

**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, January 11, 2012, 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	present
	Clerk	Edward Haynes	present
	Trustee	John Tomkins	present
	Trustee	Joan M. Eriksen	present
	Trustee	Janet Chaniot	present
	Trustee	Dave Geck	absent
	Student Trustee	Jennifer Evans	absent

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	Virginia Guleff, Vice President

Public Comments There were no comments from the public.

Agenda Approval M/S/C (Haynes/Chaniot) To approve the agenda as amended. Items 3.4 Resignation/Retirement – Classified, 4.2 Nonresident Tuition Fee, and 4.4 Board of Trustees Budget Parameters were removed from the Consent Agenda.

Minutes/Approval M/S/C (Eriksen/Chaniot) To approve the minutes of the regular meeting held on December 7, 2011 as amended. Trustee Haynes requested a revision to page three, Lake County Center – Change Order No. 1. A sentence will be added stating that while the amount of this change may seem large, it will be offset by a savings of approximately \$300,000.

CONSENT AGENDA

M/S/C (Tomkins/Haynes) To approve the Consent Agenda as amended.

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 submitted.

*Employment
Part-Time Faculty* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the list of Part-Time Faculty for the Spring 2012 Semester as submitted.

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

*Resignation/
Retirement -
Classified* Trustee Haynes requested this item be removed from the Consent Agenda to initiate a discussion regarding possible recognition of all the pioneer employees. Superintendent/President Lehner suggested honoring them during next year's 40th anniversary celebration which has not yet been planned.

M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignations of Geraldine Dutton and Marsha Sisneros, Financial Aid Technicians, effective December 30, 2012.

*MLCCCBU – Side
Letter* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the side letter of December 8, 2011 between the District and the Mendocino-Lake Community College Classified Bargaining Unit (MLCCCBU/SEIU-Local 1021) regarding a four percent salary increase effective January 1, 2012.

M/S/C - Agreement *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the December 12, 2011 agreement between the District and the Management/Supervisory/Confidential Employees (M/S/C) for a four percent salary increase effective January 1, 2012.

*Contract
Agreement – Vice
Presidents* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a four percent salary increase for the Vice-Presidents effective January 1, 2012.

Reclassifications *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve reclassifications for Lois O'Rourke to Computer Support Technician II and Steve Oliveria to Director of Maintenance and Operations effective January 1, 2012.

Other Items

*Fiscal Report –
November 30,
2011* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as presented.

*Proposed 2012-13
Nonresident
Tuition Fee* Trustee Eriksen requested this item be removed from the Consent Agenda to propose that the fee be the same as the average cost per semester unit, \$223. Vice President Perryman presented a comparison of fees with contiguous districts. Following discussion of other aspects such as nonresidents not qualifying for in-state financial aid and comparisons between the costs for an in-state resident student and nonresident student, the Board made the following motion.

M/S/C (Tomkins/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2012-2013 nonresident tuition fee at \$200.

Contracts and Agreements- Quarterly Ratification

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

Budget Parameters for 2012-13

Trustee Haynes requested this item be removed from the Consent Agenda to propose a higher targeted ending fund balance than the 7% recommended by the Superintendent/President.

Superintendent/President Lehner and Vice President Perryman stated that the 7% figure is an increase from the 5% in previous year's budget parameters and is currently used in budget projections. Historically, the District's ending fund balance has never been below 10%.

M/S/C (Eriksen/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2012-2013 Budget Parameters as submitted.

ACTION ITEMS

Board Policy Revisions

M/S/C (Chaniot/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the deletion of Policy 708 Industrial Accident and Illness Leave.

M/S/C (Tomkins/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revisions to Policy 714 Employment and Assignment of Relatives of Employees (Nepotism) as submitted.

California Community College Trustees (CCCT) Nominations to Board

The Board thanked Trustee Chaniot for her dedication and work on the CCCT Board.

M/S/C (Eriksen/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby nominate Janet Chaniot to run for re-election to the CCCT.

INFORMATIONAL REPORTS

President's Report

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

- The Policy on Prevention of Workplace Violence is currently in process through the President's Policy Advisory Committee.
- Two donations have been received – one for \$10,000 for student success and another for \$3,000 for the Sustainable Technology program.
- The Inservice agenda was shared with Trustees.

Education and

A written report was submitted by Meridith Randall, Vice President of

Student Services Report Education and Student Services. The following was offered in addition:

- The recommendations from the Student Success Task Force have been adopted by the Board of Governors. Staff have already begun discussion on implementing some of these recommendations.

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

- VP Perryman reported on the recently released Governor's budget including changes in Redevelopment funds (RDA).

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

- An interest free loan of \$500,000 has been obtained from PG&E for the upgrading of the HVAC system. The loan is to be repaid over 10 years out of energy savings.

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

Constituents Report No written reports were submitted.

Health Benefits Report A written report on Health Benefits was submitted as information.

SB 1440 **PRESENTATION – TIME CERTAIN ITEM 6:00 PM**
Dean Virginia Guleff and Faculty member Debra Polak gave a PowerPoint presentation on Mendocino College's curriculum developed to comply with SB 1440, the Student Transfer Achievement Reform Act.

Trustee Reports **TRUSTEE COMMUNICATION**
A written report was submitted by Trustee Chaniot. An oral report was given by Trustee Chaniot.

Future Agenda Items Student Success Task Force recommendations for discussion in February.

CLOSED SESSION
Board President Clark announced that none of the items on the agenda for Closed Session will be discussed.

ADJOURNMENT M/S/C (Chaniot/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:07 PM.

Submitted by:

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