federation of Teachers – AFT/CFT Local 6322

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- Maintaining 5 fulltime faculty vacancies which increases our workload, especially relating to committee service, SLO assessment, and completing Program Reviews. In addition, we recruit, interview, assist and evaluate adjunct faculty for which we are undercompensated for the amount of time, effort and care taken with this responsibility
- Our acknowledgement that 4 new faculty members were hired this academic year; however, this decision was directly related to the college's violation of the 50% Law. If this violation did not occur we would not have made these hires and would be working with fewer faculty members
- Support for the Waiver of the 50% Law violation, saving the District \$634,000. In addition, without that faculty support the waiver would not have been supported by the CFT and CTA State Representatives and likely not granted by the Board of Governors
- Sacrificing District Work Study, which has been eliminated; thus there are fewer student workers to assist faculty with non-class related duties
- Sacrificing District travel which has been significantly curtailed
- Many departments are being asked to do without or with considerably reduced supply budgets (4's and 5's)
- Sacrificing Professional Development Leave which has not been fully funded for the past two academic years

Full time faculty are critical to the growth of FTES and retention of students, which is always of great importance as we are here to serve students. It is even more important now as we are below our cap and expect to take on more responsibility to address this. Many faculty members disagree with continuously maintaining unreasonably large reserves at the expense of our programs and services, which ultimately hurts our students.

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**Mendocino College Federation of Teachers – AFT/CFT Local 6322**

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ITEM NO: 3.6  
DATE: October 12, 2011

SUBJECT: RECLASSIFICATIONS-CLASSIFIED

SYNOPSIS:

Reclassifications for three classified positions

RECOMMENDATION:

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

ANALYSIS:

Due to recent program changes, reassignments, etc., a number of Classified positions have been under review to determine if reclassifications are appropriate due to changes in work responsibilities. At this time, reclassifications for the following three positions are recommended as follows:

From: Administrative Assistant I/Career and Technical Education, Range 23  
To: Administrative Assistant II/Career and Technical Education, Range 25  
Employees: Mary Houghton and Cyndi Woskow

From: Facilities Support Specialist, Range 25  
To: Facilities Planning Technician, Range 27  
Employee: Carolyn Pryor

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves reclassifications for Mary Houghton and Cyndi Woskow to Administrative Assistant II and Carolyn Pryor to Facilities Planning Technician, effective 7/1/11.

ITEM NO: 3.7  
DATE: October 12, 2011

SUBJECT: RESIGNATION/RETIREMENT - FACULTY

SYNOPSIS:

Resignation/retirement - Susan Janssen, Instructor-Spanish

RECOMMENDATION:

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

ANALYSIS:

Susan Janssen was employed in 1988 as the college's first full-time Spanish Instructor. Since that time, Susan has successfully developed and coordinated not only the Spanish language courses but also a variety of other classes, including coursework in American Sign Language. Throughout her teaching career, Susan has created a dynamic and interactive classroom, incorporating the best of second language acquisition theory as well as communicative language teaching to facilitate effective language development.

Apart from the classroom, Susan has been a dedicated worker for the District, participating in numerous campus committees, assisting part-time faculty and, most recently, participating in the design of the Language Lab, part of the new Library/Learning Center scheduled to open Fall 2012. After 24 years of service, Susan will be retiring on May 25, 2012.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Susan Janssen effective May 25, 2012.

ITEM NO: 3.8  
DATE: October 12, 2011

SUBJECT: PROFESSIONAL DEVELOPMENT LEAVE

SYNOPSIS:

Professional Development Leave request for 2011-12

RECOMMENDATION:

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

ANALYSIS:

Jim Xerogeanes, Instructor /Director-Agriculture and Natural Resources, requested a part-time Professional Development Leave (.75 FTE) from his 2011-12 instructional assignment, while continuing to work as program Director (.25 FTE). He plans to accomplish the following goals during his leave:

- Develop a new program in small farm management
- Create a “Bridge” program with the local high schools
- Develop new strategies to improve the Agriculture program by observing other California community colleges
- Successfully complete two Spanish Classes
- Study the new book titled *Manual of California Vegetation*

This leave was approved by the Superintendent/President pursuant to District requirements.

MOTION/ACTION:

RESOLVED, That the Board of Trustees hereby ratifies a 2011-12 Professional Development Leave for .75 FTE for Jim Xerogeanes.

ITEM NO: 4.1  
DATE: October 12, 2011

SUBJECT: FISCAL REPORT AS OF AUGUST 31, 2011

SYNOPSIS:

A report on District fiscal data as of August 31, 2011.

