

Substantive Change Proposal:
Lake Center, Mendocino College

**Mendocino-Lake Community College District
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Ukiah, CA 95482**

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A Brief Description of Mendocino College

Mendocino College is a two-year community college committed to an open-door admission policy and a comprehensive curriculum offering two-year degrees, career-technical Certificates of Achievement, transfer programs, life-long learning classes, and community education.

The Mendocino-Lake Community College District was formed in September 1972 by vote of the citizens of the Anderson Valley, Laytonville, Potter Valley, Round Valley, Ukiah, and Willits Unified School Districts. Planning for the development of the initial offerings of the College occurred in the Spring of 1973, with the first classes offered in July 1973.

Expansion of the District to include the Lake County Districts of Upper Lake, Kelseyville, and Lakeport occurred by vote of the citizens on November 5, 1974. The new District boundaries, established in July 1975, encompass 3,200 square miles of service area. In 1981 the name of the District became Mendocino-Lake Community College District to better reflect the geographical area being served.

Mendocino College is a rural college that serves approximately 5,000 students per semester in a District that encompasses the greater parts of Lake and Mendocino Counties in California. The 127-acre main campus is situated among the oaks on a country hillside that overlooks the Ukiah valley. The District serves approximately 100,000 people and eight unified school districts over more than 3,200 square miles. To serve this large territory the college operates two centers in addition to the main Ukiah campus: the Willits Center and Lake Center in Lakeport.

The median age for day students is 23 and the median age for evening students is 27, with 68 percent women and 32 percent men. Twenty-five percent of the student population self-identifies as an ethnic minority. The college serves as a major education resource for its communities, employing more than 400 classified, faculty and management personnel. The District has an excellent faculty and staff committed to providing quality education and service to the students and the community. In 1985, the college began its building program, including a state-of-the art Visual and Performing Arts Center. A 20,000 sq. ft. Science Complex opened in Fall 2004. Currently, a Library/Learning Resource Center is planned to open in 2013.

In November 2006, the voters passed Measure W, a \$67.5 million facilities bond. Projects to be completed include four buildings in the College's original Master Plan: a Library and Learning Resource Center including a distance learning classroom on the Ukiah campus, a Maintenance and Warehouse on the Ukiah campus, a permanent Center in north Mendocino County, and a permanent Center in Lake County. The completion of the permanent center in Lake County, scheduled for December 2012, will create increased opportunities for students to complete 50% or more of degrees and certificates in Lake County.

Description of the Proposed Change

The Lake Center has been offering classes since 1974 in rented facilities. In recent years, it was discovered that students could complete 50% or more of some degrees at the Lake Center, yet a substantive change proposal had never been filed. The lack of approval was mentioned in the 2008 evaluation visit report; after discussion with the Commission, the college was allowed to submit a substantive change proposal in conjunction with the planning of the new Lake Center, which is scheduled to open in January 2013. The college is in the process of building the Lake Center to accommodate more general education classes than are currently possible, such as introduction to biology, and the hope is that more students will complete at least half of their degree requirements at Lake Center.

This proposal asks for approval to offer 50% or more of the courses required for the following programs – both degrees and certificates -- at the permanent Lake Center location:

Administration of Justice AS Degree

Agriculture – Horticulture AS Degree

Alcohol and Other Drug Studies AS Degree

Art AS Degree

Business Accounting AS Degree

Business Administration AS Degree

Business Management AS Degree

Business Real Estate AS Degree

Business Office Technology: Administrative Assistant AS Degree

Child Development/Family Relations AS Degree

Communication Studies for Transfer AA-T Degree

Computer Applications and Office Administration AS Degree

Computer Science AS Degree

English AS Degree

Ethnic Studies AS Degree

Fire Science AS Degree

Foreign Language – Spanish AA Degree

General Studies AA Degree

Health Sciences AS Degree

Liberal Arts AA Degree

Mathematics for Transfer AA-T Degree

Music AA Degree

Natural Resources AS Degree

Physical Education/Kinesiology AA Degree

Physical Science AS Degree

Psychology AA Degree

Sociology for Transfer AA Degree

Theatre Arts AA Degree

Administration of Justice Certificate of Achievement

Agriculture – Landscape Practices Certificate of Achievement

Agriculture – Nursery Production Certificate of Achievement

Alcohol and Other Drugs Studies Certificate of Achievement

Business – Accounting Certificate of Achievement

Business – Management Certificate of Achievement

Business – Real Estate Certificate of Achievement

Business Office Technology Certificates of Achievement

Child Development Certificate of Achievement

Computer Applications and Office Administration Certificate of Achievement

Fire Fighter I Certificate of Achievement

Fire Officer Certificate of Achievement

Human Services Paraprofessional Certificate of Achievement

Human Service Worker Certificate of Achievement

Networking and Security Certificate of Achievement

Sustainable Technology Certificates of Achievement

Web and Database Development Certificate of Achievement

Lake Center Programming in Relationship to Stated Mission

Soon after the founding of the college in the early 1970s, the Lake Center was established to provide access to California Community College programs and support services in the outlying regions of the college district in Lake County. At its beginnings, Mendocino College was wise to establish its two off-campus centers to help build regional community support and to promote interest in and identification with the new college headquartered in Mendocino County at the county seat of Ukiah. Local resident college trustees elected by popular vote to represent local constituents recognized early the value of developing a visible presence for the college in the more distant regions of its widely-disbursed service area. Mirroring the small-town values of its surrounding rural communities in the two primary “communities” of Mendocino and Lake counties -- places where face-to-face interaction was and is central to everyday life -- the college confirmed its understanding of “*our communities*” by establishing its two off-campus education centers to tangibly demonstrate its commitment to the communities it serves.

The college’s mission statement is as follows:

Mendocino College provides opportunities to our students and our communities by offering academic programs, transfer preparation, career and technical education, lifelong learning and student support programs that are dedicated to the achievement of student learning outcomes. (Revised July 7, 2010)
(Appendix A)

Unlike some college districts, Mendocino-Lake serves diverse and geographically-distinct rural communities in two different California counties: Mendocino and Lake. Soon after the college district expanded by popular vote in 1974 to include portions of Lake County, the college also listed a permanent Lake Center in its District Order of Priorities approved by the Board of Trustees and communicated annually to the Chancellor’s Office. With the intent to develop a permanent Lake Center part of the long-term college Facilities Master Plan and the more recent projects listed for the Measure W Bond passed by voters in 2006, failure to provide a substantial facility in Lake County would be, to some extent, a betrayal of the trust of Lake voters and taxpayers (Appendix B).

