

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES AGENDA - REGULAR MEETING**

**Wednesday, November 2, 2011 - 5:00 PM**

**Mendocino College - 1000 Hensley Creek Road – Ukiah CA 95482**

**Board Room, Room 1060, MacMillan Hall**

**CALL TO ORDER /PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

This time is set aside for general public comments. Additionally, comments may be made at time of discussion of any item. After being recognized by the Chair, those wishing to make comments are asked to stand at the podium, give their name, place of residence and affiliation, if any, and address their comments to the Board President. Trustees may ask questions of the speaker for clarification but will not discuss items that are not on the agenda. If appropriate, the Board may choose to refer the subject to College staff for research or for the item to be placed on a subsequent agenda.

**1. APPROVAL OF AGENDA**

1.1 Agenda Approval

**2. APPROVAL OF MINUTES**

2.1 Approval of Minutes for the regular meeting held on October 12, 2011

**3 & 4 CONSENT AGENDA**

**3. Personnel**

3.1 Employment – Short-Term Employees

Recommendation to ratify a list of short-term employees

3.2 Employment – Part-Time Faculty

Recommendation to ratify a list of part-time faculty (may be presented at the meeting)

3.3 Volunteers

Recommendation to approve a list of volunteers (may be presented at the meeting)

3.4 Resignation/Retirement - Classified

Recommendation to ratify the retirement of Pat Trenholm

3.5 Response to MCFT Proposed Side Letter 2011-12, 2012-13, and 2013-14

Presentation of the District's response to MCFT

**4. Other Items**

4.1 Fiscal Report as of September 30, 2011

Recommendation to accept the report as presented

4.2 Quarterly Fiscal Status Report – AB 2910

Recommendation to accept the report as presented

4.3 2011-12 Advisory Committees

Recommendation to appoint community members to advisory committees

4.4 Donation of Automobile

Recommendation to accept the donation of a Toyota Camry donated by Mike Dwyer

**5. ACTION ITEMS**

5.1 Library/Learning Center – Change Order No. 12

Recommendation to ratify Change Order No. 12 in the amount of \$15,894

**6. INFORMATIONAL REPORTS**

6.1 President's Report

Superintendent/President informational report

6.2 Education and Student Services Report

▪ Education and Student Services Department informational report

▪ A written report on Distance Education is presented as information

6.3 Administrative Services Report

6.3.1 Administrative Services Department informational report

6.3.2 Measure W Bond Report – Quarterly Report

6.4 Mendocino College Foundation, Inc.

Report on the monthly activities of the Foundation

6.5 Constituent Groups Reports

Reports from constituent groups are presented as information

6.6 Health Benefits Report

Submitted as information

**7. TRUSTEE COMMUNICATIONS**

7.1 Trustee Reports

Written and oral reports from Trustees are presented as information

7.2 Trustee discussion and possible action regarding participation in the Foundation's Adopt-A-5<sup>th</sup> Grader program

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

8.1 TLCD Architecture

Presentation – update on bond projects

**9. “THE BIG PICTURE”**

9.1 Student Survey

Trustee discussion of a student survey conducted by Dr. Charles Duffy, Director of Institutional Research

9.2 Future agenda items

**10. CLOSED SESSION**

10.1 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(a) 1 case

Case names unspecified: Disclosure would jeopardize existing settlement negotiations

10.2 Collective Bargaining/Meet and Confer - GC 54957.6

Designated Representatives: Lehner, Randall, Perryman, Chaty

Employee Organizations: MCFT, MPFA, Management/Supervisory/Confidential, MLCCCBU

10.3 Public Employee Discipline/Dismissal/Release – GC 54957

**11. ADJOURNMENT**

**ADA Compliance:** Persons with disabilities needing assistance, please notify the Superintendent/President's Office at 468-3071 no later than 24 hours prior to the scheduled meeting. Meetings are held in locations which are wheelchair accessible.

**Agenda Packet and Supporting Documents Notice:** The agenda packet and supporting materials can be viewed in the President's Office, Room 1070, Mendocino College, 1000 Hensley Creek Road, Ukiah CA or on the College's website at [www.mendocino.edu](http://www.mendocino.edu).

***Future Board Meetings:*** Regular Meeting – December 7, 2011, 5:00 PM, Ukiah Campus, Room 1060

**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, October 12, 2011, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

**GENERAL MATTERS**

*Call To Order*            Trustee Clark, Board President, called the meeting to order at 5:02 PM.

<i>Board Members</i>	President	Joel Clark	present
	Vice President	Paul Ubelhart	absent
	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	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</i>	Academic Senate	John Koetzner, President
<i>Representatives</i>	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Sue Goff, President

*Public Comments*    Faculty member Leslie Saxon West addressed the Board regarding the Dance Program and letters written by students regarding their experience in the Dance Program.

Board President Clark led a moment of silence in memory of Foundation Director John Bogner who recently passed away.

*Agenda Approval*    M/S/C (Clark/Haynes) To approve the agenda as amended. Item 9.1 Student Survey was postponed to the November agenda when all members of the Board plan to be present.

*Minutes/Approval*    M/S/C (Tomkins/Chaniot) To approve the minutes of the regular meeting held on September 14, 2011 as presented.

**CONSENT AGENDA**

M/S/C (Chaniot/Geck) To approve the Consent Agenda as submitted.  
Roll Call Vote: Trustees Tomkins, Geck, Chaniot, Eriksen, Haynes and Student Trustee Evans - yes.

Items with an asterisk \* were approved by one motion as the Consent Agenda.

*Board of Trustees Minutes, October 12, 2011*

### **Personnel**

<i>Employment – Short-Term Employees</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the Short-Term Employees as submitted.
<i>Employment – Part-Time Faculty</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ the Part-Time Faculty for 2011 as presented.
<i>Volunteers</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of volunteers as submitted.
<i>MLCCCBU – Side Letter</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the side letter of April 15, 2011 between the District and the MLCCCBU/SEIU-Local 1021.
<i>MCFT- Proposed Side Letter</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby receive the proposed side letter from the Mendocino College Federation of Teachers (MCFT) regarding salaries for 2011-12, 2012-13, and 2013-14 and directs the Superintendent/President to receive public comments on this proposal prior to the November meeting of the Board.
<i>Reclassifications - Classified</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve reclassifications for Mary Houghton and Cyndi Woskow to Administrative Assistant II and Carolyn Pryor to Facilities Planning Technician, effective July 1, 2011.
<i>Resignation/ Retirement - Faculty</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Susan Janssen effective May 25, 2012.
<i>Professional Development Leave</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the 2011-12 Professional Development Leave for .75 FTE for Jim Xerogeanes.

### **Other Items**

<i>Fiscal Report – August 31, 2011</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as presented.
<i>AB 2910</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the Quarterly Fiscal Status Reports – AB 2910 as presented.
<i>Academic Calendar 2012-13</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2012-13 Academic Calendar as presented.
<i>Quarterly Contracts and Agreements</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as presented.