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of August 31, 2011 is submitted as information. The Board of Trustees is 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  
General Fund  
2011/12 Fiscal Report as of August 31, 2011

		2011/12	Year-to-date	Balance	%
		Working Budget	Actuals		Rec/Exp
<b>REVENUE</b>					
	Beginning Fund Balance	\$3,619,575			
FEDERAL	Federal Forest Reserve	\$50,000		\$50,000	0%
	Federal Work Study	0		0	0%
	CAMP	413,540	21,958	391,582	5%
	HEP	191,715	25,887	165,828	14%
	PELL Grant Administration	7,500	15	7,485	0%
	CTEA	209,165		209,165	0%
	Other Federal Revenue	25,000	31,391	-6,391	126%
	<b>TOTAL FEDERAL SOURCES</b>	<b>\$896,921</b>	<b>\$79,251</b>	<b>\$817,670</b>	<b>9%</b>
STATE	State General Apportionment	\$11,748,565	\$1,128,669	\$10,619,896	10%
	Board of Governors Grant	19,322	2,721	16,601	14%
	Basic Skills	180,000	104,400	75,600	58%
	Part-time Faculty Office Hours	3,000	469	2,531	16%
	Part-time Faculty Compensation	56,315	9,170	47,145	16%
	Other Categorical Apportionments	740,133	649,883	90,250	88%
	TANF	42,022		42,022	0%
	DSPS	296,379	38,026	258,353	13%
	CALWORKS	133,349	20,093	113,256	15%
	BFAP	170,680	26,509	144,171	16%
	Matriculation	142,549	21,666	120,883	15%
	EOPS	284,822	43,293	241,529	15%
	EOPS CARE	39,838	6,056	33,782	15%
	MESA	50,500		50,500	0%
	Other Categorical Program Allowances	101,087		101,087	0%
	State Subventions	109,764		109,764	0%
	Lottery	450,000		450,000	0%
	Mandated Cost Reimbursements	0		0	0%
	Other State Revenue	7,850	7,850	0	100%
	<b>TOTAL STATE SOURCES</b>	<b>\$14,576,175</b>	<b>\$2,058,805</b>	<b>\$12,517,370</b>	<b>14%</b>
LOCAL	Property Taxes	\$5,697,313	-\$18,003	\$5,715,316	0%
	Local Contributions/Grants/Donations	125,620	25,620	100,000	20%
	Contract Instructional Services	13,772	279	13,493	2%
	Rents/Leases (Facilities Use)	15,000	180	14,820	1%
	Interest	7,000	0	7,000	0%
	Community Extension	45,000	2,010	42,990	4%
	Student Fees	1,169,059	528,751	640,308	45%
	Bookstore Commission	60,000	1,126	58,874	2%
	Other Local Revenue	187,487	76,480	111,007	41%
	Transfer in from Capital Projects Fund	40,000		40,000	0%
	<b>TOTAL LOCAL SOURCES</b>	<b>\$7,360,251</b>	<b>\$616,443</b>	<b>\$6,743,808</b>	<b>8%</b>
	<b>TOTAL REVENUES</b>	<b>\$22,833,347</b>	<b>\$2,754,499</b>	<b>\$20,078,848</b>	<b>12%</b>
<b>TOTAL RESOURCES AVAILABLE</b>		<b>\$26,452,922</b>			
<b>EXPENDITURES</b>					
	Certificated Salaries	\$8,547,901	\$958,505	\$7,589,396	11%
	Classified Salaries	4,870,290	744,091	4,126,199	15%
	Benefits	5,641,101	781,299	4,859,803	14%
	<b>Subtotal Personnel Costs</b>	<b>\$19,059,292</b>	<b>\$2,483,895</b>	<b>\$16,575,398</b>	<b>13%</b>
	Supplies	\$778,818	\$61,380	\$717,438	8%
	Services	2,230,325	261,467	1,968,858	12%
	Capital Outlay	247,540	5,579	241,961	2%
	Transfers/Other Outgo	517,983	26,959	491,024	5%
	<b>TOTAL EXPENDITURES</b>	<b>\$22,833,959</b>	<b>\$2,839,280</b>	<b>\$19,994,679</b>	<b>12%</b>
	Ending Fund Balance	\$3,618,963			
<b>TOTAL EXPENDITURES/CONTINGENCY</b>		<b>\$26,452,922</b>			

ITEM NO: 4.2

DATE: October 12, 2011

SUBJECT: QUARTERLY FISCAL STATUS REPORTS - AB 2910

SYNOPSIS:

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

RECOMMENDATION:

The Superintendent/President recommends review and acceptance of the Quarterly Fiscal Status Report as attached.

ANALYSIS:

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

MOTION/ACTION:

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

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-31 IQ

[VIEW QUARTERLY DATA](#)

[CHANGE THE PERIOD](#)

Fiscal Year: 2010-2011

Quarter Ended: (Q4) Jun 30, 2011

District: (140) MENDOCINO-LAKE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2007-08	Actual 2008-09	Actual 2009-10	Projected 2010-2011
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	19,367,440	20,136,691	19,439,908	19,577,316
A.2	Other Financing Sources (Object 8900)	6,480	14,602	0	0
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	19,373,920	20,151,293	19,439,908	19,577,316
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	19,231,534	19,486,847	18,370,306	18,764,138
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	237,916	260,863	895,396	267,043
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	19,469,450	19,747,710	19,265,702	19,031,181
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	-95,530	403,583	174,206	546,135
D.	<b>Fund Balance, Beginning</b>	2,456,005	2,279,696	2,683,279	2,857,479
D.1	Prior Year Adjustments + (-)	-80,779	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	2,375,226	2,279,696	2,683,279	2,857,479
E.	<b>Fund Balance, Ending (C. + D.2)</b>	2,279,696	2,683,279	2,857,485	3,403,614
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	11.7%	13.6%	14.8%	17.9%

