

**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, July 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 5:00 PM.

<i>Board Members</i>	President	Joel Clark	present
	Vice President	Paul Ubelhart	arrived at 6:13 PM
	Clerk	Edward Haynes	present
	Trustee	John Tomkins	present
	Trustee	Joan M. Eriksen	present
	Trustee	Janet Chaniot	present
	Trustee	Dave Geck	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, President

Public Comments

- Leslie Humphrey, Classified Staff member, read a statement regarding how she feels that the Administration did not acknowledge the seriousness of the situation when handling an altercation between two staff members.
- Duncan McMartin, part-time faculty, presented his views on the Mendocino College Athletic Department to the Board.
- Christine Risch, Classified Staff member, spoke to the Board regarding her alleged assault and asked for a zero tolerance workplace violence policy.
- Deborah White, Full-time Faculty member, read a statement expressing her opinions regarding the handling of the altercation issue.
- John Koetzner spoke as a member of PPAC (President Policy Advisory Committee) and stated that he feels the primary and most urgent task is to get a Workplace Violence policy with defined procedures in place.

Trustee Clarke thanked members of the public for speaking. He commented that the Board will take the comments into consideration. He reminded everyone that the Board cannot have a conversation in public about the matter addressed as it is personnel issue. He asked the members of the public to respect that.

Agenda Approval M/S/C (Geck/Tomkins) To approve the agenda as presented.

Minutes/Approval Verle Anderson requested that the minutes of the June 1, 2011 meeting be revised to include further information about her presentation.

M/S/C (Eriksen/Tomkins) To approve the minutes of the regular meeting held on June 1 2011 as submitted.
Trustee Chaniot voted “no”

CONSENT AGENDA

M/S/C (Eriksen/Geck) To approve the Consent Agenda as submitted.
Roll Call Vote: Trustees Tomkins, Geck, Chaniot, Eriksen, Haynes, and Clark voted “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 – Part-Time Faculty *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ the Part-Time Faculty for 2011 as presented at the meeting.

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

District Collective Bargaining Reopeners *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby presents the District’s initial 2011-12 collective bargaining proposal to MCFT; directs the Superintendent/President to receive related public comments for the next ten days; and directs its representatives to begin negotiations after that time.

Other Items

Fiscal Report as of May 31, 2011 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.

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

Substitution of Subcontractor *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the substitution of R. McClure Electric as a subcontractor for the Library/Learning Center project.

Resolution 7-11-01 CDV Contracts *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 7-11-01, California Department of Education Contract Numbers CCTR-1159 in the amount of \$127,227 and CSPP-1290 in the amount of \$149,488.

ACTION ITEMS

Strategic Plan – Mission/Vision/Values/Goals M/S/C (Geck/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the Mission/Vision/Values/Goals as submitted. Trustee Eriksen voted “no”

Discussion/Suggestions:

- Since the Chancellor’s Office has changed the focus for community colleges during this difficult budget time, should the Mission be changed? With the reduction of recreational classes, should we still use the language “Lifelong Learning?” Response: Our mission statement aligns with what the law states is the community college mission and that has not been changed. Lifelong learning doesn’t only refer to recreational classes, it can also refer to people looking for a new career path.
- The Mission statement is dictated by law, but the Vision could be rewritten.

Library/Learning Center – Change Order No. 8 M/S/C (Chaniot/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 8 for the Library/Learning Center project to Midstate Construction in the amount of \$6,664.

Authorization to go to Bid – Library/Learning Center - Furniture and Equipment M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize staff to go to bid on the Library/Learning Center - Furniture and Equipment.

Authorization to Go to Bid – Lake Center M/S/C (Geck/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize staff to advertise for bids on the Lake Center.

INFORMATIONAL REPORTS

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

- There was further discussion regarding the CAMP grant.

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:

- Enrollment figures are above where they were at this time last year.
- The Board commended College staff on the following: Financial Aid Department’s reaching out to over 300 students, putting us ahead in the SB1440 required degrees, and the positive letter received from the Accrediting Commission.