Lake Center Mission Statement: *The Mendocino College Lake Center provides instruction and student services tailored to meet the needs of our communities, implementing the college mission, vision, values and strategic directions in the Lake County communities of the college district.*

The term “our communities” appears in multiple passages of the college mission, vision and values, and is specifically addressed through the programs and services of the Lake Center. To illustrate the close linkages between the college mission and the programs and services of the Lake Center, excerpts of the applicable segments of the college mission, vision and values are provided below:

Mendocino College Mission:

Mendocino College provides opportunities to our students and *our communities*...

Vision:

Mendocino College is a major contributor to the vitality of *our communities* by inspiring student learning and motivating personal development....

Values:

- Student Success: We are ***committed to helping students achieve their educational goals.***
- Collaboration: We participate ***in our communities*** to become informed about and engaged in local and global issues. We work and communicate collegially, both on campus and ***in our communities.***
- Integrity: We maintain public trust by being honest, fair and equitable and by ***honoring our commitments to our students, staff and communities.***
- Diversity: We respect the dignity of each individual; we value the creativity and insight that emerge from ***individual differences***; and we recognize the importance of diversity in achieving our goals.
- Responsiveness: ***We listen to our students and our communities*** and institute changes based on identified needs.

The Lake Center's mission is closely aligned with many specific elements of the college mission, vision, goals and strategic directions -- albeit on a somewhat smaller scale than the main campus. The Lake Center is the primary representative of Mendocino College in the geographic areas of "*our communities*" of Lakeport, Kelseyville, Upper Lake, Nice, Lucerne and other less-populated places in northern and western Lake County.

The geographically-distinct rural communities of Lake County have, since their very earliest days, demonstrated fiercely-independent community identities, place-based loyalties, and a healthy skepticism of centralized authority. Despite marked improvement in electronic communication over the years, for many residents local transportation is still a daily challenge and significant geographic and cultural distinctions remain.

MASTER PLANNING AND A COMMITMENT TO LOCAL COMMUNITIES

Recorded annually for decades in its District Order of Priorities, more recent annual Board actions approving the college Educational Master Plan, Facilities Master Plan, and in many years of administrative communications to the Chancellor's Office, the college's long-term goal of providing a permanent learning center facility within the college district's Lake County region also supports the current college mission, vision, values and strategic directions. The programs and services of the Lake Center provide "opportunities to our students and our communities by offering academic programs, transfer preparation, career and technical education, lifelong learning and student support programs that are dedicated to the achievement of Student Learning Outcomes" (College Mission). The Educational Master Plan refers to Lake County in its key planning assumptions by noting that "Lake County demographics suggest an opportunity to increase the high school capture rate in the eastern portion of the college district" (page 6). It also notes that "[s]pecific programs developed in Lake will be responsive to community needs that emerge from demographic analysis" (page 73) (Appendix C).

College services to outlying populations offered in facilities within the community of Lakeport, and in a few rented facilities in the Kelseyville area, have supported the college within its far-flung district, helping to assure access to face-to-face services and on-the-ground instruction for several groups of culturally- and geographically-diverse stakeholders served by the faculty and staff of the Lake Center. For example, current Lake Center programs and services provide instruction for Latino and Native American students in Lake County. Recent additions to the Lake Center schedule have included an increase in ESL sections offered in

cooperation with the new full-time ESL instructor in Ukiah and Lake County Latino community outreach efforts in both Lakeport and Kelseyville. Native American students from several Lake County communities including Big Valley, Scott's Valley and Robinson Rancheria also access college instruction and support services at the Lake Center.

The ethnic diversity represented by students from local Native American and Latino communities is bolstered by the participation of others of many cultural backgrounds from local low-income families – another important segment of “our communities” served with enthusiasm and competence by Lake Center faculty and staff. The Lake Center also provides instruction and support services to several hundred Lake County residents, many of whom come from families and communities with little or no experience with higher education. Many Lake County students are the first in their families to attend college. It is certain that, were it not for the existence of the core opportunities in higher education accessed by local students through the Lake Center, many successful students would simply never have obtained community college services or attained their educational goals within our isolated rural region. These same student cohorts are also served and empowered at the Lake Center or in outreach visits at the center by personnel from selected Ukiah offices such as Financial Aid, Disability Resource Center, Library, Learning Center, Bookstore and more.

STRATEGIC GOAL LINKS

Of the five current Mendocino College Strategic Goals, the Lake Center is most closely linked to the four listed below:

1. Ensure student success within a learner-centered environment
2. Improve student access to college programs and services
3. Maximize the acquisition and efficient use of financial, human, and physical resources
4. Build new and stronger relationships with businesses, educators, agencies and other constituents of our communities

A brief explanation of these connections is provided below:

- *Ensure student success within a learner-centered environment:*
- *Improve student access to college programs and services:*

The small setting of the Lake Center and its new 31-acre site adjacent to Highways 29 and 175, along with its exterior central plaza and interior learning center study areas included in the new facility's architectural plans, will enhance the center's learning environment – a marked improvement from its current location in a rented building with no surrounding exterior “campus” across the driveway from County Mental Health Services. Enhancements to student support services through live telepresence technology should also improve student success and student access to college programs and services not available at the current facility. The proposed physical design of new Lake learning center facilities, inspired by the new Library/Learning Center project in Ukiah, will also soon improve student learning opportunities for Lake County students, and provide teaching and learning spaces not available before. Many students from low-income families have little in the way of their own quiet learning environments or access to technology at home. The proposed new learning spaces in Lakeport will provide an opportunity for students to set aside the day-to-day pressures of family life in an up-to-date setting in which students can maximize the learning process in on-the-ground classrooms and in individualized study spaces that can also be used to access online coursework, hybrid or live teleconferenced classes held in Ukiah or elsewhere.

- *Maximize the acquisition and efficient use of financial, human, and physical resources:*

- Build new and stronger relationships with businesses, educators, agencies and other constituents of our communities:

Annual FTES revenue generated by Lake Center enrollments totals approximately \$1,125,000. Because of its central location between Lakeport and Kelseyville, relatively small staff, modern building efficiencies and the elimination of former lease costs, the new center will help to “maximize the...efficient use of financial, human, and physical resources.” The new location and college commitment to creating a permanent and well-equipped learning facility with high visibility serving Lake County students and other community stakeholders will also offer a strong platform for “building new and stronger relationships with businesses, educators, agencies and other constituents of our communities”. The proposed new Foundation-linked Lake County Friends of Mendocino College, along with the community classroom at the new Lake Center facility, will also offer a strong foundation for building stronger community relationships. The physical layout of the new facility, with the exterior plaza area aligned along an axis celebrating the natural setting of Mount Konocti at one end and Lakeport Mountain at the other, along with the site’s new oak woodland setting along a creek also links the new center to our communities in creative ways that acknowledge the natural environment. The round-room architectural design of the new facility’s community classroom is inspired by local indigenous Native American roundhouse architecture and includes view windows and other features aligned with Mount Konocti and other elements of Lake County’s natural environment. Design elements of new classrooms also acknowledge, for example, regional community interests the study of small business, the arts and Earth Science -- topics that are closely-linked to serving our communities in Lake County, site of California’s largest natural fresh-water lake, a volcano, geothermal fields and other significant natural features.