**II. Annualized Attendance FTES:**

G.1	<b>Annualized FTES (excluding apprentice and non-resident)</b>	2,721	3,133	2,931	3,114
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

		As of the specified quarter ended for each fiscal year			
		2007-08	2008-09	2009-10	2010-2011
H.1	Cash, excluding borrowed funds		1,205,288	161,306	928,366
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	1,884	1,205,288	161,306	928,366

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	19,179,755	19,701,468	19,577,316	99.4%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	19,179,755	19,701,468	19,577,316	99.4%
J.	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	18,461,825	19,069,679	18,764,138	98.4%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	527,218	283,766	267,043	94.1%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	18,989,043	19,353,445	19,031,181	98.3%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	190,712	348,023	546,135	
L	Adjusted Fund Balance, Beginning	2,857,479	2,857,479	2,857,479	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	3,048,191	3,205,502	3,403,614	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	16.1%	16.6%		

V. Has the district settled any employee contracts during this quarter?

YES

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
			Total Cost Increase	% *	Total Cost Increase	% *		
<b>a. SALARIES:</b>								
Year 1: 2010/11					133,642	10%		
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1: 2010/11					16,358			
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

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

The District reached agreement with the Mendocino Part-time Faculty Association which included a one-time, off schedule 10% bonus for the Spring 2011 semester. The costs were funded by unrestricted District funds and other sources, i.e. categorical programs.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

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

VII. Does the district have significant fiscal problems that must be addressed?

This year?  
Next year?

NO  
NO

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

ITEM NO: 4.3  
DATE: October 12, 2011

SUBJECT: ACADEMIC CALENDAR FOR 2012-13

SYNOPSIS:

Board of Trustees adoption of the proposed 2012-13 Academic Calendar.

RECOMMENDATION:

The Superintendent/President recommends approval of the 2012-13 Academic Calendar as presented.

ANALYSIS:

The proposed 2012-13 Academic Calendar closely approximates the calendar approved for 2011-12. Because of the mandated holidays – specifically, Martin Luther King, Jr. Day and Memorial Day – it is necessary to designate one Saturday (when a few classes take place) as an instructional day to meet the 175 day obligation.

The 2012-13 calendar has been through the participatory governance process through PPAC (President's Policy Advisory Committee) and was received positively by all constituent groups.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2012-13 Academic Calendar as presented.

# MENDOCINO COLLEGE ACADEMIC CALENDAR 2012-2013

**June**

18 **Six-Week Summer 2012 Begins**

**July**

4 Holiday - Independence Day

26 **Six-Week Summer 2012 Ends**

**August**

17 Inservice Day (No classes)

20 **Fall 2012 Semester Begins**

27 Instructor permission required to add semester length classes

31 Add and Refund deadline for semester length classes  
Petition required after this date to add

**September**

3 Holiday - Labor Day

**November**

12 Holiday - Veteran's Day

19 Priority registration begins for Spring 2013

21 Deadline to apply for Fall graduation

22-23 Holiday - Thanksgiving

**December**

14 **Fall semester ends**

17-31 College Closed - Winter Break

**January**

2 Registration services open for Spring; fall grades on WebAdvisor 24 hours after submission

21 Holiday - Martin Luther King Jr. Day

18 Inservice Day (No classes)

22 **Spring Semester Begins**

28 Instructor permission required to add semester length classes

**February**

1 Add and Refund deadline for semester length classes

Petition required after this date to add

15 Holiday - Lincoln's Day

18 Holiday- Washington's Day

**March**

25-29 College Closed - Spring Break

**April**

19 Deadline to apply for Spring graduation

**May**

13 Priority registration begins for Fall 2013

24 Commencement

24 **Semester ends**

27 Holiday - Memorial Day

**June**

17 **Six-Week Summer 2013 Begins**

**July**

4 Holiday- Independence Day

25 **Six-Week Summer 2013 Ends**

**JUNE '12**

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

**JANUARY '13**

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

**JULY '12**

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

**FEBRUARY '13**

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

**AUGUST '12**

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

**MARCH '13**

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

**SEPTEMBER '12**

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

**APRIL '13**

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

**OCTOBER '12**

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

**MAY '13**

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

**NOVEMBER '12**

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

**JUNE '13**

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

**DECEMBER '12**

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

**JULY '13**

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

<u>Full Semester length class deadlines:</u>		
	<u>Fall Semester</u>	<u>Spring Semester</u>
Refund	August 31	February 1
Add	August 31	February 1
Drop w/o W	September 14	February 14
Pass/No Pass	September 21	February 22
Drop w/ W	November 16	April 26
<u>For summer session and short term classes, dates are calculated by the variables below:</u>		
Refund	10% of course length	
Add	20% of course length	
Drop w/o W	30% of course length	
Pass/No Pass	30% of course length	
Drop w W	75% of course length	
<b>Final exams are given on the last day of class.</b>		

