

**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, February 15, 2012, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

**GENERAL MATTERS**

*Call To Order* Trustee Clark, Board President, called the meeting to order at 9:38 AM.

<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
	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

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

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

**ACTION/DISCUSSION ITEMS**

*Trustee Goals and Objectives* Board President Clark reminded Trustees that this time was set aside for Trustees to review the Board's Goals and Objectives for 2011-12 and determine what has been accomplished to date.

Trustees reviewed the 2011-12 Goals and Objectives for the Board. Trustees discussed objectives which have been accomplished and will be listed on the Goals and Objectives document under "Activities Completed."

It was determined that no discussion would take place regarding individual goals but that each Trustee would review their own.

*Annual Review of Board Responsibilities* Board President Clark reported on discussions that took place at the Board Chair Workshop which were part of the recent Community College League of California conference. How the Board can work together and the importance of having a Trustee Code of Ethics were two of the topics. After hearing of difficulties that had occurred on other boards, he complimented this Board for being aware of individual responsibilities including supporting decisions of the Board when you were not in agreement.

The Board reviewed the documents presented including the Board's policies on Duties and Authority and Delegation of Authority. The Board also reviewed a document from the Community College League of California on Board duties and responsibilities as compared to CEO duties and responsibilities.

*Integrated  
Planning Timeline*

Superintendent/President Lehner reviewed the Integrated Planning Timeline which is used and updated by the Planning and Budgeting Committee (PBC).

She reported on the current discussion in PBC regarding the timing for completing Program Reviews and how Program Reviews are used in decision making. PBC is trying to make the process more timely for responding to requests made through Program Review.

The Integrated Planning Timeline has been shared with all staff at more than one Inservice along with the chart showing the committees responsible for planning. In addition the Shared Governance Guidelines and the Board's policy on shared governance have been shared with all staff.

Superintendent/President Lehner reviewed with the Trustees the Board's responsibilities as listed on the Timeline.

**LUNCH BREAK** – The Board adjourned for lunch break at 11:30 AM and returned to Open Session at 12:20 PM.

*Student Success  
Task Force Report*

Vice President Randall introduced the following staff who gave brief presentations and participated in a discussion with the Board on how the Student Success Task Force (SSTF) recommendations may be implemented at Mendocino College.

- Virginia Guleff, Mark Rawitsch, and Sue Goff, Deans
- Jacquie Bradley, Assistant Dean Financial Aid
- Jean Stirling, Counselor
- Candie Dickenson, Career and Transfer Center Counselor
- Margaret Sanchez, Director of MESA and the Learning Center
- Kristie Anderson, Director of Admission and Records

Jean Stirling and Candie Dickinson discussed the role of counselors.

- SSTF recommendations back up what counselors already believe.
- Counselors need assessment scores, financial aid status, transcripts, the student's major, prerequisites, and catalog year in order to create an Ed Plan.
- Ed Plans can be created independently online but Mendocino College doesn't have the program to for that yet.
- Students need to be prepared before they come see a counselor. Some students don't have the tools they need or the vocabulary needed to be able to talk with a Counselor. The majority of Mendocino College students are first generation college attendees.
- Outreach to District feeder schools is important in helping students determine career paths prior to coming to Mendocino College.
- Access to counselors is another problem as the student to counselor ratio (approx 700) is high. Counselors have been developing ways to work with

students in group situations such as focused workshops for specific areas.

- Counselors have been visiting English classes and speaking about services available.
- Counselors have been getting “best practices” information from other colleges and professional development opportunities.

Vice President Randall offered that one of the more difficult recommendations of the SSTF is that all students have Ed Plans. With only three full-time counselors it will be difficult to meet this requirement.

Margaret Sanchez talked about the Learning Center and MESA. She mentioned that Mendocino College is known for its math and science courses.

- The assessment program used at Mendocino College is a pre-packaged program.
- The Learning Center has collaborated with MESA students who have written a program to help student with self-diagnostics.
- A Math Institute, a two-week intensive math class, is offered during the winter and summer breaks in Ukiah. The plan is to expand these offerings to Willits and Lake this summer.

Kristie Anderson discussed the registration priorities in SSTF.

- Currently there are six days of priority registration, then it is open to everyone.
- The last day of priority registration is given to students who have attended orientation.
- The law also requires prioritization for veterans and foster students.
- Any changes will not be implemented until the recommendations have become law.

Dean Virginia Guleff reported on the Foundation Skills Teaching and Learning Communities Committee. The Committee:

- Coordinates with all parts of the College and supports the math institute, writing workshops, math lab (with tutors), and college guidance classes because basic skills students are in all classes.
- Provides professional development opportunities for staff. Teacher institutes are provided in the fall and spring.
- Provides workshops on sharing and networking to get best practices from other colleges.
- Will be providing a Native American summer bridge program.

Dean Mark Rawitsch talked about the need for retraining for existing staff to learn how to offer the student support proposed in the SSTF recommendations.

Superintendent/President Lehner reminded the Board that the SSTF recommendations have not yet been put into place. Some of the recommendations will become law, some of them will be written into Title 5 by the Board of Governors, and some of them will just become best practices.

The Trustees listed their possible issues with the task force recommendations:

- How to measure success?
- How to create Ed Plans for all students?
- How is it possible to coordinate with financial aid to see if everyone is taking their classes in their Ed Plan?
- What will be the impact on scheduling?
- How to implement Priority registration?
- How to record the types of successes for those who need job skills or just one class?
- How to handle the impacts to student services staff?

Trustees agreed that they would like to adopt a resolution on the SSTF. Superintendent/President Lehner will write a draft to be presented at a future meeting.

The Board offered thanks to the staff and complimented them on their professionalism and knowledge.

*Future Agenda  
Items*

- Meetings with other Boards
- Board Professional development
- Resolution on SSTF

**CLOSED SESSION**

Board President Clark announced that no action will be taken in Closed Session. Trustee adjourned to Closed Session at 2:30 PM.

*ADJOURNMENT*

M/S/C (Chanot/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 3:00 PM.

Submitted by:

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