

**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, March 14, 2012, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

**GENERAL MATTERS**

*Call To Order* Trustee Clark, Board President, called the meeting to order at 5:04 PM.

<i>Board Members</i>	President	Joel Clark	present
	Vice President	Paul Ubelhart	absent
	Clerk	John Tomkins	present
	Trustee	Edward Haynes	present
	Trustee	Joan M. Eriksen	present
	Trustee	Janet Chaniot	present
	Trustee	Dave Geck	present – arrived at 5:15 PM
	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
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Sue Goff, President

*Public Comments* Kathleen Cox, Bill Churchill, Debra Doering, and Jeannie Collins, part-time faculty members in the language department, and Nancy McLelland, retired English faculty, expressed concern regarding the decision to not replace a full-time faculty position in the language department for the 2012-13 year.

Faculty member, Susan Janssen presented a letter to the Board of Trustees on the same subject.

Trustee Geck arrived during Public Comments.

*Public Hearing* The Public Hearing on an energy conservation facilities contract and a facilities financing agreement for energy efficiency upgrade was opened at 5:15 PM and closed at 5:23 PM. There were no comments from the public.

*Agenda Approval* M/S/C (Haynes/Chaniot) To approve the agenda as amended. Item 3.2 Employment Part-Time Faculty was removed from the agenda.

*Minutes Approval* M/S/C (Geck/Haynes) To approve the minutes of the regular meeting held on February 1, 2012 and the workshop held on February 15, 2012 as submitted.

**CONSENT AGENDA**

M/S/C (Tomkins/Chaniot) To approve the Consent Agenda as presented.

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.

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

*Professional Development Leave* \* RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify a 2012-13 Professional Development Leave for Jody German.

*Non-Renewal of Faculty Contract* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby not renew a temporary, non-tenure track faculty contract for Nora Danning for 2012-13.

*Faculty Contracts* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve permanent status for Sarah Walsh and Tascha Whetzel; two-year contracts for 2012-13 and 2013-14 for Timothy Beck, Jeffrey Bergamini, Doug Boswell, Rhea Hollis and Vivian Varela; and one-year contracts for 2012-13 for Leslie Banta, Rodney Grisanti, Nicholas Petti and Eric Stadnik.

*Administrator Contracts* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve administrator contracts as submitted.  
One year contract: Minerva Flores  
Two year contracts: Jacqueline Bradley, Karen Christopherson, Eileen Cichocki, Charles Duffy, Sue Goff, Virginia Guleff, Steve Oliveria, Mark Rawitsch, Margaret Sanchez, Pat Thygesen, and Katie Wojcieszak  
Three year contracts: and

*Staffing Changes* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the following staffing changes effective July 1, 2012: Joan McDowell, Laboratory Technician-Chemistry, 25 to 30 hours/week, 10 months/year and new position, Laboratory Technician-Automotive Technology, 20 hours/week, 10 months/year.

*Reclassification* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the reclassification for Eileen Cichocki, Director of Fiscal Services, to the next level on the management salary schedule.

**Other Items**

*Fiscal Report – January, 2012* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as presented.

*Donation of Electrical Training* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept with appreciation the donation of electrical training

*Tool Sets* tool sets from PLATT Electric Supply.

*Board Policy Manual Revision* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Board Policy 322 Prevention of Workplace Violence as submitted.

**ACTION ITEMS**

*Board Policy Revision* M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revision to Board Policy 718 Teaching Assignments for Staff as submitted.

*Awarding of Audit Contract for Year Ending June 30, 2012* M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby award the 2011-12 audit contract for a not-to-exceed price of \$51,200 to the Certified Public Accounting firm Matson and Isom with the stipulation that the engagement letter is to specify a changing of review partners for this year but maintaining the same manager.

*Library/Learning Center – Change Order No. 15* M/S/C (Tomkins/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 15 for the Library/Learning Center project to Midstate Construction in the amount of \$79,517.

*Lake County Center – Change Order No. 3* M/S/C (Chaniot/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 3 for the Lake County Center project to Wright Contracting in the amount of <\$356,710.>

Trustee Haynes complimented staff for this savings.

*Resolution 03-12-01 Energy Conservation* M/S/C (Haynes/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve Resolution 02-12-01 and authorize staff to enter into an energy conservation agreement and a facilities financing agreement for the upgrade of the energy management system and controls.

Roll Call Vote:

Trustees Tomkins, Geck, Chaniot, Eriksen, Haynes, and Clark voted “yes.”  
Trustee Ubelhart – absent.

**INFORMATIONAL REPORTS**

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

- Superintendent/President Lehner will be attending the Northern California CEO meeting in Yosemite this weekend.

*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:

- A increase in offerings for summer session is planned in order to help increase enrollment.

*Administrative Services Report*

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

- Projected budget scenarios were shared and discussed with the Board. Scenarios showed both a reserve target of 7% and 8% and the effect on the budget of both were discussed.

*Measure W Bond 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:

- Work has begun to recruit Mendocino College alumni to support the Adopt-a-5th Grader Program.
- Scholarship applications are being reviewed.
- The work of the Lake County Affiliate was discussed.

*Constituents Report*

A written report was submitted by Academic Senate President John Koetzner.

*Health Benefits Report*

A written report on the Health Benefits Fund was submitted as information.

*ESL*

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

Dean Virginia Guleff gave a brief presentation on her class in vocational English as a Second Language (ESL). This is a non credit Auto Tech class for Mechanics. Dean Guleff and the Board discussed other areas in which this type of teaching could potentially be successful such as Child Development and Culinary Arts.

*Trustee Reports*

**TRUSTEE COMMUNICATION**

A written report was submitted by Trustees Haynes and Chaniot. An oral report were given by Trustees Haynes and Chaniot.

Trustee Chaniot discussed her written report regarding the CCCT subcommittee on K12 relations. The subcommittee will have suggestions on how community college boards can formalize meetings with elected boards from the feeder high school districts. The goal is for better communication among the various levels in education.

The Board discussed:

- Communication should not be focused on the “blame game.”
- Conversation with other boards should be limited to board business.
- Appropriate discussion topics would be shared concerns between the boards.

Superintendent/President Lehner commented that before setting up meetings between different boards, it is important to know exactly what the topic will be.

*Future Agenda  
Items*

The Trustees proposed the following agenda items for future meetings:

- The process of accepting donations including the thanking of donors.
- Potential meetings with K12 boards.
- Student Success Task Force (SSTF) Resolution - Trustee Chaniot will bring this Board's concerns to the CCCT Board and report back.

**CLOSED SESSION**

Trustees adjourned to Closed Session at 7:22 PM.

Board President Clark announced that only Item 9.3 Public Employment Superintendent/President will be discussed and that action may be taken.

Trustees returned to Open Session at 9:00 PM and reported the following:

M/S/C (Chaniot/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the resignation of Kathryn G. Lehner, Superintendent/President, effective May 14, 2012.

*ADJOURNMENT*

M/S/C (Geck/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 9:02 PM.

Submitted by:

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