

**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, August 3, 2011, Mendocino College, Willits Center, Willits, CA.

GENERAL MATTERS

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

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

Public Comments Vice President Randall introduced new staff member Mike Mari, Interim Athletic Director/Head Football Coach.

Student Trustee Oath of Office The Oath of Office was administered to Jennifer Evans at 6:55 PM by President of the Board, Joel Clark.

Agenda Approval M/S/C (Haynes/Geck) To approve the agenda as amended. Item 3.3 Volunteers was removed from the agenda.

Minutes/Approval M/S/C (Chaniot/Tomkins) To approve the minutes of the regular meeting held on July 6, 2011 as submitted.

CLOSED SESSION

Trustees adjourned to Closed Session at 5:01 PM. Board President Clark announced that item 2.2, Conference with Legal Counsel, will not be discussed and no action will be taken in Closed Session.

Trustees returned to Open Session at 6:07 PM. Item 2.4, Collective Bargaining, was continued to the end of meeting.

CONSENT AGENDA

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

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

Roll Call Vote:

Trustees Tomkins, Geck, Chaniot, Haynes, Ubelhart and Clark voted “yes.”

Personnel

*Employment –
Short-Term
Employees*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the Short-Term Employees as submitted/presented at the meeting.

*Employment –
Part-Time Faculty*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ the Part-Time Faculty for 2011 as submitted/presented at the meeting.

*Resignation –
Faculty*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Tom Gang effective July 17, 2011.

*Employment –
Interim Athletic
Director*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the employment of Michael Mari as Interim Athletic Director, 7/18/11 through 6/30/12.

Layoff- Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-11-01 that as of the 30th day of September, 2011, the categorically-funded positions of High School Equivalency (HEP) Outreach Specialist, 40 hours/week and High School Equivalency Program (HEP) Assistant, 20 hours/week be eliminated. Be it further resolved, that the Superintendent/President of the Mendocino-Lake Community College District is hereby authorized and directed to give notice of termination of employment to the two employees of the District pursuant to the District rules and regulations and applicable provisions of the Education Code of the State of California not later than 45 days prior to the effective date of layoff as set forth above.

*Non-Renewal of
Contract*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby not renew an annual administrator contract for Laura Mora-Bravo, Program Manager High School Equivalency Program (HEP) as of 9/30/11.

Other Items

*Fiscal Report as of
June 30, 2011*

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

*2011-12
Appropriation
Limit*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-11-02 establishing the Mendocino-Lake Community College District’s Appropriation Limit for fiscal year 2011-12 at \$29,195,134.

ACTION ITEMS

Library/Learning Center – Change Order No. 9

M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 9 for the Library/Learning Center project to Midstate Construction in the amount of \$545.

INFORMATIONAL REPORTS

President’s Report

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

- Superintendent/President Lehner reminded the Board that it is a new fiscal year and it is time to make contributions to the Directors/Trustees fund. The Board has previously agreed to 100% participation in donating to this fund.

Education and Student Services Report

A written report was submitted by Meridith Randall, Vice President of Education and Student Services.

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 shared revised projected budget scenarios and discussed the Small District Exemption. He advised the Board that because of the Exemption, the proposed adopted budget will be different than the tentative budget presented last June.
- The Board was invited to attend a “hard hat” walk through of the Library/Learning Center at 4:00 PM on September 14, just prior to the regular Board Meeting.
- Vice President Perryman reported to the Board on the bond sale which will close on August 16. The remaining amount of bonds, \$37.5M, will be sold.

Measure W Bond Report

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

- Vice President Perryman reviewed the quarterly report and responded to questions from Trustees.

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:

- The Foundation welcomes new Director Lynda Myers, former faculty member. In addition, the Foundation looks forward to working with another new Director, Linda Chapman, who has a background in alumni work.

Constituents Report

There were no written or oral reports from constituents.

TIME CERTAIN ITEM - 6:15 PM

WebAdvisor Presentation

Anastasia Simpson-Logg, Admissions and Records Technician, gave a presentation on WebAdvisor. Director of Admission and Records, Kristie Anderson, was also available to respond to questions from the Board.

WebAdvisor has features to allow students to register for classes, pay online, check wait lists, get textbook information, check grades/GPA and order

transcripts.

TRUSTEE COMMUNICATION

*Trustee Reports/
Subcommittee
Reports*

There were no oral reports. There were no reports from the subcommittees.

Annual Report

Trustee Clark presented the Board President's annual report on Activities and Significant Events for 2010-11.

*Faculty
Employment Laws
and Regulations*

"BIG PICTURE"

Superintendent/President Lehner and Vice President Perryman gave the Board information on the Full-Time Faculty Obligation Number (FON) and the 75/25 goal for employment of Full-Time Faculty.

Faculty Obligation Number (FON) – Mendocino College is currently above the required obligation by three Full-Time Equivalent (FTE) faculty. The penalty for not meeting the requirement is a statewide average of the cost of a full-time faculty. The FON obligation increases with growth in funding. This obligation received targeting funding for a short period of time, but is no longer funded as a specific budget line item.

75/25 is not a requirement, but a goal. The intent of the legislature is to have 75 percent of the hours taught in community colleges taught by full-time faculty.

*Future Agenda
Items*

- Suggestion to put a "hot button" on the college website to respond to frequently asked questions on the budget. This could be a resource for those who have complaints about changes due to budgetary problems.
- Report to the Board regarding the duplication/overlap of certain classes such as ROP/Adult Ed/basic skills. Where does the college fit in?
- Listing of partnerships/joint projects with community agencies/other districts/government agencies.

CLOSED SESSION

Trustees adjourned to Closed Session at 7:55 PM. Board President Clark announced that Item 2.4 Collective Bargaining will be discussed and no action will be taken.

ADJOURNMENT

M/S/C (Tomkins/Chanot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:30 PM.

Submitted by:

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