<i>Facilities Renovation and Repair Grant</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve Resolution 10-11-01 California Department of Education Contract Number CPRM-1037 in the amount of \$18,000.
	<b><u>ACTION ITEMS</u></b>
<i>Library/Learning Center – Change Order No. 11</i>	M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 11 for the Library/Learning Center project to Midstate Construction in the amount of \$39,151.
	Trustee Haynes requested and received further information on the change listed as item 11.5 Revise Ramp. The decisions to replace the ramp with stairs was because of the steepness of the grade and the length of the ramp.
	<b><u>INFORMATIONAL REPORTS</u></b>
<i>President's Report</i>	<p>A written report was not submitted. Superintendent/President Lehner reminded Trustees of the following:</p> <ul style="list-style-type: none"> <li>• The two strategic planning sessions are scheduled for October 14 and 28. The first session will be a review of the Mission/Vision/Goals and the second will be to write an action plan of what can be accomplished this year.</li> <li>• A Candidates Night will take place Monday at the Civic Center at 6 PM.</li> </ul>
<i>Education and Student Services Report</i>	<p>A written report was submitted by Meridith Randall, Vice President of Education and Student Services. The following was offered in addition:</p> <ul style="list-style-type: none"> <li>• Vice President Randall commented on the retirement of faculty member Susan Janssen stating that she is an excellent teacher and will be missed.</li> <li>• The Spring 2012 schedule will be available on WebAdvisor on October 17. The Deans and Staff have done an excellent job of scheduling with the limited budget.</li> <li>• Vice President Randall talked briefly about the difficulty of cutting classes from the schedule. She stated that approved programs are what guides which classes to offer and some programs need updating. Some classes may be added back when programs are updated. There is also legislation which is making a push to give priority registration to students who are making progress toward a degree.</li> </ul>
<i>Administrative Services Report</i>	A written report was submitted by Larry Perryman, Vice President of Administrative Services.
<i>Measure W Bond Report</i>	<p>The Measure W Bond Report was submitted by Larry Perryman, Vice President of Administrative Services.</p> <ul style="list-style-type: none"> <li>• Vice President Perryman gave further information on the process for reallocation of bond funds. A previous reallocation was done in order to put more funds toward the completion of the library because there were no matching funds from the State as was originally included in the budget.</li> </ul>
<i>Mendocino College Foundation, Inc.</i>	A written report was submitted by Katie Wojcieszak, Executive Director of the Mendocino College Foundation.

*Constituents Report* No written reports were submitted. The following oral report was given:

- John Koetzner reported that the Academic Senate has approved donating to the Foundation's Adopt-A-5th Grader Program in memory of John Bogner.

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

*Computer Science Program* **PRESENTATION – TIME CERTAIN ITEM 6:00 PM**  
Sue Goff introduced Jeff Bergamini, full-time faculty in Computer Science.  
  
Instructor Begamini gave a presentation on Mendocino College's Computer Science Program including new classes, transfer classes and certificates, and employment trends.

*Trustee Reports* **TRUSTEE COMMUNICATION**  
A written report was submitted by Trustee Eriksen, Chaniot and Student Trustee Evans. An oral report was given by Trustees Haynes.

*Individual Trustee's Goals and Objectives* Board President Clark commented on the different approaches Trustees took in developing their goals, stating that it is important that the Board's individual goals do not cause them to become micromanagers. These goals will be helpful in focusing on how each Trustee can contribute to meeting the goals of the Board as a whole.

Superintendent/President Lehner added that this is the first time Trustees have developed and shared individual goals and she expects the process will improve in the future.

*Future Agenda Items*

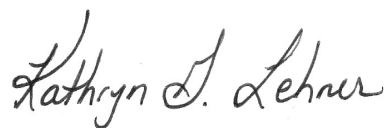
- Board general discussion on the reduction of classes.
- Consolidating County libraries with College libraries.

**CLOSED SESSION**

Trustees adjourned to Closed Session at 6:33 PM. Board President Clark announced that no decisions will be made in Closed Session and all items will be discussed.

**ADJOURNMENT** M/S/C (Haynes/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:55 PM.

Submitted by:



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

ITEM NO: 3.1  
DATE: November 2, 2011

SUBJECT: EMPLOYMENT – SHORT-TERM EMPLOYEES

SYNOPSIS:

Approval of employment of short-term employees is requested.

RECOMMENDATION:

The Superintendent/President recommends that this item be approved as presented.

ANALYSIS:

Education Code 88003 authorizes a governing board to hire short-term (temporary, hourly) employees for less than 75% of a school year, up to 195 days. These employees are not considered to be part of the classified staff.

Education Code 70902(d) permits a governing board to adopt a rule delegating the authority to hire short-term employees to the Superintendent/President, or designee. This district has adopted such a rule in Policy No. 703.

EC 88003 was amended to require districts to specify at a regularly scheduled Board meeting the service to be performed, as well as the start and end dates of the service.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby ratifies the list of short-term employees as presented.

## Short Term Temporary Employees

(Individual assignments may not exceed 194 days within the start and end dates)

Last Name	First Name	Position	Department	Start Date	End Date
Kraft	Bayli	Crew Member	Dance	11/18/2011	6/30/2012
Massey	Orrell	Skills Assistant	Admin of Justice	10/3/2011	6/30/2012
Padilla	Michael	Workshop Presenter	MESA	9/20/2011	6/30/2012
Sanchez	Mayra	Clerical Assistant	Child Development	7/20/2011	6/30/2012
Tedeschi	ILacey	Tutor	Learning Center	10/24/2011	6/30/2012



ITEM NO: 3.2  
DATE: November 2, 2011

SUBJECT: EMPLOYMENT - PART-TIME FACULTY

SYNOPSIS:

Employment of Part-Time Faculty for the Fall Semester, 2011

RECOMMENDATION:

The Superintendent/President recommends that this agenda item be approved as presented.

ANALYSIS:

The Deans recommend employment of the Part-Time Faculty included on the attached list. Each individual meets the state-mandated qualifications or the District's equivalency policy for the assignment or possesses a valid, applicable credential.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the attached list of Part-Time Faculty for the Fall Semester, 2011.

ITEM NO: 3.3  
DATE: November 2, 2011

SUBJECT: VOLUNTEERS

SYNOPSIS:

Approval of volunteers.

RECOMMENDATION:

The Superintendent/President recommends that this agenda item be approved as presented.

ANALYSIS:

Individuals may volunteer their services to the District, but only authorized volunteers approved by the administration and the Governing Board are entitled to workers' compensation benefits. No volunteers are agents of the District. (Labor Code 3364.5; Board Policy No. 702) The following volunteers approved by the administration are recommended for Board approval:

<b>Name</b>	<b>Assignment</b>
-------------	-------------------

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby approves the list of volunteers as presented.

