

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

Wednesday, August 3, 2011 - 5:00 PM

Mendocino College – Willits Center - Mendocino County Museum

400 East Commercial – Classroom 3

Willits CA 95490

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 AND APPROVAL OF MINUTES

1.1 Agenda Approval

1.2 Approval of Minutes for the regular meeting held on July 6, 2011.

2. CLOSED SESSION (5:00 – 6:00 PM)

2.1 Public Employee Performance Evaluation – GC 54957

Title: Superintendent/President

2.2 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(a) 2 cases

Case names unspecified: Disclosure would jeopardize existing settlement negotiations

2.3 Employee Discipline/Dismissal/Release – GC 54957

2.4 Collective Bargaining/Meet and Confer - GC 54957.6

Designated Representatives: Lehner, Randall, Perryman, Chaty

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

OPEN SESSION TO BEGIN AT 6:00 PM

OATH OF OFFICE

Oath of Office is Administered to Student Trustee Jennifer Evans

3 & 4 CONSENT AGENDA

3. Personnel

3.1 Employment – Short-Term Employees

Recommendation to ratify the of list short-term employees

3.2 Employment – Part-Time Faculty

Recommendation to ratify the list of part-time faculty

3.3 Volunteers

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

3.4 Resignation - Faculty

Recommendation to ratify the resignation of Tom Gang

3.5 Employment – Interim Athletic Director

Recommendation to ratify the employment of Michael Mari as Interim Athletic Director

3.6 Layoff – Classified - Resolution 08-11-01

Recommendation to eliminate two categorically-funded classified positions - High School Equivalency Program (HEP) Outreach Specialist and High School Equivalency Program Assistant

3.7 Non-renewal of Administrator Contract

Recommendation to not renew an annual administrator contract for Laura Mora-Bravo, Program Manager High School Equivalency Program

4. Other Items

- 4.1 Fiscal Report as of June 30, 2011
Recommendation to accept this report
- 4.2 2011-12 Appropriation Limit – Resolution 08-11-02
Recommendation to establish the appropriation Limit at \$29,195,134

5. ACTION ITEMS

- 5.1 Library/Learning Center – Change Order No. 9
Recommendation to ratify Change Order No. 9 in the amount of \$545

6. INFORMATIONAL REPORTS

- 6.1 President's Report
A report from the Superintendent/President is offered as information
- 6.2 Education and Student Services Report
A report from the Vice President of Education and Student Services
- 6.3 Administrative Services Report
- 6.3.1 A report from the Vice President of Administrative Services
 - 6.3.2 Measure W Bond Report – Quarterly Report
- 6.4 Mendocino College Foundation, Inc.
A report from the Executive Director of the Foundation
- 6.5 Constituent Groups Reports
Oral reports may be given at the meeting

7. TRUSTEE COMMUNICATIONS

- 7.1 Trustee Reports
Report on the monthly activities of the Trustees
- 7.2 Board Ad Hoc Subcommittee Reports
Oral reports may be given by any of the Board subcommittee chairs
- 7.3 Annual Report from the Board Chair on Significant Events for 2010-11

8. PRESENTATION (Time Certain 6:15 PM)

- 8.1 WebAdvisor
A presentation on WebAdvisor by Anastasia Simpson-Logg, Admissions and Records Technician

9. “THE BIG PICTURE”

- 9.1 Faculty Employment Laws and Regulations
- Faculty Obligation Number (FON)
 - 75/25 Faculty Ratio
 - 50% Law
- 9.2 Future agenda items

10. 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.

Future Board Meetings: Workshop – August 31, 2011, 9:00 AM – 3:00 PM, Ukiah Campus, Board Room
Regular Meeting – September 14, 2010, 5:00 PM, Ukiah Campus, Board Room

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, July 6, 2011, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 5:00 PM.

<i>Board Members</i>	President	Joel Clark	present
	Vice President	Paul Ubelhart	arrived at 6:13 PM
	Clerk	Edward Haynes	present
	Trustee	John Tomkins	present
	Trustee	Joan M. Eriksen	present
	Trustee	Janet Chaniot	present
	Trustee	Dave Geck	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 Representatives</i>	Academic Senate	John Koetzner, President
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Sue Goff, President

Public Comments

- Leslie Humphrey, Classified Staff member, read a statement regarding how she feels that the Administration did not acknowledge the seriousness of the situation when handling an altercation between two staff members.
- Duncan McMartin, part-time faculty, presented his views on the Mendocino College Athletic Department to the Board.
- Christine Risch, Classified Staff member, spoke to the Board regarding her alleged assault and asked for a zero tolerance workplace violence policy.
- Deborah White, Full-time Faculty member, read a statement expressing her opinions regarding the handling of the altercation issue.
- John Koetzner spoke as a member of PPAC (President Policy Advisory Committee) and stated that he feels the primary and most urgent task is to get a Workplace Violence policy with defined procedures in place.