**LEGEND: FALL (81 Instructional Days)  
SPRING (83 Instructional Days)**

- Mandatory Flex Days (plus 9 individually planned flex days)
- Final Exams
- Holidays
- Semester begins
- Instructional Day
- Winter and Spring Breaks
- No Classes
- Semester ends

ITEM NO: 4.4  
DATE: October 12, 2011

SUBJECT: CONTRACTS AND AGREEMENTS – QUARTERLY RATIFICATION

SYNOPSIS:

Board of Trustees review and ratification of contracts and agreements for goods and services for fiscal year 2011-2012 is requested.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees review and ratify those 2011-2012 contracts and agreements which have been approved at the administrative level, as presented in the attached summary document.

ANALYSIS:

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

MOTION/ACTION:

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

**MENDOCINO COLLEGE  
RATIFICATION OF CONTRACTS AND AGREEMENTS  
2011/2012 Fiscal Year  
July 1, 2011 through September 30, 2011**

<b>Agreement/Contract</b>	<b>Revenue / &lt;Cost&gt;</b>	<b>College Contact</b>
<p><b><u>Child Development Training Consortium</u></b> September 1, 2011 through June 30, 2012 <i>Coordination of consortium activities: attendance at two meetings at the CDTC; inform Mendocino College CDV department of program components and requirements specific to the consortium.</i></p>	\$5,000	Conan McKay
<p><b><u>Franklin University</u></b> July 25, 2011 to July 25, 2016 <i>Articulation agreement guaranteeing admission to Franklin University, transferability of credits, and a seamless transition for Mendocino College graduates seeking a baccalaureate degree.</i></p>	\$0	Meridith Randall
<p><b><u>Mendocino County Sheriff's Office</u></b> September 10, 2011 through November 5, 2011 <i>Law enforcement coverage for home football games.</i></p>	<\$1,736.20>	Meridith Randall
<p><b><u>Petaluma Fire District</u></b> September 7, 2011 to September 7, 2014 <i>Field internship experience for EMT-II and EMT-Paramedic students.</i></p>	\$0	Sue Goff
<p><b><u>Rancho Santiago Community College District</u></b> July 25, 2011 through June 15, 2012 <i>Provide Faculty Entrepreneurship Project services by compensating faculty and Mendocino College for the creation of courses and programs, and/or related activities, that will advance Entrepreneurship and Career Technical Education programs.</i></p>	\$15,000	Sue Goff
<p><b><u>San Rafael Fire District</u></b> August 25, 2011 to August 25, 2014 <i>Field internship experience for EMT-II and EMT-Paramedic students.</i></p>	\$0	Sue Goff
<p><b><u>School Services of California, Inc.</u></b> August 1, 2011 through July 31, 2012 <i>Consulting services regarding issues of community college finance, legislation, budgeting, capital outlay, and general fiscal issues.</i></p>	<\$3,420>	Larry Perryman
<p><b><u>TLCD Architecture</u></b> June 8, 2011 to June 8, 2014 <i>Provide and perform architectural and related services in connection with the design and construction of the Willits/North County Center.</i></p>	<\$477,800>	Larry Perryman
<p><b><u>TeleCom Services Co.</u></b> Not applicable <i>Installation of fiber inter-building cable from the Barn building to Modular Building #2.</i></p>	<\$3,056.14>	John Loucks

ITEM NO. 4.5  
DATE: October 12, 2011

SUBJECT: FACILITIES RENOVATION AND REPAIR GRANT  
RESOLUTION 10-11-01

SYPNOSIS:

The California Department of Education has provided a Facilities Renovation and Repair Contract (CRPM 1037) in the amount of \$18,000, to be used from July 1, 2011 through June 30, 2014.

RECOMMENDATION:

The Superintendent/President recommends approval of Resolution 10-11-01, the Facilities Renovation and Repair Contract CRPM 1037, in the amount of \$18,000.

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.

This grant follow three previous grants received from CDE/CDD in the amount of \$60,000, which have been used to hire a design consultation team to develop and then implement a plan to renovate our preschool playground as a "Nature Explore Outdoor Classroom." This fourth grant allows us to complete the third phase of the renovation. Following completion next summer, we will apply for certification from the National Arbor Foundation.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve Resolution 10-11-01 California Department of Education Contract Number CPRM-1037 in the amount of \$18,000.

**RESOLUTION**

**10-11-01**

BE IT RESOLVED that the Governing Board of Mendocino-Lake Community College District authorizes entering into local agreement number CRPM-1037, 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 &amp; Student Services</u>	_____

Joan M. Eriksen \_\_\_\_\_  
Ed Haynes \_\_\_\_\_  
Janet Chaniot \_\_\_\_\_  
Paul Ubelhart \_\_\_\_\_  
Joel Clark \_\_\_\_\_  
John Tomkins \_\_\_\_\_  
Dave Geck \_\_\_\_\_

Ayes

Noes

Absent/Not Voting

PASSED AND ADOPTED THIS twelfth day of October, 2011, by the Governing Board of Mendocino-Lake Community College District of Mendocino and Lake Counties, California.