When the Lake Center moves from its currently-leased facility to the permanent college site recently purchased with voter-approved Measure W funding, the center will also be well-positioned, both physically and programmatically, to place greater emphasis on the fifth strategic goal:

5. Enhance the student learning experience by providing educational, cultural and social opportunities beyond the classroom.

The new facility’s location on its highly-visible 31-acre campus along Highway 29 within the City of Lakeport will enhance the opportunity for the college to network and develop improved community partnerships with other local educational and cultural entities, and to involve Lake County students in educational, cultural and social opportunities beyond the classroom. Like the new Grove courtyard complex on the main campus in Ukiah, we believe the new Lake Center will soon become a much more vibrant and student-centered location for enhanced learning experiences by providing educational, cultural and social opportunities beyond the classroom. The architectural design team for the new facility has made specific efforts to plan both interior and exterior spaces that will support this strategic objective in ways never before offered by the college to Lake County students and communities.

EDUCATIONAL MASTER PLAN

In addition to the strong link to the mission, vision, goals and directions, the college’s Educational Master Plan recognizes the benefits of maintaining “a small college setting where excellent faculty, relatively small classes and personalized support services can allow individual students from small regional communities to participate actively in the educational process and flourish in ways not possible at a larger college”; fostering student-centered learning environments and maintaining quality instruction by supporting faculty in being innovative and passionate about teaching and learning; developing new avenues of student and institutional financial support in cooperation with Financial Aid and the Mendocino College Foundation, and completing plans and projects funded by the 2006 Measure W Bond. These several qualities of the college offer further

support for the Lake Center as it continues to go forward in developing its new permanent learning facilities in Lakeport.

With the recent changes in direction from the Chancellor's Office, Lake has already improved its scheduling patterns to offer fewer "community arts" instructional opportunities, so this segment of the college mission is no longer being emphasized in Lakeport (or the other 2 college locations) as it once was in the past.

GOING FORWARD: FUTURE SUPPORT FOR MENDOCINO COLLEGE IN "OUR COMMUNITIES"

In an era of shrinking State support for community colleges, it will also be essential for Mendocino College to continue to demonstrate its strong commitment to serving students in our local communities – not simply through online services or one centralized location in Ukiah. Local support for college programs will become even more essential as State support declines. Strong voter support for the Measure W Bond within the Lake Center service area community also points out the long-term value to the college of having a physical presence within the communities we intend to serve – also supported originally by popular vote when the District was first established in the 1970s.

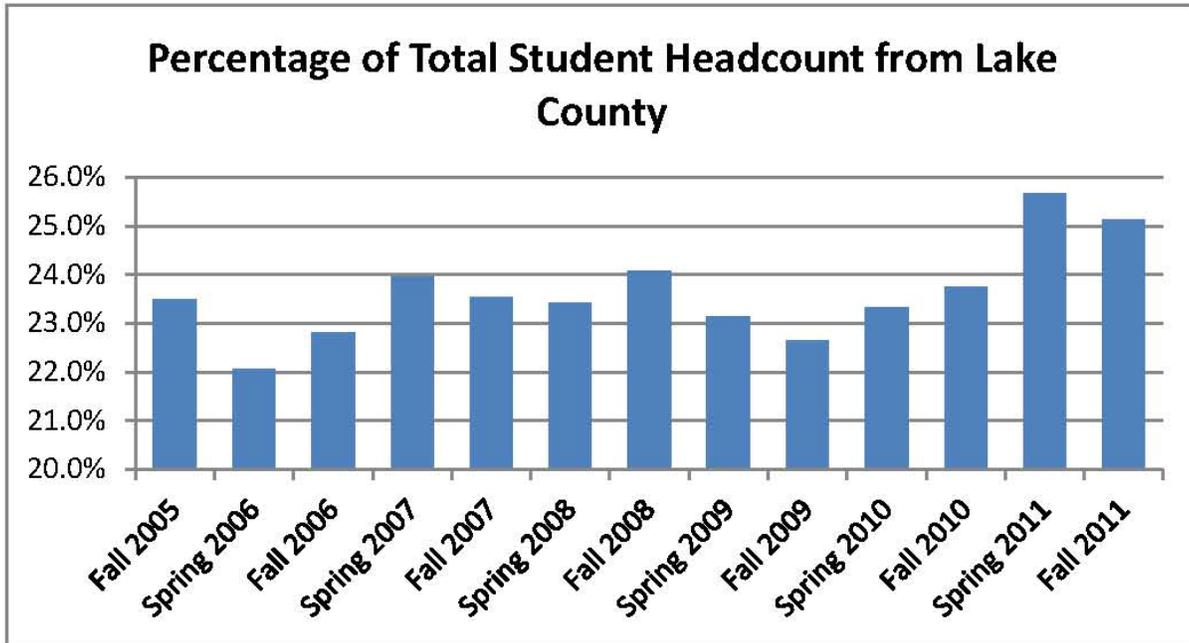
The listing of the permanent Lake Center project within the Measure W Bond election materials and its inclusion within the Master Plan's facilities development program, demonstrate that Mendocino College is committed to its mission, vision, values and strategic directions to provide its services to "our communities" in tangible and visible ways – and not simply through substitute online methods or by having all its services offered only in the single Mendocino County community of Ukiah.

This community visibility and physical presence in Lake County will continue to effectively serve the college in its efforts to develop new localized sources of private financial support, especially from the voters who supported the Measure W Bond and all district taxpayers who will now continue to provide parcel tax revenues to finance the Measure W Bond for many more years to come. The new Lake County Friends of Mendocino College, proposed by Lake County residents as an auxiliary group of the college Foundation to generate new local support for the college in Lake County, will also provide much-needed local support for Lake County programs and services. Local visibility, community presence and a commitment to the improvement of local community life will also be important goals and directions for the college to maintain in the future, especially as local residents will most likely be able to access many other forms of higher education services in online formats across many borders.

To fully reach all of the district's communities, offering a full range of classes at the Lake Center is essential. Lakeport itself is 45 minutes away from the main campus in Ukiah, and the far eastern edge of the Mendocino-Lake Community College District is more than an hour away. Bus service is regular but not often, and no bus service exists to or from Lake County after 5 pm.

Rationale for Offering 50% or More of the Listed Degrees and Certificates at the Lake Center

Although the western half of Lake County has been part of the college's district since the 1970s, in the last few years, Lake County enrollments have grown at a much quicker pace than Mendocino County enrollments.