Trustee Clarke thanked members of the public for speaking. He commented that the Board will take the comments into consideration. He reminded everyone that the Board cannot have a conversation in public about the matter addressed as it is personnel issue. He asked the members of the public to respect that.

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

Minutes/Approval Verle Anderson requested that the minutes of the June 1, 2011 meeting be revised to include further information about her presentation.

M/S/C (Eriksen/Tomkins) To approve the minutes of the regular meeting held on June 1 2011 as submitted.
Trustee Chaniot voted “no”

CONSENT AGENDA

M/S/C (Eriksen/Geck) To approve the Consent Agenda as submitted.
Roll Call Vote: Trustees Tomkins, Geck, Chaniot, Eriksen, Haynes, and Clark voted “yes.”

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 presented at the meeting.

Employment – Part-Time Faculty *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ the Part-Time Faculty for 2011 as presented at the meeting.

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

District Collective Bargaining Reopeners *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby presents the District’s initial 2011-12 collective bargaining proposal 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.

Other Items

Fiscal Report as of May 31, 2011 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.

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

Substitution of Subcontractor *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the substitution of R. McClure Electric as a subcontractor for the Library/Learning Center project.

Resolution 7-11-01 CDV Contracts *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 7-11-01, California Department of Education Contract Numbers CCTR-1159 in the amount of \$127,227 and CSPP-1290 in the amount of \$149,488.

ACTION ITEMS

Strategic Plan – Mission/Vision/ Values/Goals

M/S/C (Geck/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the Mission/Vision/Values/Goals as submitted.
Trustee Eriksen voted “no”

Discussion/Suggestions:

- Since the Chancellor’s Office has changed the focus for community colleges during this difficult budget time, should the Mission be changed? With the reduction of recreational classes, should we still use the language “Lifelong Learning?” Response: Our mission statement aligns with what the law states is the community college mission and that has not been changed. Lifelong learning doesn’t only refer to recreational classes, it can also refer to people looking for a new career path.
- The Mission statement is dictated by law, but the Vision could be rewritten.

Library/Learning Center – Change Order No. 8

M/S/C (Chaniot/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 8 for the Library/Learning Center project to Midstate Construction in the amount of \$6,664.

Authorization to go to Bid – Library/Learning Center - Furniture and Equipment

M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize staff to go to bid on the Library/Learning Center - Furniture and Equipment.

Authorization to Go to Bid – Lake Center

M/S/C (Geck/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize staff to advertise for bids on the Lake Center.

INFORMATIONAL REPORTS

President’s Report

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

- There was further discussion regarding the CAMP grant.

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:

- Enrollment figures are above where they were at this time last year.
- The Board commended College staff on the following: Financial Aid Department’s reaching out to over 300 students, putting us ahead in the SB1440 required degrees, and the positive letter received from the Accrediting Commission.

Administrative Services Report

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

- There was further report and discussion on the State adopted budget.
- Vice President Perryman reported that a quote of \$6,900 annual premium was received on the D&O insurance. The Board asked that further information be presented on what the gaps are in our current insurance.

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

- Vice President Perryman reported that Superintendent/President Lehner has visited with County Assessors in both Lake and Mendocino Counties who stated that they are comfortable with the assumption of 5.33% annual increase in assessed valuation. This was done to assure the Bond Counsel that our assumptions are reasonable. The bond underwriters are also comfortable with the assumptions. We are proceeding with the sale of \$37.5M in bonds.

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

Health Benefits Report A written report was submitted as information.

Student Learning Outcomes (SLOs) **TIME CERTAIN ITEM - 6:00 PM**
The Annual Report to the Accrediting Commission for Community and Junior Colleges was submitted as information.

Vice President Randall introduced Jaime Cechin, English Faculty Member and Chairperson of the Student Learning Outcomes Team (SLOT).

Vice President Randall reviewed the annual report. Cechin discussed the make up of the Committee - himself, three full-time faculty members (and a fourth to be added in the fall), Vice President Randall, and Deans Guleff and Goff. He discussed the work of the Committee including how SLOs are developed and he reported on a two- day assessment workshop that was held this summer.

Trustee Ubelhart arrived during this presentation.

Trustee Reports **TRUSTEE COMMUNICATION**
Written reports was submitted by Trustees Ubelhart, Chaniot, and Eriksen. Oral reports were given by Trustees Chaniot, Haynes, Geck, Ubelhart, Tomkins and Eriksen.

Trustee Areas **Subcommittee Reports**
Trustee Haynes reported that the Committee met with Superintendents of Schools from both Lake and Mendocino Counties. There was discussion regarding using a consultant to do the redistricting versus doing it on our own. Both counties are currently doing supervisorial redistricting and could also help with our redistricting. It will be three to four months before the current process at the counties is complete.