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

- There was further report and discussion on the State adopted budget.
- Vice President Perryman reported that a quote of \$6,900 annual premium was received on the D&O insurance. The Board asked that further information be presented on what the gaps are in our current insurance.

Measure W A written report was submitted by Larry Perryman, Vice President of

Bond Report Administrative Services. The following was offered in addition:

- Vice President Perryman reported that Superintendent/President Lehner has visited with County Assessors in both Lake and Mendocino Counties who stated that they are comfortable with the assumption of 5.33% annual increase in assessed valuation. This was done to assure the Bond Counsel that our assumptions are reasonable. The bond underwriters are also comfortable with the assumptions. We are proceeding with the sale of \$37.5M in bonds.

Mendocino College Foundation, Inc. A written report was submitted by Katie Wojcieszak, Executive Director of the Mendocino College Foundation.

Health Benefits Report A written report was submitted as information.

Student Learning Outcomes (SLOs) **TIME CERTAIN ITEM - 6:00 PM**
The Annual Report to the Accrediting Commission for Community and Junior Colleges was submitted as information.

Vice President Randall introduced Jaime Cechin, English Faculty Member and Chairperson of the Student Learning Outcomes Team (SLOT).

Vice President Randall reviewed the annual report. Cechin discussed the make up of the Committee - himself, three full-time faculty members (and a fourth to be added in the fall), Vice President Randall, and Deans Guleff and Goff. He discussed the work of the Committee including how SLOs are developed and he reported on a two- day assessment workshop that was held this summer.

Trustee Ubelhart arrived during this presentation.

Trustee Reports **TRUSTEE COMMUNICATION**
Written reports was submitted by Trustees Ubelhart, Chaniot, and Eriksen. Oral reports were given by Trustees Chaniot, Haynes, Geck, Ubelhart, Tomkins and Eriksen.

Trustee Areas **Subcommittee Reports**
Trustee Haynes reported that the Committee met with Superintendents of Schools from both Lake and Mendocino Counties. There was discussion regarding using a consultant to do the redistricting versus doing it on our own. Both counties are currently doing supervisorial redistricting and could also help with our redistricting. It will be three to four months before the current process at the counties is complete.

Health Benefits Trustee Haynes reported that the Committee met and talked about proposing a revision to Policy 209. The full committee was not in agreement. The proposal would be to make it effective that following the next Trustee election all Trustees would have the same health benefits. With this change, it would also be proposed to increase the trustee monthly stipend to the maximum of \$240 per month. In order for this policy change to take place, the three trustees who currently have full benefits must vote yes.

Compose Response Trustee Clark reported that the Committee had developed a draft letter.

to HEC

Following discussion and input from Verle Anderson regarding the wording of the letter, the second to last sentence in the second paragraph was revised as follows: "... - having any outside group exert fiscal control"

M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the draft letter in response to the Higher Education Committee as amended at the meeting.

Election of Officers

Trustee Geck reported that the Committee met and reviewed the past practice of electing officers. They discussed that one of the key duties of officers is to efficiently run the board meetings. A proposal was made to hold a workshop in August each year where the Trustees would review officer responsibilities and receive training as to the duties. The committee proposed to move the October workshop to August. Also discussed was the process for nominating officers and the responsibility of the subcommittee to nominate officers.

M/S/C (Chaniot/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby set August 31, 2011 for the next Board Workshop and cancel the Workshop previously scheduled for October 12, 2011.

"BIG PICTURE"

Faculty Employment Laws and Regulations

This item was postponed until the August meeting.

Future Agenda Items

- To be placed on the agenda for action at the September Board meeting - proposed revision to Policy 209, Trustee Compensation.
- To be placed on the agenda as information with possible action at the August Board meeting - D & O Insurance.

CLOSED SESSION

The Board of Trustees adjourned to Closed Session at 7:26 PM. Trustee Clark announced that Item 10.3 Collective Bargaining will not be discussed and that possible action may be taken.

Trustee returned to Open Session at 8:49 PM and announced that no action was taken in Closed Session.

ADJOURNMENT

M/S/C (Chaniot/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:50 PM.

Submitted by:

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