I, Ed Haynes, Clerk of the Governing Board of 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 Governing 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)

SUBJECT: LIBRARY/LEARNING CENTER – CHANGE ORDER NO. 11

SYNOPSIS:

Change Order No. 11 for the Library/Learning Center project to Midstate Construction.

RECOMMENDATION:

The Superintendent/President recommends approval of this Change Order for the Library/Leaning Center project.

ANALYSIS:

Measure W was approved by the voters of Lake and Mendocino Counties in November 2006. Included in this measure was a project Library/Learning Center. The project was awarded to Midstate Construction in the amount of \$14,989,000.

Change Orders No. 1 through 10 were approved by the Board of Trustees in prior board action, totaling \$180,932. The current adjusted contract is \$15,169,932.

Change Order No. 11 consists of six items:

- |      |  |        |           |
|------|--|--------|-----------|
| 11.1 | Delete power to window (CR 028/ COP 049)<br>Reason: Operable windows are not called for at these locations.  | Deduct | <\$2,841> |
|      | Requested by: District   |        |           |
| 11.2 | Delete drinking fountains and railings (CR 029/ COP 050)<br>Reason: Drains and venting for drinking fountains complicated location selection; railings are not required. | Deduct | <\$5,259> |
|      | Requested by: District   |        |           |
| 11.3 | Provide framing for lighting cove in Library (CR 030) COP 051.1)<br>Reason: Additional framing detail required at these locations.                                       | Add    | \$4,389   |
|      | Requested by: District   |        |           |
| 11.4 | Provide wood light and trim (CR 030/COP 051.2)<br>Reason: Detail was excluded from plan.   | Add    | \$6,514   |
|      | Requested by: District   |        |           |
| 11.5 | Revise ramp; replace with stairs and rails for safety. (CR 031/COP 052)<br>Reason: Ramp was too steep for safe travel.   | Add    | \$28,188  |
|      | Requested by: District   |        |           |

11.6 Additional misc. steel metal framing (COP 058) Add \$8,160  
Reason: Numerous additional framing details required.

Requested by: Architect

TOTAL CHANGE ORDER NO. 11 Add \$39,151

New Contract Price \$15,209,083

Total percent of Change Order No. 11 = .2%

Total of all changes = 1.4%

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby ratify Change Order No. 11 for the Library/Learning Center project to Midstate Construction in the amount of \$39,151.

SUBJECT: EDUCATION AND STUDENT SERVICES REPORT

SYNOPSIS: An informational report from the Dean of Education and Student Services

### **1. Basic Skills: Report to State**

The Foundation Skills Teaching and Learning Community, a group of faculty and administrators that oversees the basic skills program at the college, has just completed its End-of-Year and Action Plan report for the Chancellor's Office. This year, one requirement was to respond to ARCC data, which indicated that course completion rates in credit basic skills courses at Mendocino College have improved in ESL and are stable in math and English. The ARCC data also indicated that improvement rates for the same courses have increased in writing and have stabilized in math and ESL. Additionally, included in the report were two research studies by Dr. Charles Duffy which indicated that student success in learning communities was significantly higher and that semester-to-semester persistence rates were also higher than for students who were not enrolled in learning communities. Likewise, the research study on the summer math institute (which had a record enrollment of about 80) indicated a high-level of student success and satisfaction, with 18 out of 25 students placing at a higher level on their re-take of the math placement test.

### **2. CTE: Culinary Arts Program Developments**

New faculty member Nicholas Petti has hit the ground running to engage his 20 culinary arts management students. In recent weeks, they have provided the campus community with a variety of wonderful food incorporating fresh vegetables from the agriculture department. The students are gaining experience in a production setting by preparing and serving their creations. On the menu last week: a variety of salads and dressings, summer squash soup, marinated mushrooms, pickled pears, and tomato/feta bites. Petti has also worked with the Library to increase the collection of culinary texts so that students can complete reading and research projects as well as hands-on food preparation.

### **3. Enrollment Management: State and Local Changes**

The college Enrollment Management Committee, consisting of the VP, three deans, and eight full-time faculty members, completed its examination of scheduling priorities for Fall 2011 and Spring 2012 with data provided on enrollment increases and declines by discipline. It is now poised to examine the effects of state-level changes, such as the limitation on repetition and the proposed enrollment priorities (such as Foster Youth and recent high school graduates). At the statewide Matriculation Advisory Committee meeting on 10/3, where VP Randall represents the CIO group, some of these proposals as well as others from the Student Success Task Force draft report were discussed. Initial reactions were positive about some suggestions, but members were concerned about the amount of counseling and other resources that would be needed to implement them (such as requiring remediation in the first year and creating full educational plans for all students). There was also discussion about the lack of strictly "instructional" ideas in the report, which focuses on student service areas, most of which have received drastic budget cuts in recent years.