Health Benefits Trustee Haynes reported that the Committee met and talked about proposing a revision to Policy 209. The full committee was not in agreement. The proposal would be to make it effective that following the next Trustee election all Trustees would have the same health benefits. With this change, it would also be proposed to increase the trustee monthly stipend to the maximum of \$240 per month. In order for this policy change to take place, the three trustees who currently have full benefits must vote yes.

Compose Response to HEC Trustee Clark reported that the Committee had developed a draft letter. Following discussion and input from Verle Anderson regarding the wording of the letter, the second to last sentence in the second paragraph was revised as follows: "... - having any outside group exert fiscal control"

M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the draft letter in response to the Higher Education Committee as amended at the meeting.

Election of Officers Trustee Geck reported that the Committee met and reviewed the past practice of electing officers. They discussed that one of the key duties of officers is to efficiently run the board meetings. A proposal was made to hold a workshop in August each year where the Trustees would review officer responsibilities and receive training as to the duties. The committee proposed to move the October workshop to August. Also discussed was the process for nominating officers and the responsibility of the subcommittee to nominate officers.

M/S/C (Chaniot/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby set August 31, 2011 for the next Board Workshop and cancel the Workshop previously scheduled for October 12, 2011.

"BIG PICTURE"

Faculty Employment Laws and Regulations

This item was postponed until the August meeting.

Future Agenda Items

- To be placed on the agenda for action at the September Board meeting - proposed revision to Policy 209, Trustee Compensation.
- To be placed on the agenda as information with possible action at the August Board meeting - D & O Insurance.

CLOSED SESSION

The Board of Trustees adjourned to Closed Session at 7:26 PM. Trustee Clark announced that Item 10.3 Collective Bargaining will not be discussed and that possible action may be taken.

Trustee returned to Open Session at 8:49 PM and announced that no action was taken in Closed Session.

ADJOURNMENT M/S/C (Chaniot/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:50 PM.

Submitted by:

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

ITEM NO: 3.1
DATE: August 3, 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
Ayala	Christina	Instructional Aide	CAMP	8/8/2011	8/16/2011
Baker	Ginger	Recycle	Facility Services	8/1/2011	6/30/2012
Beckler	Denise	Accompianist	Vocal Music	6/20/2011	6/30/2012
Dippel	Gregory	Security	Events/Facility Serv	7/1/2011	6/30/2012
Dooley	Jonathon	Data Entry	Foundation	7/1/2011	6/30/2012
Dubois	Marcus	Asst Coach	Basketball Camp	6/20/2011	6/25/2011
Garcia	Adrian	Relief Custodian	Facility Services	7/1/2011	6/30/2012
Johnson	George	Asst Coach	Basketball Camp	6/20/2011	6/25/2011
Jones	Lacie	Greenhouse Worker I	Agriculture	7/1/2011	6/30/2012
Jones	James	Greenhouse Worker I	Agriculture	7/1/2011	6/30/2012
King	Stephen	Security	Events/Facility Serv	7/1/2011	6/30/2012
Kyle	Jake	Greenhouse Worker I	Agriculture	7/1/2011	6/30/2012
Lawson	Marissa	Asst Coach	Basketball Camp	6/20/2011	6/25/2011
Macias	Maria	HEP Trainer	HEP Program	7/1/2011	9/30/2011
Mangan	Karen	Greenhouse Worker I	Agriculture	7/1/2011	6/30/2012
McNeese	Tonya	Greenhouse Worker I	Agriculture	7/1/2011	6/30/2012
Orozco	Juan	HEP Trainer	HEP Program	7/1/2011	9/30/2011
Robles	Jessica	Asst Coach	Basketball Camp	6/20/2011	6/25/2011
Rosales	Gladis	Office Assistant	MESA	7/1/2011	6/30/2012
Rosales	Gladis	Tutor	HEP Program	7/1/2011	9/30/2011
Rubio	Alejandra	Instructional Aide	CAMP	8/8/2011	8/16/2011
Ryals	Haley	Asst Coach	Basketball Camp	6/20/2011	6/25/2011
Sanchez	Jacy	Asst Coach	Basketball & Camp	6/20/2011	6/30/2012
Sanchez	Mayra	Clerical Assistant	Foster Care	7/20/2011	6/30/2012
Santiago	Eric	Bilingual Inst Aide	Willits Center	8/1/2011	6/30/2012
Silva	Joe	Greenhouse Worker I	Agriculture	7/1/2011	6/30/2012
Trejo	Maria	Relief Custodian	Facility Services	7/1/2011	6/30/2012
Vences	Pedro	HEP Trainer	HEP Trainer	7/1/2011	9/30/2011
Zuniga	Maria	Relief Custodian	Facility Services	7/1/2011	6/30/2012

ITEM NO: 3.2
DATE: August 3, 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.