ITEM NO: 3.4

DATE: November 2, 2011

SUBJECT: RESIGNATION/RETIREMENT - CLASSIFIED

SYNOPSIS:

Resignation/retirement of Pat Trenholm

RECOMMENDATION:

The Superintendent/President recommends that the item be ratified as presented.

ANALYSIS:

Pat Trenholm was employed by Mendocino College on 10/29/86 as a Computer Operator. She subsequently completed AA Degrees in Business-Accounting and Computer Science and worked as a Programmer/Analyst. She plans to retire on 12/30/11.

In a letter to her supervisor Pat said, "...I appreciate the development opportunities that have been provided during my 25 years. These opportunities have allowed me to grow from Computer Operator to Programmer/Analyst. This job has never been boring and was always a challenge. I will miss the work, aiming for that *perfect* term submission! I will miss you and the staff. We have spent more waking hours together than with our families."

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Pat Trenholm, effective December 30, 2011.

ITEM NO: 3.5

DATE: November 2, 2011

SUBJECT: DISTRICT RESPONSE TO MCFT PROPOSED SIDE LETTER 2011-12,  
2012-13 and 2013-14

SYNOPSIS:

District response to the proposed side letter from Mendocino College Federation of Teachers regarding salaries for 2011-12, 2012-13 and 2013-14

RECOMMENDATION:

The Superintendent/President recommends that the item be approved as presented.

ANALYSIS:

Pursuant to Article 8, Section 3547, of the Public Employees Relations Act, a proposal from MCFT regarding salaries for 2011-12, 2012-13 and 2013-14 was presented at the 10/12/11 Board meeting and an opportunity for public comment was provided as required. The District's response is attached. The Superintendent/President will accept public comments on the District's response for the next ten days, and negotiations may commence after that time.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby presents the District's response 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.

October 24, 2011

**To: Mendocino College Federation of Teachers Collective Bargaining Team  
Catherine Indermill and Rebecca Montes**

**From: Mendocino-Lake Community College District Collective Bargaining Team  
Karen Chaty and Meridith Randall**

**Subject: Mendocino-Lake Community College District Response to MCFT Proposed Side Letter,  
9/22/11, Article 10-Salaries**

The Board of Trustees acknowledges and appreciates the fact that the full-time faculty, (along with classified, management, supervisory and confidential employees) recognized the serious and unprecedented budget deficit the District was facing two years ago when they willingly accepted a salary reduction for 2009-10 and 2010-11.

In response to the 9/22/11 proposal from MCFT, the Board is willing to consider a salary increase for 2011-12 either on-schedule or off-schedule, or possibly a combination of the two. The Board also looks forward to resolving the other contract issues that are under discussion at this time.

ITEM NO: 4.1  
DATE: November 2, 2011

SUBJECT: FISCAL REPORT AS OF SEPTEMBER 30, 2011

SYNOPSIS:

A report on District fiscal data as of September 30, 2011.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees accept this report.

ANALYSIS:

The fiscal report as of September 30, 2011 is submitted as information. The Board of Trustees is requested to accept the report.

ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as presented.

Mendocino-Lake Community College District  
General Fund  
2011/12 Fiscal Report as of September 30, 2011

		2011/12 Working Budget	Year-to-date Actuals	Balance	% Rec/Exp
<b>REVENUE</b>					
	Beginning Fund Balance	\$3,619,575			
FEDERAL	Federal Forest Reserve	\$50,000		\$50,000	0%
	Federal Work Study	0		0	0%
	CAMP	413,540	62,681	350,859	15%
	HEP	191,715	57,055	134,660	30%
	PELL Grant Administration	7,500	1,060	6,440	14%
	CTEA	209,165		209,165	0%
	Other Federal Revenue	25,000	31,378	-6,378	126%
	<b>TOTAL FEDERAL SOURCES</b>	<b>\$896,921</b>	<b>\$152,174</b>	<b>\$744,747</b>	<b>17%</b>
STATE	State General Apportionment	\$11,748,565	\$2,538,529	\$9,210,036	22%
	Board of Governors Grant	19,322	4,762	14,560	25%
	Basic Skills	180,000	115,200	64,800	64%
	Part-time Faculty Office Hours	3,000	821	2,179	27%
	Part-time Faculty Compensation	56,315	16,048	40,267	28%
	Other Categorical Apportionments	740,133	650,362	89,771	88%
	TANF	42,022		42,022	0%
	DSPS	296,379	66,545	229,834	22%
	CALWORKS	133,349	35,164	98,185	26%
	BFAP	170,680	47,790	122,890	28%
	Matriculation	142,549	37,918	104,631	27%
	EOPS	284,822	75,763	209,059	27%
	EOPS CARE	39,838	10,597	29,241	27%
	MESA	50,500	37,875	12,625	75%
	Other Categorical Program Allowances	101,087		101,087	0%
	State Subventions	109,764		109,764	0%
	Lottery	450,000		450,000	0%
	Mandated Cost Reimbursements	0		0	0%
	Other State Revenue	7,850	7,850	0	100%
	<b>TOTAL STATE SOURCES</b>	<b>\$14,576,175</b>	<b>\$3,645,224</b>	<b>\$10,930,951</b>	<b>25%</b>
LOCAL	Property Taxes	\$5,697,313	-\$17,958	\$5,715,271	0%
	Local Contributions/Grants/Donations	125,620	25,620	100,000	20%
	Contract Instructional Services	13,772	279	13,493	2%
	Rents/Leases (Facilities Use)	15,000	2,083	12,917	14%
	Interest	7,000	0	7,000	0%
	Community Extension	45,000	2,401	42,599	5%
	Student Fees	1,169,059	528,814	640,245	45%
	Bookstore Commission	60,000	24,105	35,895	40%
	Other Local Revenue	187,487	86,580	100,907	46%
	Transfer in from Capital Projects Fund	40,000		40,000	0%
	<b>TOTAL LOCAL SOURCES</b>	<b>\$7,360,251</b>	<b>\$651,924</b>	<b>\$6,708,327</b>	<b>9%</b>
	<b>TOTAL REVENUES</b>	<b>\$22,833,347</b>	<b>\$4,449,322</b>	<b>\$18,384,025</b>	<b>19%</b>
<b>TOTAL RESOURCES AVAILABLE</b>		<b>\$26,452,922</b>			
<b>EXPENDITURES</b>					
	Certificated Salaries	\$8,547,951	\$1,637,712	\$6,910,239	19%
	Classified Salaries	4,881,013	1,157,687	3,723,326	24%
	Benefits	5,642,328	1,273,721	4,368,608	23%
	<b>Subtotal Personnel Costs</b>	<b>\$19,071,293</b>	<b>\$4,069,120</b>	<b>\$15,002,173</b>	<b>21%</b>
	Supplies	\$778,818	\$124,226	\$654,592	16%
	Services	2,198,725	491,345	1,707,381	22%
	Capital Outlay	267,140	8,672	258,468	3%
	Transfers/Other Outgo	517,983	64,397	453,586	12%
	<b>TOTAL EXPENDITURES</b>	<b>\$22,833,959</b>	<b>\$4,757,759</b>	<b>\$18,076,200</b>	<b>21%</b>
	Ending Fund Balance	\$3,618,963			
<b>TOTAL EXPENDITURES/CONTINGENCY</b>		<b>\$26,452,922</b>			

ITEM NO: 4.2

DATE: November 2, 2011

SUBJECT: QUARTERLY FISCAL STATUS REPORTS - AB 2910

SYNOPSIS:

The State required quarterly report on the District's financial condition is presented for the Board's review.