The decline in Fall 2011 reflects a reduction in the schedule due to budget constraints; in fact, enrollment could have been higher based on the demand. In Fall 2011, 25.14% of the total headcount and 27% of FTES were supplied by Lake County enrollments. Lake County overall has had a 10% increase in population since 2000, compared to slightly more than 1% for Mendocino County. Furthermore, its K-12 population is growing while Mendocino County's is shrinking.

Given that more and more of the student population lives in Lake County, it does not meet their needs to require that they travel to Ukiah (or even Willits) to complete substantial portions of their degree requirements. Online class offerings have grown, but are not a viable option for the students that live in the parts of Lake County that do not have broadband access – or who cannot afford an ISP. In fact, once the permanent center is completed in 2013, only a handful of programs – such as Automotive Technology – that require specialized facilities will not be offered 50% or more at the Lake Center.

The Planning Process Leading to the Request for Change

See immediately above for outline of the service philosophy and past processes used to develop plans for the permanent Lake Center facility. In addition to these linkages to the college mission and long-term master planning processes, since the passage of the Measure W Bond in 2006, a Lake Center Planning Team has also been developed to specifically address the programming, design and development of the new Lake Center facility. Formed in 2007, the team is composed of District planning staff, Lake Center faculty and staff, architects, engineers and designers. A formal project timeline has guided the project with Master Planning and Programming completed in May 2010; Design completed in November 2010; Construction Documents completed in March 2011; Review by the Division of the State Architect completed in August 2011; Bidding and Contract Award completed in September 2011. Construction is to begin within days of this writing after a groundbreaking ceremony on October 20, 2011. The bid was formally awarded by the Board of Trustees on September 14, 2011 (Appendix C).

More globally, the college has long recognized that the population in Lake County, particularly at the K-12 level, is expanding more rapidly than the Ukiah population. For the college to maintain its student levels, it is critical that the Lake Center grow to accommodate student needs. From 2000 to 2010, the Lake County population grew 10.9%, compared to a growth rate of 1.8% for Mendocino County. The obligation to serve Lake County residents is recognized throughout the Educational Master Plan and the decades of the Facilities Master Plans which consistently included a permanent Lake Center as one of four essential projects (Appendix D).

Evidence of Institutional Provision for Lake Center Programming

Student Services

Many services for students are currently available online, such as class registration and transcript ordering through WebAdvisor; an online orientation available in Fall 2011; and a student portal with classroom documents and other information. Therefore, students at the Lake Center have comparable access to students elsewhere in the district. The new Lake Center is designed to have both a computer lab and open computer access for students; the open area will have student assistants to help with online services (Appendix E). As more fully explained below, there are currently one full-time and one part-time counselor at the center, and Disability and Mental Health counselors travel to Lake Center as needed or conduct phone appointments. A Financial Aid staff member also has regular appointments at the Lake Center to assist with BOG waivers and other financial aid paperwork. Student discipline and complaints are handled by the Dean of Instruction, who is on-site at least three days per week.

Faculty, Management and Support Staffing

The college has a 1.0 FTE counselor housed at the Lake Center who handles student counseling as well as articulation. Until July 2011, another full-time counselor also served the Center; upon her resignation, an adjunct counselor has been assigned to the location to cover EOPS and general counseling. Current plans are to replace the full-time counselor within the next few years, particularly if enrollment grows as projected. No other full-time faculty are assigned to the Lake Campus, but several full-time faculty assigned to Ukiah (in health, speech, sociology, history and other disciplines) regularly teach at the center. Building plans include offices that will accommodate full-time faculty in the future (Appendix E).

The Center is overseen by a Dean of Instruction who also has responsibility for the Willits Center and travels between the two. Typically, he spends all or part of three days a week at the Lake Center. On a daily basis, the Lake Center Operations Supervisor, a member of the college Management/Supervisory/Confidential employee group, handles routine operations such as class scheduling, staffing, student complaints, facility issues, etc. The Dean reports directly to the Vice President of Education and Student Services (see Appendix F) and meets weekly with her and the other two deans of instruction. He is also part of several shared governance committees such as the Planning and Budgeting Committee and the Educational Action Plan Committee.

Support staffing includes 2.0 FTE Center Assistants responsible for student support services such as admissions and records, assistance with financial aid, student disability resources, EOPS; 1.0 FTE Computer Technician (also assigned to the Willits Center on a less frequent basis as needed) responsible for

instructional and administrative technology support; part-time clerical support staff and student workers. Janitorial and other maintenance services are provided under contract.

Professional Development to Effect the Change

While no specific professional development is needed to offer programs at an off-campus center, faculty who teach in Lake – both full- and part-time – are included in general professional development at the college. This includes annual teaching institutes that stress pedagogy necessary for basic skills instruction; periodic distance learning workshops; regular inservice days; and a flex program. More important is the need to learn about the particular needs of Lake students and the interventions that will help them succeed. By having at least one full-time counselor at the center, staff and faculty working there have a resource that is aware of student requirements. In addition, research reports routinely include success data about Lake students compared to the general student population.

Equipment and Facilities

The planned permanent site for the Lake Center is 31 acres just off of Highway 29 between Lakeport and Kelseyville, the two major population centers in the college's Lake County service area. This piece of property was purchased by the college in 2009 using Measure W Bond funds. Features of the new center include:

- Three permanent buildings with exterior facility service areas
- Completely new site infrastructure planned in cooperation with the City of Lakeport
- Student patios and a central plaza
- Outdoor learning areas
- Landscaped grounds
- Parking for 100 vehicles
- High visibility from Highway 29

The three buildings will house 10 classrooms, including a computer lab, science lab and art studio; student services, including counseling, admissions and records services, and computers for electronic registration; administrative offices; IT support office and mechanical spaces; independent student learning spaces, learning lab, study room; faculty and staff workspaces. See Appendix E for diagrams of the new center. Funding has been set aside for the technology and other equipment needed at the center, including the science lab and computer lab needs.

Financial Resources/Initial and Long-Term Funding/Fiscal Impact on Institution

Current FTES revenue for the Lake Center totals approximately \$1,225,000 annually. Since extensive expansion of the current instructional program is not planned in the new center's earliest years, it is anticipated that program expenses for faculty and staffing will remain relatively stable and comparable to prior years in the near-term. Some increased operational expenses for the new campus should be, in part, offset by a decrease of approximately \$100,000 in annual lease costs for the former Lake Center facility (a

private rented building). The project’s current bond funding allows for the initial replacement or the addition of required instructional technology and other furniture and equipment required to outfit the new Lake Center. If Lake County’s population and the new center’s enrollments grow as expected, it is anticipated that additional full-time faculty and student support staff may also be added in future years. Administrative staffing should remain at current levels for the next several years. While enrollment growth is projected to provide the additional revenue required to increase staffing, ongoing funding for instructional and administrative technology upgrades requires specific district financial support for a long-term budget support strategy. See Appendix G for the complete FY 2010-2011 revenues and costs for the Lake Center, excluding faculty costs.