### **4. Facilities: Lake County Center**

The groundbreaking ceremony for construction of the new Mendocino College Lake Center is set for Thursday, October 20, 4 pm at our new location on Parallel Drive in Lakeport. Special thanks to the new Lake County Friends of Mendocino College, an affiliate organization of the college Foundation, for helping to host this event.

**SUBJECT:** ADMINISTRATIVE SERVICES REPORT

**SYNOPSIS:**

A report from the Vice President of Administrative Services is offered as information.

**State Economy:**

In June 2011, during the 11<sup>th</sup> hour of Budget development, leaders in the Legislature and Governor Jerry Brown chose to increase the forecast of state General Fund revenues by \$4 billion, based largely on receipt of higher-than-anticipated revenues in May which triggered hopeful optimism that robust revenue growth lay ahead. This optimism also opened a window of opportunity sorely needed to pass a balanced majority-vote Budget without new taxes.

Because this increase in projected revenues wasn't grounded in the economic forecast of the time, the 2011-12 State Budget also set automatic cuts to state-funded programs, including child care, K-12 education, and community colleges, triggering reductions in state spending of billions of dollars if state revenues fall short.

Actual revenues for July and August are now available, and both months are below expectations. DOF revenue estimates for July and August reflected an additional \$465 million allocated toward meeting the \$4 billion goal established last June. However, not only were these additional revenues not realized, actual revenues even fell short of the expectations of the May Revision, coming in \$131 million below the May forecast—for a total shortfall of \$596 million for the first two months of the fiscal year.

The additional \$4 billion in revenues is allocated among the 12 months of the 2011-12 fiscal year based on estimated personal income tax receipts. However, staff from both the LAO and DOF acknowledge the difficulty of projecting when revenues that would support the optimistic June assumptions actually may appear. If the gains materialize, it is possible that they will be reflected in corporate tax receipts and higher-than-expected tax revenues from capital gains, both of which we won't see until after the beginning of 2012. Nevertheless, the glacial pace of California's economic recovery does not provide much comfort for those concerned about the Budget trigger.

**State Budget:**

On September 28, 2011, the California School Boards Association (CSBA), the Association of California School Administrators (ACSA), and several school districts filed a lawsuit with the San Francisco Superior Court asserting that the 2011-12 State Budget unconstitutionally underfunded California's schools by more than \$2 billion. At issue is the redirection of more than \$5 billion in General Fund revenues to fund the realignment of programs from the state to local governments, resulting in a reduction of \$2.1 billion to the Proposition 98 minimum funding guarantee. They expect a court order by the end of the fiscal year requiring the recalculation of the Proposition 98 guarantee, with the difference to be paid back in a future settle up.

Assembly Bill 32 of the First Extraordinary Session (ABX1 32) was signed into law, which postpones the additional \$10 per unit fee increase for community college students to summer 2012.

The Chancellor's Office has submitted its System Budget Proposal for 2012-13, which mainly includes restoration of the categorical program cuts, workload reductions, and unfunded cost-of-living adjustments (COLAs) of the last few years. However the national and California economies are not recovering as quickly as anticipated just a few months ago, making it increasingly unlikely that the state will have funding to keep up with the statutory COLA and growth requirements for community colleges.

SUBJECT: REPORT ON MEASURE W BOND IMPLEMENTATION

SYNOPSIS: This report is offered for information.

ANALYSIS:

On October 13, the Bond Planning and Implementation Committee (BIPC) will be meeting to reallocate the remaining balances in the Bond Program. We have identified a shortfall of approximately \$1.4 million between the resources we have available and the revised expenditure budgets of those bond projects that are still in progress. At that meeting we will be hearing from stakeholders for the six projects with remaining budget balances exceeding \$300,000. Those projects are as follows:

- Point Arena Field Station
- Allied Health/Nursing Facility
- Student Center Cafeteria (renovate current Library bldg.)
- Modernize Vocational Program Facilities and Equipment
- Enterprise Resource Planning and Network Upgrade
- Willits/Northern Mendocino County Center

After hearing from each stakeholder, the committee will be asked to prioritize each project based on the following criteria:

- Safety/Security
- Student Centric - Access and Success
- Congruence - with Mission, Vision, Values and Strategic Plans/Program Review
- Original Intent - included in Original Master Plan, Measure W
- Demand/Support - Student, Staff, and Community
- Cost Relative to Benefits - Current and Future, Return on Investment, Bang for the Buck
- Sustainability - Impact on Environment and Future Budgets
- Local Benefit/Impact - Students, Jobs Within District
- Duplication - of Services/Facilities Provided Elsewhere

After that, the committee will then make a recommendation to the Superintendent/President on which balances to reallocate in order to complete the bond program.

ITEM NO: 6.4  
DATE: October 12, 2011

SUBJECT: CONSTITUENT REPORTS

SYNOPSIS:

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

ANALYSIS:

No written reports were submitted. Oral reports may be given at the meeting.