RECOMMENDATION:

The Superintendent/President recommends review and acceptance of the Quarterly Fiscal Status Report as attached.

ANALYSIS:

In compliance with AB 2910, the Chancellor's Office requires that each community college district complete the attached quarterly fiscal status report. The Superintendent/President and the District Vice-President of Administrative Services are required to certify to the accuracy of the data and present the report to the Board of Trustees quarterly. The Board of Trustees must review the report at a regularly scheduled meeting and enter it into the minutes of the meeting.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the quarterly fiscal status report as presented.



**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-31 IQ

**VIEW QUARTERLY DATA**

**CHANGE THE PERIOD**

**Fiscal Year: 2011-2012**

**District: (140) MENDOCINO-LAKE**

**Quarter Ended: (Q1) Sep 30, 2011**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-2012
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	20,136,691	19,439,908	19,577,317	19,643,642
A.2	Other Financing Sources (Object 8900)	14,602	0	0	40,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	20,151,293	19,439,908	19,577,317	19,683,642
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	19,486,847	18,370,306	18,759,042	19,399,057
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	260,863	895,396	267,044	283,663
B.3	Total Unrestricted Expenditures (B.1 + B.2)	19,747,710	19,265,702	19,026,086	19,682,720
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	403,583	174,206	551,231	922
D.	Fund Balance, Beginning	2,279,696	2,683,279	2,857,485	3,408,720
D.1	Prior Year Adjustments + (-)	0	0	-6	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	2,279,696	2,683,279	2,857,479	3,408,720
E.	Fund Balance, Ending (C. + D.2)	2,683,279	2,857,485	3,408,710	3,409,642
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	13.6%	14.8%	17.9%	17.3%

**II. Annualized Attendance FTES:**

G.1	<b>Annualized FTES (excluding apprentice and non-resident)</b>	3,133	2,931	3,114	3,114
-----	--	-------	-------	-------	-------

**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

		As of the specified quarter ended for each fiscal year			
		2008-09	2009-10	2010-11	2011-2012
H.1	Cash, excluding borrowed funds		1,577,413	-1,204,422	1,371,544
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	-3,253,870	1,577,413	-1,204,422	1,371,544

#### IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	19,643,642	19,643,642	3,178,085	16.2%
I.2	Other Financing Sources (Object 8900)	40,000	40,000	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	19,683,642	19,683,642	3,178,085	16.1%
J.	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	19,399,057	19,399,057	4,140,273	21.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	283,663	283,663	0	
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	19,682,720	19,682,720	4,140,273	21%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	922	922	-962,188	
L	Adjusted Fund Balance, Beginning	3,403,861	3,408,720	3,408,720	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	3,404,783	3,409,642	2,446,532	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	17.3%	17.3%		

#### V. Has the district settled any employee contracts during this quarter?

YES

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1: 2011/12	4,770	3%						
Year 2: 2012/13	4,913	3%						
Year 3: 2013/14	5,061	3%						
<b>b. BENEFITS:</b>								
Year 1: 2011/12	627							
Year 2: 2012/13	646							
Year 3: 2013/14	665							

\* As specified in Collective Bargaining Agreement or other Employment Contract

#### c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

These costs were funded by unrestricted Districts funds.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII.Does the district have significant fiscal problems that must be addressed?

This year?

NO

Next year?

NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

ITEM NO: 4.3

DATE: November 2, 2011

SUBJECT: 2011-12 MENDOCINO COLLEGE ADVISORY COMMITTEES  
DISABILITY RESOURCE CENTER (DRC)  
EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)

SYNOPSIS:

The appointment of members for Mendocino College's Advisory Committees for DRC & EOPS.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees appoint the community members and staff members as listed to serve on Mendocino College Advisory Committees as indicated on the attached lists.

ANALYSIS:

The following committees require appointment by the Board of Trustees and therefore these two committees are being presented at this time.

Disability Resource Center (DRC)  
Extended Opportunity Programs & Services (EOPS)

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby appoint the community members as presented for the DRC and EOPS Advisory Committees.

Disability Resource Center  
Advisory Committee  
2011-2012

Pat Arnett  
Potter Valley High School

Margaret Ridgeway  
Independence Plus

Suzanne Warner  
L.I.F.E Services Program Manager

Tanner Silva  
Disability Services & Legal Center

Aimee Swearengin  
CA Dept. of Rehabilitation

Carol Barrett  
MCOE/SELPA

Jone Duggan  
UUSD

Staff/Faculty

Rhea Hollis – DRC Coordinator/Counselor  
Tascha Whetzel – Disability Specialist  
Andrea Moniz – DRC Administrative Assistant

**EOPS ♦ CARE**  
**Advisory Committee List**  
2011-12

**Sheila Ames**

Registered Nurse  
Former EOPS Student

**Anna Araiza**

Bi-lingual Client Advocate  
Project Sanctuary

**Delores Hamilton**

Retired Bank Employee  
Bank of America

**Antonio Lopez**

South Valley High School  
Principal

**Felipe Mendoza**

Family Enhancement Services Coordinator  
Redwood Children's Services

**STAFF/FACULTY**

**Jacque Bradley**

Director of Financial Aid/EOPS  
Mendocino College

**Nancy Heth**

EOPS/CARE Specialist  
Mendocino College

**Merie Holl**

EOPS/CARE Counselor  
Mendocino College

**STUDENT MEMBERS**

**Rosa Mendez**

EOPS Student  
Mendocino College

**Rigoberto Montes de Oca**

Student, Former EOPS  
Mendocino College

ITEM NO: 4.4  
DATE: November 2, 2011

SUBJECT: DONATION OF AUTOMOBILE

SYNOPSIS:

Acceptance of one automobile donated to Mendocino College as follows:

1993 Toyota Camry donated by Mike Dwyer

RECOMMENDATION:

The Superintendent/President recommends acceptance of this gift.

ANALYSIS:

This automobile has been donated to Mendocino College for the Auto Tech Club. It will be used for lab activities and components, or repaired and sold with proceeds going to the Auto Tech Club. Auto Tech Club funds are used for book scholarships for on-going auto students and for purchase of automotive tools and supplies.

A thank you letter will be sent to the above donor.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the above automobile generously donated to Mendocino College by Mike Dwyer.

ITEM NO: 5.1  
DATE: November 2, 2011

SUBJECT: LIBRARY/LEARNING CENTER – CHANGE ORDER NO. 12

SYNOPSIS:

Change Order No. 12 for the Library/Learning Center project to Midstate Construction.