Comparative Analysis of Budget, Enrollment and Resources

As the preceding section and Appendix G note, the college has allocated sufficient resources to operate the Lake Center and will continue to do so. Expenditures specifically tied to Lake Center in FY 2010-11 were approximately \$1.2 million; approximately half of that amount paid for classroom faculty. That amount represents about 10% of the total college budget (when the Lake share of support services such as the Business Office is taken into account). As enrollment increases in Lake County and the college no longer pays lease fees, more funds can be allocated, most likely for full-time faculty assigned to the center.

Plan for Monitoring Desired Outcomes

The annual Mendocino College Program Review process provides the framework required to identify and monitor desired outcomes. For example, current objectives and key performance indicators are provided from the Lake Center’s most recent Program Review Report, prepared in Spring 2011:

Program/unit objectives. Please indicate the objectives for your program for the next three year period.

Program/unit Objective	How will this objective advance the program/unit	How does this objective help the College meet its strategic goals?
NEW OBJECTIVE 1: Within existing District budget guidelines and other parameters, offer a 3-part (fall, spring summer) instructional program to best meet the needs of the communities and regions served by the Lake Center, including day and evening degree and GE transfer scheduling sequences; basic skills; and career and technical education selections.	This objective will allow Lake County students the opportunity to access instruction and support services, and attain individual educational goals in a variety of disciplines.	See discussion in “Strategic Goal Links” Section #2, above, for Goal #1: “Ensure student success within a learner-centered environment”; Goal #2: “Improve student access to college programs and services”
NEW OBJECTIVE 2: Use live video technology (“telepresence”) (funded by the Deans Fund from the college Foundation) in Lakeport to increase student	In an era of reduced support for outreach activities and travel to outlying areas by service staff, it is projected that this objective will allow Lake County students	See discussion in “Strategic Goal Links” Section #2, above, for Goal #2: “Improve student access to college programs and services”; Goal #3: “Maximize the acquisition

<p>access to selected support and outreach services including DRC, Financial Aid and selected counseling activities.</p>	<p>to access selected support services that can be provided through this technology. In-person use of the service by students at the Lake Center will also allow Lake Center staff to provide information and further connections to college support services in situations that cannot be addressed effectively by the new technology.</p>	<p>and efficient use of financial, human, and physical resources”</p>
<p>NEW OBJECTIVE 3: Construct new Lake Center facilities as bond implementation proceeds. The intent for the new center is to develop Phase 1 of our new 32-acre “campus”, increase classroom and student learning spaces and improve operational functions to the degree necessary to meet new needs.</p>	<p>As already observed on the Ukiah campus with the new Grove courtyard complex, when new facilities are developed, student use of the new areas increases. The new Lake Center facility will provide a tangible and visible commitment to Lake County students, establish the framework for a highly-visible Lake Center facility that can best meet the changing future needs of our students and the college as a whole, and complete the Facility Master Plan segment linked to the Measure W Bond for Phase 1 of the new Lake County facility.</p>	<p>See discussion in “Strategic Goal Links” Section #2, above, for all 5 strategic goals:</p> <ol style="list-style-type: none"> 1. Ensure student success within a learner-centered environment 2. Improve student access to college programs and services 3. Maximize the acquisition and efficient use of financial, human, and physical resources 4. Build new and stronger relationships with businesses, educators, agencies and other constituents of our communities 5. Enhance the student learning experience by providing educational, cultural and social opportunities beyond the classroom.

Key Performance Indicators (KPIs)

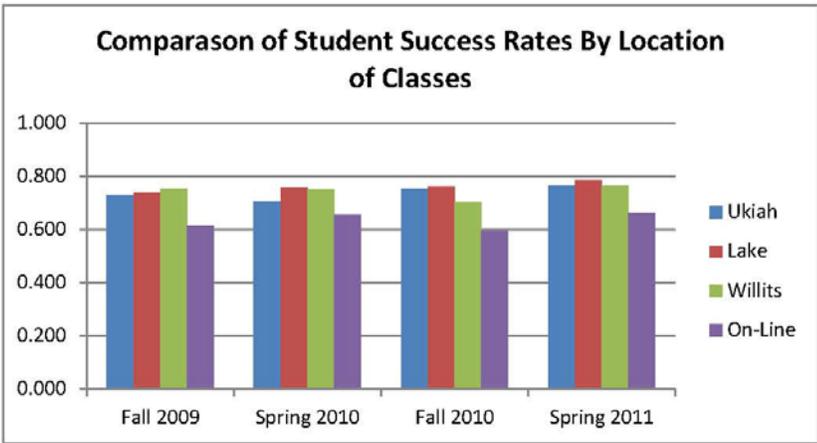
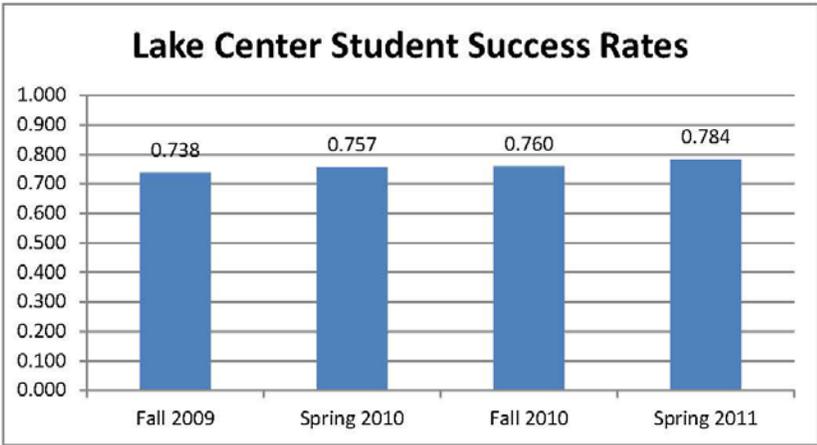
What are the KPIs for your program for the coming three years? Although the table has room for three KPIs, feel free to add rows as necessary.