Part-Time Faculty Fall 2011

Name	Position	Location
Lynds, Tony	Physical Education Instructor	Ukiah
Saxton, Cora	Sustainable Agriculture Instructor	Ukiah
Timmens, Melissa	English Instructor	Ukiah

ITEM NO: 3.3
DATE: August 3, 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:

Name	Assignment
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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: August 3, 2011

SUBJECT: RESIGNATION - FACULTY

SYNOPSIS:

Resignation from Tom Gang

RECOMMENDATION:

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

ANALYSIS:

Tom Gang, Athletic Director/Head Coach-Football, resigned effective July 17, 2011. He was initially employed on 1/16/03 as Instructor/Head Coach-Football, taking on the role of Athletic Director in 2007. Tom has accepted a position as Associate Dean of Athletics for Sierra College.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Tom Gang effective July 17, 2011.

SUBJECT: EMPLOYMENT - INTERIM ATHLETIC DIRECTOR

SYNOPSIS:

Employment of an Interim Athletic Director

RECOMMENDATION:

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

ANALYSIS:

Michael Mari

Interim Athletic Director

Effective: July 18, 2011 through June 30, 2012

Mike has a B.S. in Kinesiology from Humboldt State University and a M.A. in Education from the University of Phoenix. He was the Assistant Football Coach and Defensive Coordinator for Mendocino College from 2004-2010, teaching a variety of physical education and health courses. During 2010-11, Mike worked as the Offensive Line Coach at Humboldt State University.

This assignment is made subject to Education Code, Section 72411, which authorizes temporary employment in a management position, and Board Policy 207 which delegates authority to the Superintendent/President to make such assignments with Board ratification.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the employment of Michael Mari as Interim Athletic Director, 7/18/11 through 6/30/12.

SUBJECT: LAYOFF - CLASSIFIED

SYNOPSIS:

Layoff of two categorically-funded classified employees for the High School Equivalency Program (HEP) due to program non-renewal

RECOMMENDATION:

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

RESOLUTION NO. 08-11-01

WHEREAS, due to lack of work and/or lack of funds, the Board of Trustees finds that it is in the best interest of the Mendocino-Lake Community College District that, as of the 30th day of September, 2011, certain services now being provided by the District be reduced or discontinued by the following extent:

- 1 Eliminate the categorically-funded, classified position, High School Equivalency Program Outreach Specialist, 40 hours/week
2. Eliminate the categorically-funded, classified position, High School Equivalency Program Assistant, 20 hours/week

NOW, THEREFORE, BE IT RESOLVED that as of the 30th day of September, 2011, these two positions of the Mendocino-Lake Community College District be reduced or discontinued to the extent hereinabove set forth. BE IT FURTHER RESOLVED, that the Superintendent/President of the Mendocino-Lake Community College District is hereby authorized and directed to give notice of termination of employment to the two employees of the District pursuant to the District rules and regulations and applicable provisions of the Education Code of the State of California not later than 45 days prior to the effective date of layoff as set forth above.

The foregoing RESOLUTION was passed and adopted at a meeting of the Board of Trustees of the Mendocino-Lake Community College District on the 3rd day of August, 2011, by the following vote:

AYES:

NOES:

ABSENT:

Dated this 3rd day of August, 2011.

Clerk, Mendocino-Lake Community College District

ITEM NO: 3.7
DATE: August 3, 2011

SUBJECT: NON-RENEWAL OF ADMINISTRATOR CONTRACT

SYNOPSIS:

Contract non-renewal for categorically funded position: Program Manager-High School
Equivalency Program (HEP)

RECOMMENDATION:

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

ANALYSIS:

Because the HEP has not been refunded for the next five-year cycle, it is necessary to provide a non-renewal notice to the Program Manager at the conclusion of her contract on 9/30/11. It is possible that the federal program will authorize further expenditures for staff wages to close down the local program, and if that is the case, an interim management contract for the Program Manager may be necessary.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby not renew an annual administrator contract for Laura Mora-Bravo, Program Manager-HEP, as of 9/30/11.

ITEM NO: 4.1
DATE: August 3, 2011

SUBJECT: FISCAL REPORT AS OF JUNE 30, 2011

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of June 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
2010/11 Fiscal Report as of June 30, 2011