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

This is an information report from the Executive Director of the Mendocino College Foundation

ANALYSIS:

The Foundation Board has said farewell to one of our most beloved Directors, Mr. John Bogner. John joined the Foundation Board in 2004 and participated on the Special Events/Marketing Committee and Chaired the Land Committee. We have lost one of our most passionate advocates, and we will miss his presence.

The Foundation will host a second tour of Mendocino College with President Lehner as tour guide on Thursday, November 3. Foundation Directors Christy Scollin and Donna Berry will act as the tour hosts which will include a visit to the Culinary Arts Program for a light lunch prepared by the students.

Informational packets for both Lake and Mendocino counties have been developed as marketing tools to support the College and Foundation programs. These packets are used by the Lake County Friends Affiliate organization to help build awareness of their new program and are distributed to our guests during the Foundation tours.

A "Planned Giving" workshop is scheduled for Friday, November 4 from 10:00 a.m. to 12:00 p.m. in the Board Room. We are very excited to welcome Ms. Louise Gregory, Director of Development from the Exploratorium, as our presenter.

Sixty seven students participated in the Yvonne Sligh Book Award program this fall. More than \$9,000 was distributed to students for the purchase or rental of textbooks in the bookstore.

All six of the ESL students who received a book award used all or some of their \$100 award. A marketing piece has been developed and will be used to recruit additional donors to this exciting new program.

Three Foundation press releases have been developed and distributed over the last month and all were published in the Ukiah Daily Journal. A big thank you to the UDJ for supporting our students and programs.

I attended the following events-

- Winesong in Fort Bragg
- US Census Bureau presentation hosted by Congressman Thompson's Office
- Monthly meetings of the Lake County Friends of Mendocino College
- Barn/Grove area discussion and planning meeting
- Quarterly meeting of the American Association of University Women

ITEM NO: 6.6  
DATE: October 12, 2011

SUBJECT: HEALTH BENEFITS

SYNOPSIS: Status of the Health Benefit Fund

RECOMMENDATION: Informational report

ANALYSIS:

For the first two months of 2011/12, 7/1/11-8/31/11, the health benefit cost per participant was \$1,081.61 per month, while the budgeted rate was \$1936 per participant.

ITEM NO: 7.1  
DATE: October 12, 2011

SUBJECT: TRUSTEES' REPORTS

SYNOPSIS:

Individual Trustees share their Board related activities with the full Board

ANALYSIS:

**Joan Eriksen**

I attended:

1. John Bogner's memorial service;
2. the Foundation meeting;
3. the Ukiah High School Alumni Association meeting where our scholarships and covering investments were discussed, including the Tom Goforth Scholarship which goes to a graduating senior headed for Mendocino College; and
4. the AAUW Board meeting where we discussed possible funding for our scholarships for students in the M-L CCD. We also discussed my selling books at our regular meetings to help our MC scholarships.

**Student Trustee Jennifer Evans**

On September 15, Thursday, I assisted the ASMC for Constitution Day. I participated in helping students register to vote. Twelve students registered to vote that day which is our highest number yet according to Phil Warf (ASMC Advisor).

I also participated in our Welcome Back Barbecue on September 1. We served between 240 and 250 students and faculty which is our highest turnout ever and we broke even with the rental of the dunk tank. All in all Matt (Matt Walker, Activities Director) and Phil said it was successful and I had a great time helping out.

**Janet Chaniot**

From the desk of Jeanette Mann, President, CCCT October 3, 2011

As a fellow trustee and your CCCT president, I wanted to take a moment to update you on our activities at the statewide level. Most importantly, I wanted to update you on the Board of Governors Student Success Task Force. The task force, which I have the honor of sitting on, was convened pursuant to SB 1143 (Liu) to examine how we can better serve our students so as to ensure that they are equipped with the skills and knowledge needed to be successful in the workforce.

Our task force of internal and external community college stakeholders has met throughout the year and, on Friday, released a draft report. The report connects well with the League's A 2020 Vision for Student Success, and League staff is working closely with the Chancellor's Office staff to prepare for implementation once the report's recommendations are adopted by the CCCT and CEOCCC boards and by the Board of Governors. I encourage you to review the report and provide feedback through the task force's online portal at <http://studentsuccess.ideascale.com/>.

In mid-September, your CCCT board met in Sacramento for our regular meeting. In addition to meeting with Chancellor Scott regarding the SB1143 task force report described above, here are some of the major topics and outcomes of our meeting:

**State budget:** We heard from League staff on the latest on the budget and related fiscal developments for our colleges. Unfortunately, while the state is showing signs of modest economic recovery and a double-dip recession appears unlikely, the state's fiscal troubles are likely to continue.

League staff is guiding districts to prepare for a \$102 million cut in January and a fee increase effective to \$46/unit next summer, when budget triggers associated with lower projected revenue are expected to be enacted. The 2012-13 budget will begin with a \$6-8 billion shortfall, although the Proposition 98 funding guarantee will likely call for an increase for K-12 and community colleges.

