

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
WORKSHOP**

A workshop of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, August 31, 2011, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

**GENERAL MATTERS**

*Call To Order* Trustee Clark, Board President, called the meeting to order at 9:06 AM.

<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	present
	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

*Public Comments* There were no comments from the public.

*Agenda Approval* M/S/C (Tomkins/Haynes) To approve the agenda as amended. Item 3.2 Goals and Objectives will be discussed first. Item 3.4 Summary of Program Review Requests to be discussed second in order for Vice President Randall to be included in the discussion.

**ACTION/DISCUSSION ITEMS**

*Board Goals and Objectives* Board Goals and Objectives 2010-11  
The Board reviewed the Goals and Objectives for 2010-11 with the updates from the February, 2011 Board Workshop.  
Board discussion:

- This past year's accomplishments have been shadowed by economic issues.
- The Board is happy with the new process of including workshop topics in regular board meetings.
- How does the Board do planning for the future (5-10 years forward) in these difficult budget times? As things happen that the Board doesn't have control over, the Board must adapt the processes to stay in touch with what is happening.
- It is important to set goals that are measurable.
- The Board expressed its appreciation for the role of Superintendent/President Lehner and Executive Assistant Chapman in advising on policy revisions.

M/S/C (Haynes/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Board's Goals and Objectives for 2010-11 with accomplishments as amended at the meeting.

Boards Goals and Objectives 2011-12

The Board reviewed Goals and Objectives from 2010-11 and suggested changes to the existing goals, deleted completed goals and added new goals. These changes will be included and the goals will be presented at the September Board meeting for adoption.

*Program Review  
Summary of  
Requests*

Superintendent/President Lehner discussed the Program Review process. Summaries of the requests from Program Review are shared with the appropriate committee – i.e. staffing requests to the Staffing Committee, facility requests to the Facilities Committee. These committees then make recommendations to the Planning and Budgeting Committee (PBC).

Trustees asked questions of Superintendent/President Lehner and Vice President Randall on items in the Summary and discussed issues regarding the needs of the departments.

*Lunch Break*

The Board adjourned for lunch at 12:00 Noon and returned to open session at 12:45 PM.

*Board Policy 204  
Organization*

Trustee Geck reported on the proposed revisions to BP 204 from the Subcommittee. He stated that these revisions are intended to allow for more specific procedures on election of officers. The Subcommittee proposed identifying in the policy the skills and responsibilities of those serving as Board officers and adding a process by which Board members can express their strengths in being a Board officer, and areas where they might need support. Trustee Geck added that these changes are not intended to prevent anyone from becoming a Board officer, but to clarify what is needed and to offer a learning opportunity. The process, as presented, includes the Board President knowing who would like to be an officer prior to the appointment of the nominating subcommittee.

M/S/C (Tomkins/no second- motion failed) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revisions to Policy 204 as presented and including replacing the word “application” with “in writing.”

There was a lengthy discussion regarding whether there should be a nominating committee. There was a suggestion to try the process without a nominating committee for this year.

It was the consensus of the Board to delete the nominating committee. That proposed change will be incorporated into the Policy and brought to the Board at the September meeting for adoption.

*Trustee Goals and*

Superintendent/President Lehner led a discussion on individual trustee goals as

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*Objectives*

opposed to Board goals which are based on the Board as a whole. Board Goals and Objectives are tied into the District Goals and Objectives. Once the Board identifies what the Board wants to accomplish, each Trustee can determine how he/she can individually support those goals and objectives.

Superintendent/President Lehner and Trustees reviewed items in the CCLC Trustee handbook and discussed the role of the trustee.

Superintendent/President Lehner asked Trustees to review the current goals and objectives of the Board and to write down what they as an individual will do to support those goals.

Following discussion, it was the consensus of the Board to write two to three goals that they could do to support the District and include this in their written Trustee reports for September.

*ADJOURNMENT*

M/S/C (Tomkins/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 2:24 PM.

Submitted by:

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