RECOMMENDATION:

The Superintendent/President recommends ratification of this Change Order for the Library/Leaning Center project.

ANALYSIS:

Measure W was approved by the voters of Lake and Mendocino Counties in November 2006. Included in this measure was a project Library/Learning Center. The project was awarded to Midstate Construction in the amount of \$14,989,000.

Change Orders No. 1 through 11 were approved by the Board of Trustees in prior board action, totaling \$220,083. The current adjusted contract is \$15,209,083.

Change Order No. 12 consists of seven items:

- |      |   |        |           |
|------|---|--------|-----------|
| 12.1 | Provide additional motor-operated roller shade in room 239 (CR 015R1/ COP 029.1)<br>Reason: Roller shade omitted from one window in the main library<br><br>Requested by: District                            | Add    | \$4,007   |
| 12.2 | Delete electrical and tel/data devices (CR 032/ COP 054)<br>Reason: Devices not required<br><br>Requested by: District  | Deduct | <\$3,144> |
| 12.3 | Additional lateral brace at room 209 (COP 059)<br>Reason: Additional lateral bracing required at interior glazed opening. Review process of IOR/DSA identified this requirement.<br><br>Requested by: IOR/DSA | Add    | \$1,031   |
| 12.4 | Add backflow preventer (COP 060R1)<br>Reason: Backflow preventer required by water district.<br><br>Requested by: District  | Add    | \$6,940   |



- 12.5 Provide low wall braces in 11 locations (COP061) Add \$5,500  
Reason: Additional support required that was not detailed in drawings.

Requested by: Structural Engineer

- 12.6 Add hose-bib on upper deck area (COP 058) Add \$ 257  
Reason: Added for convenience for ongoing maintenance.

Requested by: District

- 12.7 Provide electrical and fire alarm connection to two fire-smoke dampers (COP 063) Add \$1,303  
Reason: Connections were omitted from the contract documents.

Requested by: IOR

TOTAL CHANGE ORDER NO. 12 Add \$15,894

New Contract Price \$15,224,977

Total percent of Change Order No. 12 = .1%

Total of all changes = 1.6%

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby ratify Change Order No. 12 for the Library/Learning Center project to Midstate Construction in the amount of \$15,894.

ITEM NO: 6.1  
DATE: November 2, 2011

SUBJECT: PRESIDENT'S REPORT

SYNOPSIS: The President's report is offered for information.

ANALYSIS:

**Strategic Planning Update**

A major revision of the mission and vision of Mendocino College is underway. Forty-five students, staff, faculty and trustees met recently to consider how priorities have shifted around the state and whether or not our current limitations due to budget constraints have affected our stated goals and objectives. The constituent input received is being consolidated into a draft revision of the mission/vision/goals that will be finalized through the Planning and Budgeting Committee. The next step is to determine near-term priorities and to draft a strategic action plan to inform our decisions during the upcoming year.

**Acquisition of Vehicle from Mendocino County Sheriff**

For the purchase price of \$1.00, we have acquired a (very) used white Crown Victoria from the Mendocino County Sheriff. We are in the process of having our logo and "Mendocino College Security" painted on the sides. The use of this vehicle will be restricted to onsite at the Ukiah campus, and will be used to deter speeding and other potential rule and policy violations.

**Continuing Challenges in Class Scheduling**

We have been aware for almost two years that our high priority class offerings are to be in the areas of basic skills, transfer programs and career and technical education. The nationwide initiative is to support students in completion of their educational programs in order that they can become employable and productive citizens of our society. Although community colleges have traditionally also offered community interest and activity classes, the emphasis of the California legislature at this time is to help students earn degrees and certificates. To that end, many classes that do not fall into one of these three priority areas are not currently being scheduled at Mendocino College. Even when a class is accepted by the state and by the four-year colleges as a transfer class, we have to consider two other factors:

- Is the class required as part of a program that students can complete to help meet the goal of producing more graduates?
- Are the students who are taking the class using the class as part of a CTE or transfer program and do they plan to graduate and transfer?

Since we have complied with the Chancellor's Office's request to give higher priority to the three stated areas, we will be well positioned when the state inevitably moves into alternative funding mechanisms that allocate resources based upon student success and graduation rates. The faculty and staff should be commended for their work in this area.

**Alert-U**

Students will soon be able to opt in to receive text messages on their cell phones concerning emergencies at Mendocino College. Staff has been undergoing training as to what messages

are appropriate to communicate (from “campus closed due to snow” to “shooter on campus”) and the technical details of sending messages via this new system.

### **Broadband Alliance of Mendocino County**

Mendocino College is now a member of the Broadband Alliance of Mendocino County. Several of us participated in a meeting coordinated by Dan Hamburg, Mendocino County Supervisor, and attended by representatives from the Mendocino County Community Foundation, the Economic Development and Finance Corporation and several other local entities. The group is seeking our assistance in applying for and implementing a grant for funding to expand broadband services to all Mendocino County residents.

### **Community Connections**

- Met with Lois Nash, Superintendent of Ukiah Unified School District to discuss “Choices,” a Rotary sponsored program to help high school freshmen make good choices.
- Met with Dennis Willeford, Ukiah High School Principal, to discuss “Choices” and high school/college collaborations.
- Met with individual Foundation board members and Athletic Booster affiliate members to discuss fundraising and other operational topics.
- Attended Rotary Foundation banquet in Arcada, as well as weekly Rotary meetings.
- Met with Ed Kujawa, Dean at Dominican University, and Lisa Kelly, local Dominican representative, to discuss possible co-location of Dominican offices on our Ukiah campus.
- Met with Scott Yandell, President of the Savings Bank of Mendocino County, and Dennis Willeford to discuss Chessall scholarship issues and the investment of the Chessall funds.
- Attended dinner to honor Heidi Dickinson, Democrat of the Year in Mendocino County.
- Attended Willits Rotary fundraiser to raise funds for the Willits firehouse.

SUBJECT: EDUCATION AND STUDENT SERVICES REPORT

SYNOPSIS:

This is a report of some of the activities and events that have occurred over the past few weeks.

**1. Spring 2012: Schedule Released on October 17**

The Spring 2012 schedule, which is about the same size as the Fall 2011 schedule, was released on WebAdvisor on 10/17 so that students can begin meeting with counselors prior to enrollment starting on 11/14. Deans and faculty produced a “lean and mean” version that adds math and English sections while preserving classes students need to complete degrees, certificates and transfer requirements. However, the schedule continues to offer fewer strictly recreational classes unless those classes are part of a degree or certificate (e.g., Drawing and Modern Dance). In addition, there is currently no printed version of the schedule available, but the college plans to have some printed copies at each location and at high schools that request them.