		2010/11 Working Budget	Year-to-date Actuals	Balance	% Rec/Exp
REVENUE					
	Beginning Fund Balance	\$3,046,665			
FEDERAL	Federal Forest Reserve	\$60,000	\$50,813	\$9,187	85%
	Federal Work Study	51,888	51,888	0	100%
	CAMP	402,683	352,180	50,503	87%
	HEP	583,823	342,892	240,931	59%
	PELL Grant Administration	7,615	7,615	0	100%
	CTEA	249,022	141,835	107,187	57%
	ARRA	13,179	13,179	0	100%
	Other Federal Revenue	28,000	28,000	0	100%
	TOTAL FEDERAL SOURCES	\$1,396,210	\$988,402	\$407,808	71%
STATE	State General Apportionment	\$11,768,773	\$9,115,022	\$2,653,751	77%
	Board of Governors Grant	19,322	19,322	0	100%
	Basic Skills	201,714	111,714	90,000	55%
	Part-time Faculty Office Hours	8,500	2,612	5,888	31%
	Part-time Faculty Compensation	56,315	56,315	0	100%
	Other Categorical Apportionments	406,610	374,741	31,869	92%
	TANF	44,741	44,741	0	100%
	DSPS	296,379	296,379	0	100%
	CALWORKS	133,349	133,349	0	100%
	BFAP	166,902	166,902	0	100%
	Matriculation	143,548	143,546	2	100%
	EOPS	284,822	284,822	0	100%
	EOPS CARE	39,838	39,838	0	100%
	MESA	50,568	37,875	12,693	75%
	Other Categorical Program Allowances	106,087	105,150	938	99%
	State Subventions	109,764	69,689	40,075	63%
	Lottery	400,000	265,124	134,876	66%
	Mandated Cost Reimbursements	55,945	55,945	0	100%
	Other State Revenue	609	609	0	100%
	TOTAL STATE SOURCES	\$14,293,786	\$11,323,695	\$2,970,091	79%
LOCAL	Property Taxes	\$5,767,496	\$5,643,815	\$123,681	98%
	Local Contributions/Grants/Donations	153,700	153,700	0	100%
	Contract Instructional Services	34,340	26,762	7,578	78%
	Rents/Leases (Facilities Use)	10,000	14,069	-4,069	141%
	Interest	6,000	5,920	80	99%
	Community Extension	65,000	42,951	22,050	66%
	Student Fees	1,036,741	945,939	90,802	91%
	Bookstore Commission	60,000	65,044	-5,044	108%
	Other Local Revenue	238,577	196,397	42,180	82%
	TOTAL LOCAL SOURCES	\$7,371,854	\$7,094,597	\$277,258	96%
TOTAL REVENUES		\$23,061,850	\$19,406,694	\$3,655,156	84%
TOTAL RESOURCES AVAILABLE		\$26,108,515			
EXPENDITURES					
	Certificated Salaries	\$8,748,677	\$8,617,801	\$130,876	99%
	Classified Salaries	5,014,814	4,945,825	68,989	99%
	Benefits	5,284,808	5,177,657	107,151	98%
	Subtotal Personnel Costs	\$19,048,299	\$18,741,283	\$307,016	98%
	Supplies	\$775,912	\$589,398	\$186,513	76%
	Services	2,224,724	2,041,311	183,413	92%
	Capital Outlay	147,411	51,818	95,593	35%
	Transfers/Other Outgo	536,816	370,264	166,552	69%
	TOTAL EXPENDITURES	\$22,733,162	\$21,794,075	\$939,087	96%
	Ending Fund Balance	\$3,375,354			
TOTAL EXPENDITURES/CONTINGENCY		\$26,108,515			

ITEM NO: 4.2
DATE: August 3, 2011

SUBJECT: 2011-2012 APPROPRIATION LIMIT

SYNOPSIS:

Board of Trustees adoption of the 2011-2012 Appropriation Limit.

RECOMMENDATION:

The Superintendent/President recommends the adoption of the attached proposed Board Resolution No. 08-11-02, Appropriation Limit for 2011-2012.

ANALYSIS:

The District is required under Article XIII-B of the State Constitution and Government Code Section 7900 et seq. to compute an annual appropriation limit. Government Code Section 7908(c) requires each community college district to report to the Chancellor of the California Community Colleges at least annually this appropriation limit, appropriations subject to limit, the amount of State aid apportionments and subventions included within the proceeds of taxes of the district, and amounts excluded from the appropriations subject to limit.

All districts are required to calculate appropriate limits based on data supplied by the California Community Colleges Chancellor's Office. The 2011-2012 limit calculation is provided on the attached worksheet.

This limit is also commonly known as Proposition 4 or the Gann Limit. The appropriation limit for fiscal year 2011-2012 is \$29,195,134 and the appropriations subject to limit is \$15,972,610.

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt attached Resolution No. 08-11-02 establishing the Mendocino-Lake Community College District's Appropriation Limit for fiscal year 2011-2012 at \$29,195,134.

RESOLUTION NO. 08-11-02
MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
APPROPRIATION LIMIT FOR 2011-2012

BE IT HEREBY RESOLVED that the Board of Trustees of the Mendocino-Lake Community College District, in compliance with Article XIII-B of the State Constitution and Government Code Section 7900 et seq. establishes its 2011-2012 Appropriation Limit to be \$29,195,134.