Key Performance Indicator	Measurement	Objective	Time Period (When)	Activities
OBJECTIVE 1:	Number of	Adapt the Lake	Sub-totals at the end	Data collection and

Record of the enrollments and cancellations rates for a 3-part instructional program	enrollments and cancellations	County schedule to meet new needs in the new facility	of each instructional period (Fall; Spring Summer); annual total at conclusion of each fiscal year, 2012+	analysis
OBJECTIVE 2: Record of the services and use frequency by students and staff	Number of uses and services provided; possible student and staff surveys to evaluate effectiveness	Increase student and staff access to telepresence technology for student benefit and access to services not routinely available in Lake County	Begin in Summer or Fall 2011 (depending on equipment installation and staff availability); continue for current Program Review period (2011-12); make adjustments as needed after review in 2012-13	Identify location for new technology and student access workstations; install equipment; identify services to be provided; assign and train staff to provide the services
OBJECTIVE 3: Construction and completion of new Center on time and within budget	Project construction schedule and fiscal monitoring and reporting	Completion and occupancy of new Lake Center; vacate old facilities	Construction 2012; begin Spring 2013 Semester in new facility	Communication with Bond Project Office staff to meet deadlines and activities required of staff and faculty in order to occupy new facilities on time; vacate old facilities

Evaluation and Assessment of Student Success, Retention and Completion

As noted above, research reports generated at the college include a breakdown of student achievement by location. The most recent data from Lake Center :



Student success in classes located in Lake County has actually been higher than at the main campus for the past three semesters, an indication that the quality of instruction and support services is comparable to Ukiah. The college will continue to disaggregate student achievement and SLO data after the new center is complete.

Approval by Internal and External Constituencies

As noted above, the voters approved Mendocino College’s presence in western Lake County in the 1970s. In 2006, Lake County voters approved the Measure W Bond which had the establishment of a permanent Lake Center as one of its primary goals (Appendix B). When the bid for the center came in higher than expected, the Bond Implementation Planning Committee, an internal shared governance committee, recommended reallocating bond funds to ensure that the center was built as planned. The Board of Trustees formally awarded the bid for the new Lake Center on September 14, 2011 (Appendix H). In addition, an auxiliary of the Mendocino College Foundation has recently formed in Lake County with the specific goal of raising funds to support the facilities and programs at the new permanent center (Appendix I). This group consists of Lake County citizens volunteering their time to support the college.

Eligibility Requirements

1. Authority

Mendocino College's authority to operate as a degree granting institution is the continuous accreditation by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accreditation body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. This authority is noted on the page immediately following the title page of the Mendocino College Catalog. The vote by Lake voters in the 1970s granted the College authority to offer classes in the western part of Lake County.

2. Mission

The mission, vision, and values statement of Mendocino College are evaluated and revised by the Planning and Budgeting Committee and are approved by the Governing Board annually. The mission statement may be found in the Mendocino College Catalog and is one of the elements in the current Strategic Plan. Offering a full range of classes in Lake County is an integral part of the College mission, vision, and values as the institution reaches out to students who are unable to attend classes on campus, yet desire to further their educational goals.

3. Governing Board

A seven-member Board governs the Mendocino-Lake Community College District, a single college district. Trustees are elected to the Governing Board for four-year terms from each of the seven districts within a two-county area –Mendocino County and the western portion of Lake County. The terms of the trustees are staggered to provide continuity. The student body elects a student trustee who serves a one-year term on the Board, and who votes on college business (except for closed session issues) in an advisory capacity. The Governing Board holds monthly meetings open to the public with notices and agendas widely posted in advance. In order to be accessible to members of the large two-county area, the Board holds one annual meeting at the Willits Center and at the Lake Center site respectively. The agenda contains an oral comments section for community comment. The college Academic Senate, the faculty union and the classified union all provide reports to the Board on a regular basis. As part of the curriculum approval process, the Board approves all changes in courses and program through its approval of the college catalog each spring.

4. Chief Executive Officer

The Superintendent/President of the college is selected by the Governing Board. Kathryn G. Lehner, Superintendent/President of Mendocino College, is the college's chief executive officer, whose primary responsibility is to the institution.

5. Administrative Capacity

The administration is adequate in number, experience and qualifications to provide appropriate administrative oversight. For the last ten years, a full-time Dean of Instruction has overseen both Lake and Willits Centers and reports directly to the Vice President of Education and Student Services. In addition, the Lake Center has a full-time Center Operations Supervisor on-site at all times.

6. Operational Status

Students are enrolled in a variety of courses that lead to two-year degrees, certificates of achievement or completion, specializations, skills certificates and transfer. Classes have been offered at a rented facility in Lake County continuously since 1974.

7. Degrees

The majority of Mendocino College's offerings are in programs that lead to degrees as described in the Mendocino College Catalog, and a significant number of students are enrolled in these courses. Degree opportunities and transfer courses are clearly identified in the college catalog, available on the college website.

8. Educational Programs

Mendocino College's educational programs are consistent with its mission, are based on recognized fields of study, are of sufficient content and length and maintain appropriate levels of quality and rigor for the degrees and programs offered. Lake County courses are held to the same standards as all other educational programs and use the same SLOs as main campus courses. All adjunct instructors receive a stipend to complete the SLO assessment process for all courses at Mendocino College. Mendocino College offers courses and programs serving both transfer-oriented students and career and technical students.

9. Academic Credit

Academic credit is based on Title 5 – 55002.5 of the California Administrative Code.

10. Student Learning and Achievement

Mendocino College defines and publishes program educational objectives in the course outlines, in the college catalog, in occupational brochures, and in instructional planning documents that are reviewed and updated every six years. Student Learning Outcomes have been developed and are being assessed for all courses, all student support units, and most instructional programs. Student achievement information for Lake County is disaggregated in research reports and analyzed to ensure that goals are being reached.

11. General Education

General education courses have the required breadth to promote intellectual inquiry. These courses include demonstrated competence in writing and computational skills and serve as an introduction to major areas of knowledge (Title 5 – 55806). The quality and rigor of these courses is consistent with the academic standards appropriate to higher education. The general education component of programs is consistent with statewide standards. All Lake Center courses are reviewed for appropriate academic standards in the same manner as on-campus courses.

12. Academic Freedom

The college's academic freedom policy is codified as Board Policy 411; it is available through the college website and in various printed materials distributed to students and faculty, such as the part-time faculty handbook. This policy applies to all Lake Center courses and faculty.

13. Faculty

Mendocino College has 54 (Fall 2008) full-time instructors and 267 adjunct faculty teaching at the institution. The names, degrees, and years of employment of full-time faculty are listed in the college catalog. The faculty serves approximately 5,000 students by providing them with quality programs in transfer and occupational education and in the mastery of basic skills and English as a second language. Faculty responsibilities are stated in the contract between the Mendocino-Lake Community College District and the Mendocino College Federation of Teachers. Faculty are hired for Lake County classes in the same manner as for main campus classes and are evaluated using the same processes.

14. Student Services

Mendocino College provides appropriate services to all students and develops programs that meet the educational support needs of its diverse student population, including distance education students. The college provides services in the following areas: Admissions and Records, Career Planning/Job Placement, Articulation, Counseling, Extended Opportunities Programs and Services, Financial Aid and Scholarships, Student Affairs, Transfer Center, Veterans Affairs, the Mendocino College Children's Center, Disability Resource Center, Inter-Collegiate Athletics, the Learning Center, Library, Computer Labs, MESA, Student Development and Matriculation, the Mendocino College Bookstore, and Campus Food Services. Implementation of Datatel, an Integrated Information System, provides all students web access to enrollment services. Several student services staff travel periodically to Lake Center to provide face to face services as well.