The tax discussion continues. Some Republicans say that they might be willing to discuss revenues if the budget-cutting triggers are pulled in January, and there are plans underway for revenue measures on the November 2012 general election ballot.

**SB 1440 transfer update:** The board consulted with statewide Academic Senate president Michelle Pilati about the implementation of SB 1440, the historic legislation providing more clearly defined transfer pathways for students between community colleges and campuses of the California State University.

**Legislative update:** We heard the latest on which bills survived the first year of the legislative session, which ended September 9, including the great news on League-sponsored AB 684 (Block). If signed by Governor Brown, AB 684 will save our districts millions of dollars by aligning the requirements for changing election mechanisms to comply with the California Voting Rights Act with a process similar to that involved for K-12 schools. Instead of requiring a vote of the public to change trustee election mechanisms, AB 684 will allow a district board to adopt a resolution and, with approval of the Board of Governors, make the change before the next election cycle.

**Campaign for College Opportunity:** The board met with the campaign's executive director Michele Siqueiros and with Butte trustee and new campaign board member Bill McGinnis about opportunities for the League and the campaign to work together and about concerns we have about some of the campaign's activities that seemingly disparage our colleges. Our complete agenda is available at <http://www.ccleague.org/ccct>. As always, please contact me at [jxmann@pasadena.edu](mailto:jxmann@pasadena.edu) if you have any questions or want to bring something to the attention of your statewide representatives.

**DRAFT**

## **Individual Trustee Goals and Objectives 2011-12**

### **Joel Clark**

In support of College strategic goals #1 and #3

Support administration's goals in creating a healthy participatory governance culture.

1. Encourage constituent groups leaders to bring more to the BOT meetings
2. Help Administration to realize a sense of open communication between BOT and groups, through regular review with Administration

Develop channels for Trustees input to policy process

Work with administration to create meaningful, timely and relevant meeting agendas with the outcome that BOT level of knowledge and relevance increases in the eyes of Constituents.

### **John Tomkins**

- Attend at least one college function per month above the required board and committee meetings. (3a)
- Read information on the Chancellor's Office Communication and other sites and bring relevant information to the Board. (4b)
- Use my contacts with other organizations and businesses to further the College goals. (5b – Optional)

### **Joan Eriksen**

I will continue:

1. attending as many College events as I can;
2. promoting the College in the community and being a conduit between community and the College;
3. working through AAUW to fund MC scholarships;
4. being prepared for our meetings---material read and questions asked; and
5. working with the Foundation in supporting the annual Director/Trustee Fund, Adopt-A-Fifth-Grader, and Book Scholarships.

### **Dave Geck**

Goal #1: Encourage and support staff in reviewing "Best Practices" related to student success.

Goal #2: Encourage and support staff in creating opportunities for other educational boards to work with the Mendocino-Lake Community College District Trustees in reviewing the success of student access programs.

Goal #3: Encourage and support staff in establishing connections in the community, especially as related to career technical programs.

## **Ed Haynes**

1. Encourage MC to host public Symposia on current/interesting debates/topics. Perhaps a film series? Provide a soap box for - Local Elections, Political issues, World events, Environmental, etc. (1a,3a,3b,5a,5b,5d)
2. Increase MC collaboration with local employer groups (ECMC, Farm Bureau, Builder's Exchange etc). (5b,5e)
3. Spearhead P-14 collaboration. Consolidate UUSD Adult Education with MC Basic Skills to eliminate duplication. (2b,4a,5d)

## **Paul Ubelhart**

### Goal 1

Be knowledgeable about the community its diverse needs and interests by attending one meeting of the local board of education (Willits, Laytonville, County) (5.d)  
Represent the college to the organizations I am actively a member. (5. a)

### Goal 2

Attend one college event each month (3.a)

### Goal 3

Attend a professional conference each year  
Stay up on current legislation that pertains to the collage ("e" under board operations)

## **Janet Chaniot**

1. Board Operations – Objective E
  - a. attend and report on CCCT meetings, 2011-12
  - b. if possible, attend national trustee conference in Washington D.C.
2. Student Success – Objective C
  - a. participate in 'College Connections' if the program continues
  - b. assure Potter Valley's participation in 5<sup>th</sup> grade scholarship program
3. Access – Objective A
  - a. attend local elected board meetings (Potter Valley Schools, Board of Supervisors, MCOE, etc.) at least once each quarter to gather information about college outreach to, and relationships with, constituents. Report to Board
  - b. continue to be informed about Native American outreach and services by contact with NAAC and the HEC, as well as hearing staff reports to the Board.
4. Campus Life – Objective B
  - a. participate in Lit Fest
  - b. encourage at least three social, political, or cultural organizations to offer to hold speaker forums or programs at the college for the college community.
5. Community Relationships – Objective B  
(Overlaps with 1a, 1b, 2b, 3a, 3b, and 4b)
  - a. seek ways in which to add more of an international/global educational culture to MLCCD. Give at least one report to the Board on this topic.
  - b. meet with Sue Goff to gather information about her work in the community to improve the District economy and employment. (Kathy suggested this many months ago, and I still want to follow up it.)