

**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, April 6, 2011, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 4:45 PM.

<i>Board Members</i>	President	Joel Clark	present
	Vice President	Paul Ubelhart	present
	Clerk	Edward Haynes	present
	Trustee	John Tomkins	present
	Trustee	Janet Chaniot	present
	Trustee	Dave Geck	present
	Trustee	Joan M. Eriksen	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	John Koetzner, President
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidentialia	Sue Goff, Vice-President

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Public Comments *Public Comment occurred during the informational reports. The speaker was not in the meeting at public comment time.*

Verle Anderson addressed the Board regarding an item on the Consent Agenda about Native American courses.

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

Minutes/Approval M/S/C (Tomkins/Haynes) To approve the minutes of the regular meeting held on March 2, 2011 as submitted.

CLOSED SESSION

Trustees adjourned to Closed Session at 4:47 PM

Trustee Clark announced that no action will be taken.

Trustees returned to Open Session at 5:10 PM.

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

Roll Call Vote: Trustees Tomkins, Geck, Chaniot, Eriksen, Ubelhart, Haynes and Clark – yes

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 Short-Term Employees as presented at the meeting.
- Employment – Tenure-Track Faculty* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Dr. Rodney Grisanti as a tenure-track Music Instructor, effective August 19, 2011.
- Volunteers* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the volunteers as presented at the meeting.
- Faculty Contracts* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify permanent status for Doug Browe and Phil Warf.
- Faculty Contract – Categorically Funded* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a temporary, non-tenure track, categorically-funded, full-time faculty contract (EC 87470) for Nora Danning, Instructor-Nursing, for 2011-12.
- Administrator Contract* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a Classified Administrator Contract for Katie Wojcieszak, Executive Director- Mendocino College Foundation, Inc., 7/1/2011 – 6/30/2012.

Other Items

- Fiscal Report as of February 28, 2011* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.
- Resolution 04-11-01 Election Consolidation* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 04-11-01 Specifications of Election Order and Request for Consolidation.
- Point Arena Renovation – Authorization to Go to Bid* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize staff to go to bid for the Renovation of Point Arena.
- Lake Center- Approve Plans* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the plans for the Mendocino College Lake Center project.
- Modified Certificates* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the modified certificates in Networking and Security, Web and Data Base Development, Computer Applications and Office Administration, and Culinary Arts Management.

Degrees Modified to Comply with SB 1440 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the modified Associate of Arts Degree in Sociology for Transfer and the modified Associate of Arts degree in Communication Studies for Transfer.

Modified Degrees *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the modified Associate of Science degrees in Computer Applications and Office Administration and Computer Science, and the Associate of Arts degrees in General Studies-Native American Studies, and Liberal Arts-Native American Studies.

New Certificates *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the new certificates in Sustainable Technology – Renewable Energy, Sustainable Technology-Construction, and Sustainable Technology-Residential Performance and Efficiency.

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

Action Items

April Revised Budgets 2010-11 M/S/C (Eriksen/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2010-11 April Revised Budgets as submitted.

Vice President Perryman reviewed the budget. He commented that the deadline for new purchase orders will be April 15th and \$130,000 of unused money that had not yet been spent has been captured in order to add to the bottom line in this year's budget.

Superintendent/President Lehner and Vice President Perryman responded to questions from Trustees on the budget.

2011 CCCT Ballots M/S/C (Tomkins/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby cast their votes for the following trustees for the California Community College Trustees (CCCT) Board: David Wheeler, Laura Casas Frier, Nancy C. Chadwick, Robert Jones, and Paul J. Gomez.

Trustee Haynes voted “no”

Library/Learning Center Change Order No. 6 M/S/C (Geck/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 6 for the Library/Learning Center project to Midstate Construction in the amount of <\$146> and add 16 additional days to the contract.

Informational Reports

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

- Superintendent/President Lehner reported on information she learned about potential budget cuts and possible restoration of those cuts at the Northern CEO Conference. As the economy improves, there will be discussion about the best way to restore funding to community colleges.

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:

- Dean Goff responded to questions from Trustees about the employability of students who may receive certificates in Sustainability Technology.

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

Measure W Bond Project Report A written report was submitted by Larry Perryman, Vice President of Administrative Services.

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:

- Executive Director Wojcieszak thanked the Board for supporting the Adopt-a-School program.

Constituents Report There were no written reports. Oral reports were given as follows:

- John Koetzner informed the Board that faculty are working with Superintendent/President Lehner and the Vice Presidents on budget issues.

Health Benefits Report A written report was submitted as information.

Trustee Communication

Trustee Reports A written report was submitted by Trustee Eriksen. Oral reports were given by Trustees Ubelhart, Geck, and Chanot.

Presentations to Inform the Board – Time Certain 6:00 PM

Current and Potential Grants Vice President Randall presented a list of proposed, pending, and awarded grant applications as of April 2011. Vice President Randall and Dean Goff gave explanations of each of the grants listed and responded to Trustee questions.

In addition to the list presented, there are current programs at the college which are funded by grants; the MESA program, the Hewlett Award, and the Basic Skills grant. The MESA program has also applied for and received a grant which funded laptops for approximately 90 students.

Vice President Randall also mentioned that currently the bulk of grants that are available are for Career and Technical Education.

“The Big Picture”

Effect of Budget Cuts on Class Scheduling Superintendent/President Lehner briefly discussed her budget briefs which have been sent to all staff, the Board, and the Foundation. She commented that even though she has been discussing the difficult budget situation and upcoming possible budget deficits for over two years, she has received feedback that some people have been “caught off guard” by the budget news.

In discussing how the cuts to the budget will affect class scheduling, Lehner commented that staff are working to build a smaller schedule for next fall. Some of the reductions in budget will take place in the part-time faculty budget and the travel budget. As directed by the Chancellor's Office, we are concentrating on Career and Technical Education (CTE), Transfer, and Basic Skills. Once we determine that these classes fit into these categories, then we have to look deeper and see which students are taking the class. Are they taking the class for job training or transfer, or are they taking the class for recreation or life-long learning?

Vice President Perryman presented the Projected Budget Scenarios which contained projected budgets through 2013/14.

Discussion:

- To meet the \$2.3 M in cuts for 2012/13 will take a combination of program reductions, faculty and staff salary reductions, and layoffs and retirements.
- It is also important to maintain FTES at a level to receive maximum apportionment from the State.
- Health benefit and salary reductions will have to be negotiated with the bargaining groups.
- It may be necessary for the Board to give the staff more flexibility in their budget parameters. Staff are following the Board's request to not lay off staff and not go below 7% in reserves, but it may be necessary to ask for more leniency.
- The Planning and Budgeting Committee (PBC) has begun to review programs. Program Reviews are due this month.
- There have been reorganizations of staff in several areas due to attrition.
- Consideration must be given to what will happen if the State stops funding athletics.

*Future Agenda
Items*

Trustee Chaniot suggested that the Board discuss the history of community colleges and their relationship to four-year universities, and where we are headed with implementing SB1440. The Board did not choose to add this as a future agenda item at this time.

ADJOURNMENT

M/S/C (Haynes/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:50 PM.

Submitted by:

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