15. Admission Policies

The college's admissions policies are consistent with its mission and conform to parameters outlined in state law and college regulations. They are published in the college catalog, the schedule of classes, and on the Mendocino College web site. To enroll at Mendocino College, a student must satisfy the published requirements.

16. Information and Learning Resources

Mendocino College provides specific long-term access to information and learning resources and services to support its educational mission. These resources and services are primarily the responsibility of the Mendocino College Library.

Mendocino College's resources include a library collection of over 30,000 library materials and subscriptions to 90 journals and magazines in the physical library. In addition to the physical collection, the library also owns a 17,000 eBook collection (NetLibrary) and subscribes to another 20,000 ebook collection which is multiuser. Online journal and magazine subscriptions currently stand at fourteen (14) databases with access to millions full-text articles. Within the library, information sources are accessed from nearly 19 technology stations, equipped with computers, monitors and VCRs, or other information technology setups.

Most Mendocino College staff, and all students and faculty, have access to computers, e-mail and the Internet. The library has wireless capacity as do many other buildings and sites on campus. Students also have access to over 200 computers in the various computer labs on the Ukiah campus and the two Centers, Lake and Willits. The permanent Lake Center will have a computer lab as well as open access for students.

17. Financial Resources

Most of the financial resources of the college come from the State of California. Additional funding is obtained from federal, state, and private sources. All funds coming to the college are carefully tracked and documented. The college maintains adequate reserve levels for contingencies and for expansion. The college maintains conservative financial management policies and practices that ensure continued fiscal stability for the foreseeable future. The college currently projects a 14% reserve at the close of the 2011-12 fiscal year, pending negotiations.

18. Financial Accountability

The college is audited on an annual basis by an independent audit firm. The firm is selected by evaluating the scope of their experience, the size of the firm and their ability to provide backup personnel and a wide range of expertise. References are carefully evaluated. The audit firms employ *Audits of Colleges and Universities*, published by the American Institute of Certified Public Accountants. The Governing Board reviews the audit findings, exceptions, letter to management, and any recommendations made by the contracted audit firm.

19. Institutional Planning and Evaluation

The Planning sections of the Self-Study demonstrate the wide-ranging basic planning for the development of the college, as does the 2008-2018 Educational Master Plan. The results of goals, strategies and outcomes of the Strategic Plan are reviewed by the college on an annual basis. The Planning and Budgeting Committee reviews these reports, documenting the activities aimed at improving programs and services. The Lake Center has been an integral component of long-term planning for decades.

20. Public Information

Mendocino College displays in writing and practice the model of institutional integrity. The mission statement of the college is clearly articulated in the college's catalog as well as in the Educational Master Plan and Strategic Plan. The college catalog, the district schedule of classes, and the Distance Education web site within the college web site provides the public with current information on: degrees and curricular offerings, student fees financial aid, refund polices, admissions policies, transfer requirements, hours of operation and appropriate contact information such as phone numbers and specific web pages where needed. The college also provides information and reminders about various activities, such as school performances, or important deadlines, such as late registration and financial aid, by direct mail. The college works with the local media to ensure publication of important dates and activities of interest in various community and media calendars. The names and academic preparation of the faculty and administration are listed in the back of the college catalog. The names of the Governing Board members are also listed in the catalog and on the website.

21. Relations with the Accrediting Commission

The Governing Board of Mendocino College provides assurance that the college adheres to the eligibility requirements and accreditation standards and policies of the Commission in its policies (see Appendix J). The college consistently complies with all Commission requests for information and reports in a timely manner, and is currently in good standing. This Substantive Change proposal is a response to a request and timeline provided by ACCJC.

Accreditation Standards

Mendocino College was fully reaccredited in June 2008 and meets all standards of accreditation. Its Midterm Report was accepted without further recommendations in July 2011. The college will hold all courses and all operations at the permanent Lake Center to the same standard as those for main campus classes.

Standard I: The Mission Statement, which guides Mendocino College, will equally apply to Mendocino's permanent Lake Center. The college will establish programs aligned with this purpose and specific to the needs of the greater student population. As noted earlier in this document, the permanent Lake Center is essential in helping the college meet its goals of increasing student access and realizing student achievement.

Standard II: The College assures the quality of the courses offered at this site. The college will continue to offer high-quality instructional courses and programs at the Lake Center with the primary purpose of leading to transfer or to improve access to occupational courses. Courses will adhere to the established course outlines for use throughout the district, with imbedded student learning outcomes that mirror those in the curriculum taught on the main campus. All courses will be taught with the most appropriate pedagogy for the respective curriculum of each course and with the use of state-of-the-art instructional technology. All sections will adhere to the appropriate depth and rigor of those taught throughout the district and will be scheduled in timeframes appropriate to the subject matter. All courses at the Lake Center require express approval by the Curriculum Committee and will be assessed for Student Learning Outcomes.

The student support services for Lake Center students will be sufficient to provide students access to the college, guidance in the admissions and registration process, financial aid advice and assistance, orientation to the college, and individual academic counseling, including the development of an individual educational plan. The students access online library resources, counseling services, enrollment support and technical assistance via the Internet.

Standard III: In hiring faculty, the college will maintain the same quality for Lake Center as for faculty at the main campus. All faculty must meet the minimum qualifications in their respective disciplines. The faculty teaching at Lake will undergo the same evaluation procedures as their counterparts on campus. Faculty office hours can be on site or online using information technology tools such as real-time chat or webinar tools like CCCConfer.

The college will provide sufficient security to protect student online accounts and personally identifiable information. The technology used will be state-of-the-art and the college will maintain the hardware and software in support of high quality instruction. The technology infrastructure is sound and will also be maintained through systematic review and upgrades as necessary.

Standard IV: One of the core values published in the Mendocino College Catalog is Continuous Improvement: “We strive to develop adopt and provide the best practices in education. As we evaluate our progress toward achieving our goals, we shift resources as necessary and provide the professional development that makes achieving our goals possible.”

The institution is guided by a philosophy and its leadership to encourage all constituents to take the initiative in improving campus-wide services. More specifically, there are structural features and regular activities that illustrate how the institution’s processes work to ensure effective participation across constituents in decision making and planning.

The structure of the College’s planning process reaches across the campus to organize decision making in a way that includes discussion in many forums. The Lake Center Dean of Instruction is a member of the Planning and Budget Committee, the Educational Action Plan Committee, and several other shared governance committees, as is the Lake Center full-time counselor.

Appendix A

Mendocino College Mission, Vision, and Values Statement

Mendocino-Lake Community College District Policy 012 (revised July 2010)

OUR MISSION

Mendocino College provides education to our students and our communities by offering academic programs, transfer preparation, career and technical training, lifelong learning opportunities and student support programs that are dedicated to the achievement of student learning outcomes.