BE IT FURTHER RESOLVED that the actual appropriations for the 2011-2012 fiscal year do not exceed this limit, that supporting documentation will be made available to the public for its review, and that any action to set aside this action pursuant to Government Code Section 7910 shall be filed with the Superintendent/President of the District within 60 days of the adoption of the resolution.

ADOPTED this 3rd day of August 2011.

AYES:

NAYES:

ABSTENTIONS:

Janet Chaniot	_____
Paul Ubelhart	_____
Joan M. Eriksen	_____
Dave Geck	_____
Joel Clark	_____
Edward Haynes	_____
John Tomkins	_____

Kathryn G. Lehner, Secretary
Board of Trustees

SUBJECT: LIBRARY/LEARNING CENTER – CHANGE ORDER NO. 9

SYNOPSIS:

Board of Trustees consideration of Change Order No. 9 for the Library/Learning Center project to Midstate Construction.

RECOMMENDATION:

The Superintendent/President recommends approval 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 8 were approved by the Board of Trustees in prior board action, totaling \$180,674. The current adjusted contract is \$15,169,674.

Change Order No. 9 consists of four items:

9.1	Remove aluminum storefront finish (CR 016) Reason: To make the finish on all aluminum storefront and curtainwall consistent Requested by: District	Deduct	<\$4,042>
9.2	Provide power to door operators (CR 018) Reason: Power was omitted on the plans Requested by: District	Add	\$1,397
9.3	Provide furring walls in Rooms 109 & 127 (CR 019) Reason: Additional furring walls required to facilitate installation of wall diffusers Requested by: District	Add	\$6,190
9.4	Revise electrical inverter (CR 022) Reason: Revisions to batteries at emergency power inverter system were required in order to comply with seismic requirements Requested by: District	Deduct	<\$3,000>
TOTAL CHANGE ORDER NO. 9		Add	\$ 545

New Contract Price	\$15,170,219
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Total percent of Change Order No. 9	= .03%
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Total of all Change Orders	= 1.21%
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MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby ratify Change Order No. 9 for the Library/Learning Center project to Midstate Construction in the amount of \$545.

SUBJECT: PRESIDENT'S REPORT

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

ANALYSIS:

Series B Bonds

Larry, Eileen and I spent a great deal of time this month working with both our bond attorney and our underwriter on finalizing the issuance of \$37.5 million of Measure W bonds. Tasks included adjusting and finalizing our assessed valuation (AV) growth assumptions, final negotiations regarding underwriting fee and other costs of issuance, review and revisions to bond structure (current interest bonds vs. capital appreciation bonds and callable vs. non-callable bonds), and final wording of the Bond Purchase Agreement (BPA). I signed the BPA on Tuesday, July 26, and will be signing the closing documents sometime the week of August 1. The Mendocino County Treasurer should be receiving the proceeds of the bond sales in mid-August. Details of the issuance will be presented during the bond report at the Board meeting on August 3.

Planning and Budgeting Committee (PBC)

PBC held two summer meetings and plan to meet again on August 23. 2011-12 budget numbers have changed repeatedly, but with the small college exemption, Mendocino College is in a relatively good position going into the new budget year. We have been successful in pushing off any "drastic" budget cuts until future years. If we can continue to do that, we may just make it through the crisis without layoffs and major program reductions. However, the budget crisis has provided us with the opportunity to review the demand for and effectiveness of our programs and to analyze our organization structure to enhance service to students. We will continue to do this and examine possible additional staff realignments and reorganizations. Additionally, we will work this year on reviewing and possibly revising our Mission/Vision/Values/Goals and developing an adjusted Strategic Action Plan.

Community Connections

- Met with Terry Hansen, new Interim CEO of Howard Hospital in Willits, and accepted a check for \$20,000 to help fund our Nursing faculty position.
- Met with Scott Yandell, new President of the Savings Bank of Mendocino County, and set up tour of campus with Scott for August.
- Hosted dinner at my home for 20 community members. Dinner was purchased at AAUW silent auction by John Mayfield and Jared Carter.
- Attended Congressman Mike Thompson's pasta dinner at Goldeneye Winery in Philo.
- Attended going away party for Terry Burns, former CEO of Ukiah Valley Medical Center.
- Met with John Quillan, author of letter to the editor which appeared in the Ukiah Daily Journal on Wednesday, July 20, 2011.
- Co-hosted UVMC roundtable discussions for educators with about 35 attendees.
- Attended Rotary regular weekly meetings and monthly board meeting, as well as going away party for Rotary youth exchange student.
- Working with two local Rotary clubs on event scheduled for Veterans' Day, 11-11-11, entitled "Guitars for the Troops." The first guitar Rotary receives from this national program will be given to the College for our new Veterans' Center.

SUBJECT: EDUCATION AND STUDENT SERVICES REPORT

SYNOPSIS:

A report from the Vice President of Education and Student Services is submitted as information.