**2. Curriculum: Recent Developments**

The Curriculum Committee continues to review changes to programs and courses; those considered now will be effective for Fall 2012 or Fall 2013. At the most recent meeting, an Administration of Justice for Transfer degree and a Geology for Transfer degree were brought forward, both modeled on 1440 programs (for CSU transfer). The committee also approved a proposal to allow students to take MTH 55 and MTH 56 without placement testing if they have completed a comparable class within the last three years at the high school level. Other projects this year will include a concerted effort to ensure that all active courses have been reviewed within the last five years.

**3. Legislation Affecting Instruction and Student Services**

The Governor has continued to sign legislation that directly affects college operations, and the trend shows no signs of slowing down. In the last few weeks, laws have been passed that require colleges to grant priority registration to foster youth and allow high school students to substitute CTE courses for visual arts in order to meet graduation requirements. At the same time, the Student Success Task Force is circulating proposals this fall that would, among other things, require that all students have educational plans and take math and English courses in their first year in college if they need remediation (about 80% of students currently). Needless to say, the college is making an attempt to keep track of all the changes so that adjustments can be made quickly. Some, like tuition increases, are likely to reduce enrollment, at least in the short term.

**4. Professional Development: Recent Portal Training**

On Friday, October 21, the annual fall teacher institute was held on the topic of using the Portal. The session was led by Debra Polak, Basic Skills coordinator and co-chair of the Foundation Skills Teaching and Learning Community, and featured demonstrations of model faculty Portal sites by Leslie Banta, Jody Gehrman and Phil Warf. The event was well attended by full-time faculty as well as part-time faculty from the Ukiah campus as well as the Willits and Lake centers. After the demonstrations, the faculty adjourned to the computer lab and, assisted by Jason Edington and John Loucks, had the opportunity to build their own Portal sites. It was an exciting and productive day and feedback from faculty who attended was positive.

Program Report: Distance Education (DE)  
Distance Education Coordinator: Vivian Varela

Distance education has been part of Mendocino College's educational plan for more than 15 years. The DE program has been identified as an important component in meeting the college's strategic goals. Online classes allow for more instructor – student interaction as required by Title V 55204 "Instructor Contact" requirements for "regular effective contact." This emphasis on effective contact reflects Mendocino College's commitment to both strategic goals one, "Become a learner-centered institution by focusing on student success, and two, "Improve student access to college programs and services."

Upcoming tasks for the program include: establishing and implementing a review process to help all online faculty verify their online courses are ADA compliant and developing a plan to decrease the success/retention gap between on-campus and online success/retention rates. The state-wide average is 20% gap in success rates, for Fall 2009 our rate was 19%. With the results of the DE Student Survey from Fall 2010, we know that more students struggle with time management issues, so ways to assist students to be successful will help improve the success rates of online courses.

Mendocino College uses Etudes as our Learning Management System. In Fall 2010, the Executive Director of Etudes, Vivie Sinou, came to do a presentation on two new tools within the system that will provide much more data about student participation and engagement. With these components we hope to narrow the success/retention gap in our online courses and the DE Coordinator is doing preliminary data collection to develop a plan to address the verified need.

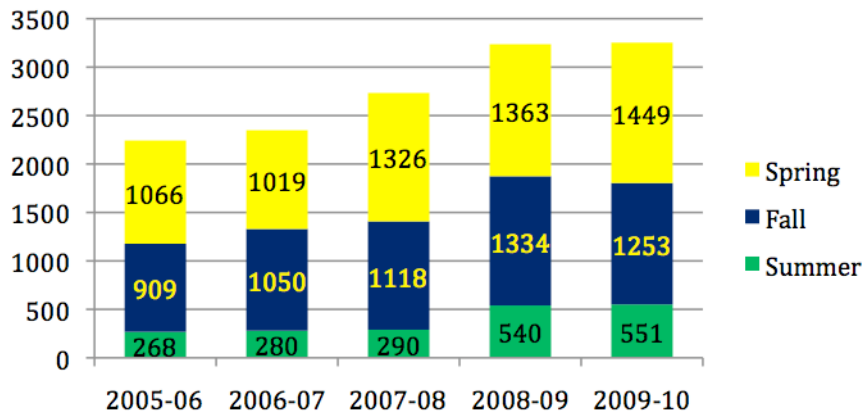
Currently 46% of the full-time faculty are trained to use Etudes and there are 46 part-time faculty trained in the system. The training provides faculty the opportunity to both experience what it is like to be an online student while building a practice site as part of the training course.

The SLOs for the Distance Education program were assessed in two online courses for 2010-11 and the results have been discussed within the Distance Education Committee. Every spring semester, two different online courses will be assessed using the SLOs. The SLOs are:

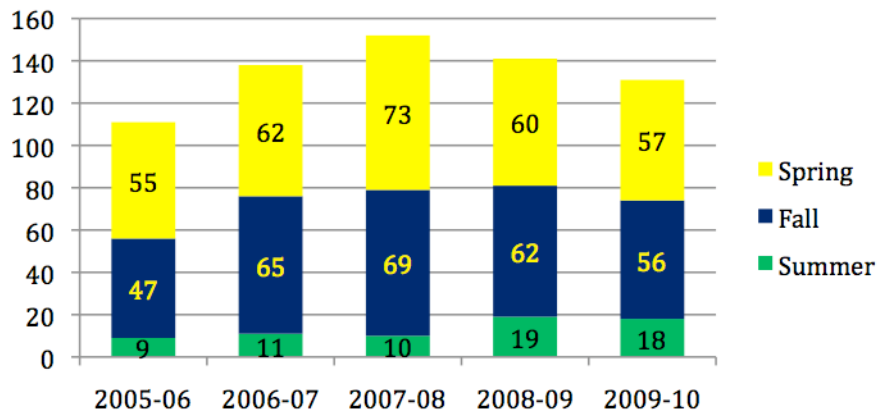
1. Demonstrate substantive interaction by students with other students taking the course through the use of discussion boards and other communication methods.
2. Maintain consistent and effective interaction between students and instructors through the exchange of emails, comments on discussion boards, feedback on assignments, etc.
3. Demonstrate the study habits of self-discipline necessary to succeed in distance education classes.

Distance Education Committee goals for the coming year include more training opportunities for faculty and students and improving the success and retention rates in online classes. Also a three year plan to establish a policy and procedure to ensure ADA compliance in our online courses will commence this fall in the Distance Education committee.