1. Enrollment: Fall 2011 Projections/Repetition Change

Projections for Fall enrollment continue to be above Fall 2010, despite the decrease in number of sections offered by about 10%. Transfer classes and online classes are filling the most quickly, with science, math and English classes heavily impacted. Some new offerings, such as Sustainable Technology, are filling slowly as more publicity about the programs is available. Students with financial aid awards who have not yet enrolled have been encouraged to enroll soon, and general ads and press releases will come out this month. A major change that will impact enrollment patterns in the future is the Board of Governors' approval of a provision limiting repeated enrollment in most courses to 3 times total, including withdrawals. Currently, statewide, students often withdraw up to four times without losing the ability to register for the same course again. The change will force students to be more thoughtful when registering and to put more effort into passing a course the first or second time they take it. This provision should go into effect by Fall 2012.

2. Student Success: CIO Board Action Plan

At the last CIO Board meeting and retreat, VP Randall participated in the development of four goals for the year: (1) increasing student success by working with K-12 and university partners on seamless transitions; (2) decreasing regulation that sometimes rewards colleges for taking actions that do not benefit students; (3) encouraging systemwide solutions that are more cost effective and efficient; and (4) developing leadership in the community college ranks. The first goal was considered to be most important and encompasses further work on basic skills, high school preparation and transfer initiatives such as 1440. VP Randall and her counterpart from Santa Rosa Junior College, Mary Kay Rudolph, have been assigned to take the lead on that goal and convene a group of interested CIOs from around the state to formulate an action plan this fall. In addition, VP Randall replaces Mary Kay on the statewide Matriculation Committee and was re-elected as Secretary for the CIO Executive Board. Some other topics of discussion among the CIOs included a proposal circulating that would prohibit colleges from offering credit-bearing basic skills courses that are more than two levels below college-level work and a request from Chief Student Services Officers to have a closer working relationship with the CIO Board.

3. Matriculation: Increasing Student Orientation

By the end of August, the College expects to complete its first online orientation, a 40-minute interactive presentation that will allow staff to enforce the requirement that all students must complete orientation (in person or online) before taking placement tests and eventually seeing a counselor. In Ukiah, an office has been set aside in Counseling for student viewing of the orientation. Upon completion, emails will be sent to the appropriate staff to allow the student to continue in the matriculation process. Many studies have supported that idea that students who participate in orientation are more directed and successful than those who don't. In addition, counselors will not have to waste time covering basic information with individual students. Thanks again to Steve Crossman, Christine Mullis and Erik Alfin for taking the lead on this project.

SUBJECT: ADMINISTRATIVE SERVICES REPORT

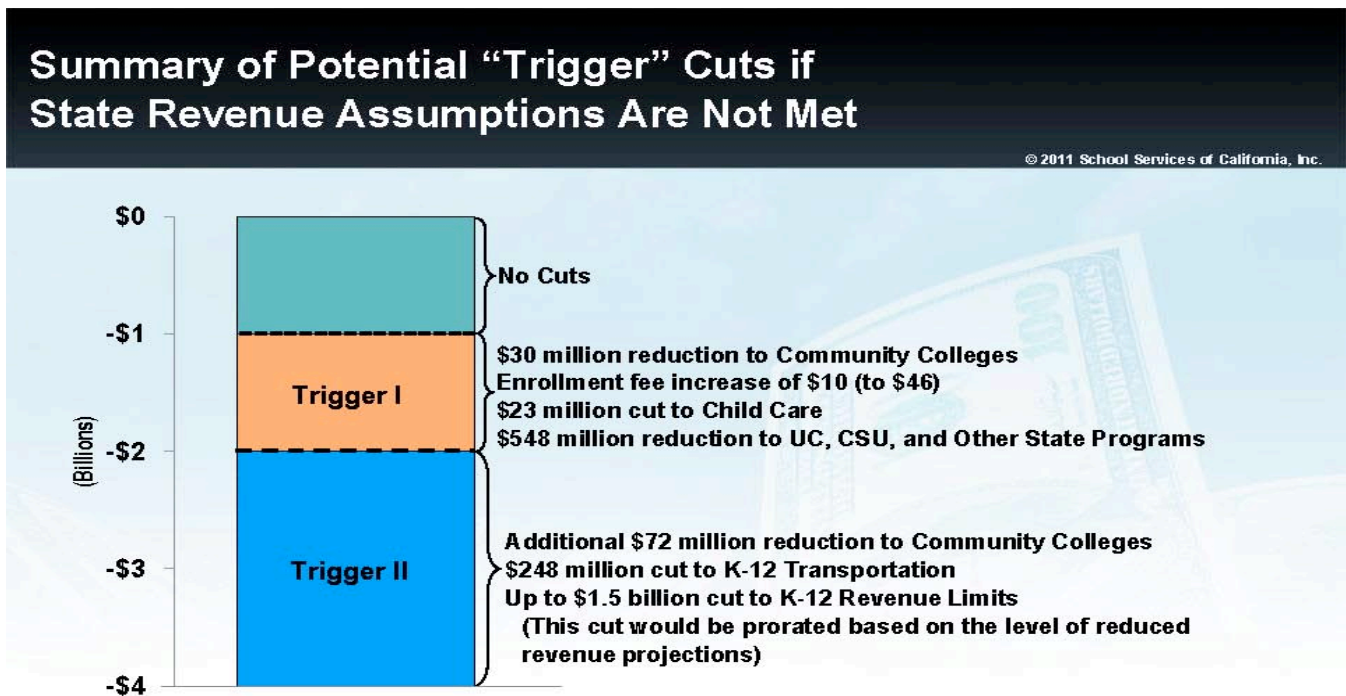
SYNOPSIS:

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

State Budget: The recently enacted *2011-12 Budget Act* includes a provision authorizing the Chancellor to adjust districts' base workload measures commensurate with reductions in general apportionment revenues.

The Chancellor has provided nine small rural districts, including Mendocino College, with an exemption to the 2011-12 workload reduction. The Chancellor and many of the system's stakeholders believed the state's current fiscal crisis and the severe budget reductions suffered by the community college system in 2009-10, which placed tremendous fiscal stress on smaller, rural community college districts, warranted granting some relief to these institutions. The total dollar amount of the exemption for these small districts is estimated at roughly \$5.7 million and would preserve enrollments for over 1,300 FTES at these nine institutions. The exemption for Mendocino College is estimated to be \$865,000.

Trigger Cuts: The 2011-12 Budget Act in Assembly Bill 121 (Chapter 41/2011) lays out the timeline and criteria for determining whether midyear cuts will be enacted. First, the Legislative Analyst's Office (LAO) will prepare its forecast of current-year General Fund revenues in November, as it does every year. Then, by December 15, 2011, the Department of Finance (DOF) will prepare its own forecast of 2011-12 General Fund revenues. The higher of the two forecasts will be used to determine whether midyear cuts are implemented, and if so, how much. What follows is a chart that illustrates the different levels of cuts that would be enacted depending on the estimated revenue shortfall:



The DOF is required to make the determination and enact the midyear cuts, if any, by January 1, 2012, but we expect to have an earlier indication when the LAO's and DOF's revenue estimates are issued. It is not yet clear if the nine small college districts will be exempted from the impact of the trigger cuts.

ITEM NO: 6.3.2
DATE: August 3, 2011

SUBJECT: REPORT ON MEASURE W BOND IMPLEMENTATION

SYNOPSIS: This report is offered for information.

ANALYSIS:

The Quarterly Bond Report is submitted as information.

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

On Wednesday, July 27th the Foundation Office will move to the offices located on the north side of the entrance to the Center for Visual and Performing Arts. We are excited about the new space and our ability to hold small meetings in the location.

The Lake County Friends of Mendocino College (LCFMC) will hold their first meeting as an affiliate organization of the Foundation on Wednesday, July 27th in Lakeport. Both President Lehner and I will be in attendance as this exciting new organization plans their future.

In June, the Athletic Boosters held a very successful first annual golf tournament in memory of the late Dan Drew. Foundation board members and staff attended the event and President Lehner even walked away with a new BBQ.

The Foundation budget for 2011/12 was approved in June and once again included financial support to the deans. This funding is used to support college programs and events which have included Native American Motivational Day, Latino Retreat, Earth Day, guest speakers, and purchase of a cadaver and microscopes.

Thank you's to everyone who participated in the Adopt-A-Fifth Grader Program have been mailed out and the Ukiah Daily Journal ran our detailed press release in late June. Similarly, thank you's to our donating wineries, auction donors and winning bidders for this year's Gala have been mailed out and the journal printed the related press release.

All press releases and related marketing materials are posted to both the Foundation's website and Facebook page.

What's in the works-

- The annual Emeritus Luncheon will be held this fall
- I will be attending a grant writing workshop in early August
- A "planned giving" workshop is in the works
- A sub-committee of the Foundation will begin the process of revising the Foundation bylaws in August
- The development of Alumni and Adopt-A-Fifth Grader student stories

ITEM NO: 6.5
DATE: August 3, 2011

SUBJECT: CONSTITUENT REPORTS

SYNOPSIS:

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

ANALYSIS:

No written reports were submitted. Oral reports may be given at the meeting.

ITEM NO: 7.1
DATE: August 3, 2011

SUBJECT: TRUSTEES' REPORTS

SYNOPSIS:

Individual Trustees share their Board related activities with the full Board

ANALYSIS:

There are no written reports. Oral reports may be given at the meeting.