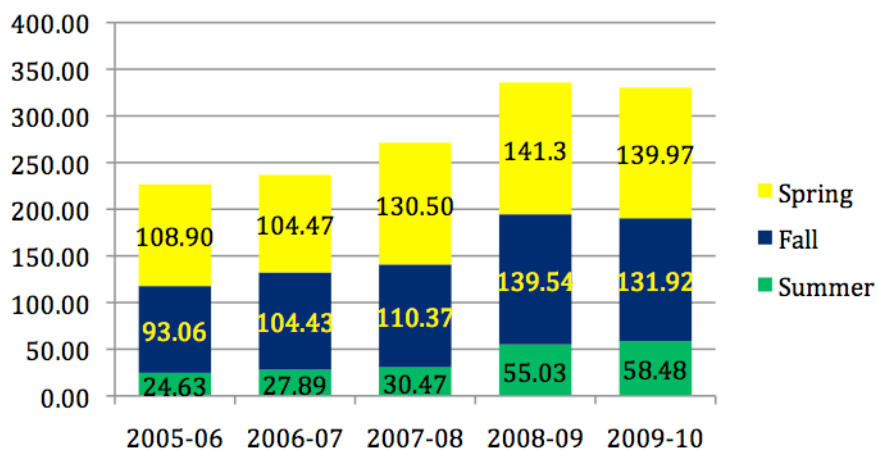
### Annual Enrollments



### Annual Sections Taught



### Annual FTES Generated



ITEM NO: 6.3.1

DATE: November 2, 2011

**SUBJECT:** ADMINISTRATIVE SERVICES REPORT

**SYNOPSIS:**

A report from the Vice President of Administrative Services is offered as information.

**Higher Education and Policy Drift**

In a just-issued report, "*Dollars and Sense: Analysis of Spending and Revenue Patterns to Inform Fiscal Planning for California Higher Education*," the Institute for Higher Education Leadership and Policy at California State University, Sacramento, concludes that the pressure is on for California to dramatically increase its production of college degrees. Unfortunately, the lack of directed policy toward the expectations and funding for higher education is standing in the way.

Most of the data used in the report is based on information from the Integrated Postsecondary Education Data System for the year 2002 through 2009. Based upon this data, some of the significant findings of the report are:

- The public sector of higher education in California is relied upon more than in other states: 85% of postsecondary enrollments are in public institutions as compared to a national average of 72%
- College participation rates for both the 18-24 age group and the 25-49 age group are higher in California, ranking 6th for both groups when compared with other states
- The California Community Colleges (CCC) serve a higher proportion of the students enrolled in California's public higher education institutions—71% as compared with 53% nationally
- All three systems of higher education in California are producing more degrees and completions between 2002 and 2009: up 24% at the University of California (UC), up 23% at the California State University (CSU), and up 33% at the CCC
- When looking at degrees and completions per 100 full-time equivalent students, the UC increased 8%, the CSU increased 3%, and the CCC increased 14%
- Spending per completion during the same time frame declined 5% at the UC and CSU each and by 14% at the CCC
- The amount spent per completion is higher than the national average in all three segments, most significantly for the CSU and the CCC; the report cites the low completion rates and underprepared students that typically accompany an open access mission for the CCC as the main reasons

In conclusion, the report asserts that California would need to increase degree production by 5% each year in order to meet the needs of our economy for the foreseeable future—while having been plagued with budget cuts for the last several years and facing possibly more in the near future. The report concludes that such a significant gain in productivity would require fundamental changes—a more comprehensive and efficient way of serving underprepared students, more focus on career-technical education, and more specialized technical institutes, to name a few. The report states that California has been stuck in "policy drift" mode, essentially leaving the higher education system on autopilot as guided by the Master Plan. It urges policymakers to develop standards and expected outcomes for the higher education system as a whole and a deliberate guiding strategy for funding them in order to meet those expectations.

ITEM NO: 6.3.2  
DATE: November 2, 2011

SUBJECT: REPORT ON MEASURE W BOND IMPLEMENTATION

SYNOPSIS: This report is offered for information.

ANALYSIS:

The Quarterly Bond Report is submitted as information.



ITEM NO: 6.4  
DATE: November 2, 2011

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

This is an information report from the Executive Director of the Mendocino College Foundation

ANALYSIS:

The Lake County Friends of Mendocino College teamed up with the College to host a very successful “groundbreaking” ceremony for the new Lake Center site of Mendocino College. A large crowd gathered on October 20 to hear about the future of the new site from the contractor, architect, and College staff.

Scholarship Opportunities for 2012/13 still exist for our “in memory” awards on behalf of late Foundation Directors Mr. Harry Bistrin and Mr. John Bogner.

A new perpetual scholarship has been developed and will be announced to the public very shortly. The focus will be to select students who have chosen culinary arts as their major.

The subcommittee anticipates submitting revised bylaws to the Board of Directors for an initial review at the December 6 board meeting.

The Foundation will host a second tour of Mendocino College with President Lehner as tour guide on Thursday, November 3. Students in the Culinary Arts Program will provide the guests with a light lunch.

I participated in a meeting hosted by Lake County Superintendent of Schools, Mr. Wally Holbrook, regarding educational foundations in Lake County. The diverse group of participants discussed forming a group to review best practices in fundraising, how we limit contacting the same donors and the possibility of joining the California Consortium of Educational Foundations.

Save the Date-

Planned Giving Workshop on Friday, November 4 from 10:00 a.m. to 12:00 p.m. in the Board Room

Meetings and events-

- Dinner honoring Heidi Cusick Dickerson
- Fundraising Event for the building of a new Little Lake (Willits) Firehouse
- Participated on the College’s Annual Planning Retreat with President Lehner and staff
- Assisting the Athletic Boosters organization with their bylaws and organization
- Attend monthly meetings of the Lake County Friends of Mendocino County

SUBJECT: CONSTITUENT REPORTS

SYNOPSIS:

This is an information report from the Constituent Groups to the Board of Trustees.

ANALYSIS:

Academic Senate

See attached 2011/12 Academic Senate Objectives

Management/Supervisory/Confidential

The Management/Supervisory/Classified group meets monthly. One of the primary purposes of the group is to share information and area updates. This year we have instituted rotating monthly area spotlights specifically for this purpose and have heard so far from HEP, the Child Development Center, Financial Aid, Athletics, Auxiliary Services, and the President's Office.

- The M/S/C raises \$3,000 each year towards scholarships through member contributions. We were able to fund seven scholarships for this year.
- We recently discussed that there may be a need to clarify/update policies clarifying the use of the cameras currently being installed on campus to monitor high traffic areas or other designated areas of concern.
- We approved the use of M/S/C emergency funds as a temporary loan for books for a student taking nursing prerequisite classes who has had an unusual delay in receiving his Pell grant.
- We recently conducted a planning survey through the use of the Portal. The results will be shared with PBC.

## ACADEMIC SENATE OBJECTIVES 2011-12

Objectives	Tasks	Due Dates	Responsibility for Oversight
<b>1. Communication with Faculty and other college constituent groups</b>			
<i>To increase communication and participation in college governance and to foster a collegial environment that respects intellectual freedom and promotes dialogue amongst all faculty members with other constituent groups at the college.</i>	<ol style="list-style-type: none"> <li>1. Academic Senate President &amp; Vice President To meet with Classified Senate at least quarterly.</li> <li>2. Develop a program to recognize members of other constituent groups more frequently than once a year.</li> <li>3. Academic Senate President &amp; Vice President to continue to survey faculty and directly seek input for constituent group meetings such as PBC.</li> </ol>	<p>August 2011-May 2012</p> <p>October 2011-May 2012</p> <p>August 2011 – May 2012</p>	<p>John Koetzner Steve Hixenbaugh Rachel Donham</p>
<b>2. Hiring Practices for Full-Time Faculty at Mendocino College</b>			
<i>Revise Senate draft of current full-time faculty hiring policy and work with President/Superintendent and PPAC to formalize revisions.</i>	<ol style="list-style-type: none"> <li>1. John Koetzner and Steve Hixenbaugh to review current draft and make recommendations to Senate regarding revisions.</li> <li>2. Senate to approve second draft of policy</li> <li>3. Review approved draft with President/Superintendent Lehner.</li> <li>4. Take final draft to PPAC</li> <li>5. New policy to Board of Trustees</li> </ol>	<p>October 2011</p> <p>November 2011 December 2011</p> <p>Feb/March 2012 April/May 2012</p>	<p>John Koetzner Steve Hixenbaugh</p>
<b>3. Departmental Restructuring of Academic Programs</b>			
<i>Develop steps for providing fair and diverse representation of academic areas on the Academic Senate. Rather than creating a new committee of division chairs, we propose re-structuring senate membership to include a senator from each of a set of established discipline areas.</i>	<p>Charge the academic senate with the following:</p> <ul style="list-style-type: none"> <li>• Discuss in a senate meeting possible restructuring of the senate membership and responsibilities to ensure fair representation of division areas</li> <li>• Fairly divide programs/degrees into appropriate division area</li> <li>• Recruit membership to the academic senate that will represent these division areas (if necessary, amend bylaws to allow for additional members on the academic senate)</li> </ul>	<p>May 2012</p> <p>May 2012</p> <p>Over the next 3 years (2015)</p>	<p>Reid Edelman Rachel Donham</p>

## ACADEMIC SENATE OBJECTIVES 2011-12

Objectives	Tasks	Due Dates	Responsibility for Oversight
	<ul style="list-style-type: none"> <li>Increase the role of the senate in representing faculty and programs in communications with the administration with regard to scheduling, budgeting, staffing, etc.</li> </ul>	Ongoing	
<b>4. Faculty Participation on Committees/Committee Handbooks</b>			
<i>Ensure effective Participatory Governance through faculty participation on committees.</i>	<ol style="list-style-type: none"> <li>Develop a permanent strategy and procedure to ensure that the Committee Handbook remains updated on a yearly basis.               <ul style="list-style-type: none"> <li>Develop a step-by-step process for updating this document. Senate to approve.</li> <li>Clarify the parties responsible for maintaining the handbook.</li> <li>Implement procedure.</li> </ul> </li> <li>Review all institutional committees for relevancy.               <ul style="list-style-type: none"> <li>Consider consolidation of some committees and make recommendations accordingly.</li> <li>Update committee descriptions, charge, terms, make-up, etc. with assistance from committee chair and committee members.</li> <li>Update committee membership by appointing faculty committee members where necessary.</li> <li>Committee membership should consist of a balance of disciplines when possible.</li> </ul> </li> <li>Clarify expectations of faculty who serve on committees.               <ul style="list-style-type: none"> <li>Consider identifying one “lead” faculty on each committee who is responsible for communication</li> </ul> </li> </ol>	<p>April 2012</p> <p>April 2012</p> <p>April 2012</p>	<p>Leslie Saxon West Jason Edington Tammy Cartwright</p>

## ACADEMIC SENATE OBJECTIVES 2011-12

Objectives	Tasks	Due Dates	Responsibility for Oversight
	<p>with the Academic Senate about committee proceedings.</p> <ul style="list-style-type: none"> <li>Explore the following questions: Are there/should there be minutes for all committee meetings? Are these minutes posted? Who is responsible for taking the minutes and posting the minutes? How will committee proceedings be communicated to the faculty-at-large?</li> <li>Develop a system to ensure that workload from committee work is balanced across all eligible (non first-year, possibly non tenure track) faculty.</li> </ul>		
<b>5. Academic Senate Constitution/Academic Senate Bylaws</b>			
<i>Revise Academic Senate Constitution and consider developing Academic Senate Bylaws.</i>	<ol style="list-style-type: none"> <li>Review current Academic Senate Constitution and begin revising for a draft to be reviewed by Academic Senate and presented to faculty for Academic Senate approval.</li> <li>Begin reviewing previous work on developing Academic Senate Bylaws and present a draft to Academic Senate and faculty for review, and then submit for final approval.</li> </ol>	<p>Oct/November 2011</p> <p>Feb/March 2012</p>	<p>John Koetzner Jason Edington</p>
<b>6. Connection with State Academic Senate</b>			
<i>Increase the number of faculty from Academic Senate who participate in plenary, area meetings, Academic Senate workshops or statewide committees.</i>	<ol style="list-style-type: none"> <li>Recruit both full-time and part-time faculty to participate in Senate activities so that there is a 10%-20% increase in the number of statewide Academic Senate activities attended in the 2011-12 academic year, and report back to the faculty through Academic Senate meetings and faculty meetings.</li> </ol>	Oct-May 2012	<p>John Koetzner Jessica Crofoot</p>

ITEM NO: 6.6  
DATE: November 2, 2011

SUBJECT: HEALTH BENEFITS

SYNOPSIS: Status of the Health Benefit Fund

RECOMMENDATION: Informational report

ANALYSIS:

For the first three months of 2011/12, 7/1/11-9/30/11, the health benefit cost per participant was \$1,192.32 per month, while the budgeted rate was \$1936 per participant.

ITEM NO: 7.1  
DATE: November 2, 2011

SUBJECT: TRUSTEES' REPORTS

SYNOPSIS:

Individual Trustees share their Board related activities with the full Board

ANALYSIS:

**Janet Chaniot**

- Attended the Planning Workshops
- Watched a Soccer Game
- Had lunch with Sue Goff (I will have more on our discussion for the next meeting.)
- Attended "Oedipus" (I was asked and volunteered to be an usher.)
- Attended the Lake Center Groundbreaking
- Made calls for College Connections

**Student Trustee Jennifer Evans**

This month I partially participated in the Planning Retreat on October 14th and hope to attend the one on Oct. 28 as well.

As an ASMC member, I am helping to raise money for the ASMC scholarship fund. We are selling raffle tickets for firewood to be awarded at Club Day on Oct. 31.

I have also attended all of the regularly scheduled ASMC meetings.

Recently, I was appointed as the Vice President of the Child Development Center (CDV) Parent Club and have been working with Pat Thygesen and the President of the CDV parent club, Charla, developing fund raising ideas. Our Christmas fund raiser is a coupon book comprised of local businesses in Ukiah, Willits, and Lake County that the parents who use CDV will be selling for the Christmas time fundraiser. It has taken a lot of door to door and face to face work from myself and the President of the CDV parent's club to pull this fund raiser together and I am enjoying the process as I am most familiar with fund raising projects.

I am also helping with the See's Candy fundraiser for the CDV.