OUR VISION

The vision of Mendocino College is to be a major contributor to the vitality of our communities by inspiring student learning and motivating personal development. We strive to deliver excellent, innovative educational and support programs that are accessible to all and focus on student success.

OUR CORE VALUES

Student Success: We are committed to helping students achieve their educational goals.

Collaboration: We participate in our communities to become informed about and engaged in local and global issues. We work collegially, both on campus and in our communities.

Respect: We recognize the worth of individuals by encouraging active participation, open exchange of ideas and collaborative decision making.

Integrity: We maintain public trust by being honest, fair and equitable and by honoring our commitments to our students, staff and communities.

Diversity: We respect the dignity of each individual; we value the creativity and insight that emerge from individual differences; and we recognize the importance of diversity in achieving our goals.

Responsiveness: We respond to requests and concerns in a timely and helpful manner. We listen to our students and our communities and institute changes based on identified needs.

Continuous Improvement: We work to integrate the best practices in education and evaluate our progress toward achieving our goals.

OUR STRATEGIC GOALS

In order to fulfill our mission and realize our vision, Mendocino College faculty and staff will concentrate on the following five long-term goals:

1. Become a learner-centered institution by focusing on student success
2. Improve student access to college programs and services
3. Enhance the student learning experience by providing educational, cultural and social opportunities beyond the classroom
4. Maximize the procurement and efficient use of financial, human and physical resources
5. Build new and stronger relationships with businesses, educators, agencies and other constituents of our communities

Appendix B

ARGUMENTS IN SUPPORT OF OR IN OPPOSITION TO THE PROPOSED LAWS ARE THE OPINIONS OF THE AUTHORS

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT MEASURE W

Mendocino College Improvement Measure: To improve education at Mendocino College by:

- Improving and expanding academic facilities to help students prepare for jobs and transfer to 4-year universities,
- Upgrading computers and technology,
- Building a new library/learning center,
- Expanding facilities for nursing and other vocational programs,

and by acquiring, constructing, equipping buildings, sites and classrooms, shall Mendocino-Lake Community College District issue \$67.5 million in bonds, at legal rates, and appoint a Citizens' Oversight Committee to monitor expenditures?

Bonds – Yes _____

Bonds – No _____

EXHIBIT B FULL TEXT BALLOT PROPOSITION OF THE MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT BOND MEASURE ELECTION NOVEMBER 7, 2006

The following is the full proposition presented to the voters of the Mendocino-Lake Community College District.

Mendocino College Improvement Measure: To improve education at Mendocino College by:

- Improving and expanding academic facilities to help students prepare for jobs and transfer to 4-year universities,
- Upgrading computers and technology,
- Building a new library/learning center,
- Expanding facilities for nursing and other vocational programs,

and by acquiring, constructing, equipping buildings, sites and classrooms, shall Mendocino-Lake Community College District issue \$67.5 million in bonds, at legal rates, and appoint a Citizens' Oversight Committee to monitor expenditures?"

Bonds – Yes _____

Bonds – No _____

PROJECTS

The Board of Trustees of the Mendocino-Lake Community College District evaluated the District's urgent and critical facility needs, including demands for public safety and health care job training; other career preparation programs, enrollment growth and class size, safety issues, energy cost reduction and information and computer technology, in developing the scope of projects to be funded, as outlined in the Mendocino-Lake Community College District Bond Implementation Plan ("Bond Plan") incorporated herein, and as may be further amended from time to time. In developing the scope of projects the faculty, staff and students have prioritized the key job training, health and safety needs and enrollment demands so the most critical needs are addressed. The Board received public input and review in developing the scope of college facility projects to be funded, as listed in the Bond Plan. This input of faculty, community and business leaders concluded that if these needs were not addressed now, the problems would only get worse.

The Bond Plan reflects four important determinations:

- (i) Mendocino College must continue to provide facilities to expand nursing and vocational programs;
- (ii) Mendocino College must leverage a local bond and aggressively apply for State of California matching funds to improve local college facilities and support the local economy;
- (iii) Mendocino College serves a region of 3,000 square miles and must dedicate itself to its role as the primary source of higher education in the area for recent high school graduates and local adults seeking job skills;

17W1

- (iv) Mendocino College must provide facilities to allow it to expand its course selection in general academic classes for university transfer, traditional job training programs such as emergency medical training, paramedic studies and public safety, as well as for emerging career opportunities in computer graphics and other high-tech jobs.

The Bond Plan is on file at the District's Office of the Superintendent/President, and includes the following projects:

MENDOCINO COLLEGE, Ukiah Campus

- **Repair, Upgrade, and/or Replace Obsolete Classrooms, Science and Computer Labs, Instructional Facilities, Sites and Utilities, Solar Energy Field:**

Repair, upgrade and/or replace deteriorating plumbing, electrical systems, wiring, unsanitary and run down bathrooms, leaky roofs, floors, inadequate doors, heating, ventilation and cooling systems, security systems, science laboratories and other instructional facilities; wire for computers and upgrade classroom technology; acquire equipment, including equipment for theater, recording studio and physical education; increase safety; build a solar energy field to produce electricity to power the campus; increase energy efficiency; reduce fire hazards; reduce operating costs so more classes and job training can be offered; install lighting for campus safety; improve academic instruction; and meet legal requirements for disabled access.

- **Build and/or Expand Classroom Buildings and Facilities to Maintain Affordable, Local Higher Education Allowing University Transfer/Job Training:**

Increase classroom capacity for academic classes and job training, including nursing, emergency service workers, paramedics, teaching, English, and math; build or expand laboratories, technology and information management and district-wide technology support, student information services software, allied health center, academic and career counseling, college transfer, job training/placement and financial aid advisement centers, career skills center for adult education, library/learning resource center, and maintenance warehouse; renovate library building for student center/cafeteria, physical education facilities, playing fields and grounds, computer graphics lab, media technology center, visual and performing arts classrooms and labs; expand computer access.

- **Technology Upgrades/Computer Centers:**

Expand technology and computer centers with high-speed Internet access and computer technology; create "smart classrooms" to improve teaching and learning; upgrade software, computer and technology infrastructure and campus-wide technology; provide software training; replace outdated equipment; expand on-line and distance learning classes and opportunities.

- **Expand Classroom and Campus Capacity:**

Increase classroom capacity for academic classes and job training, including nursing, emergency medical, math, science labs, English, art, visual and performing arts classes and labs; acquire property; develop additional campus parking.

- **Repair, Replace and Upgrade Aging Electrical and Mechanical Systems to Reduce Energy Consumption and Utility Bills.**

- **Improve Campus Safety:**

Upgrade or add fire alarms, sprinklers, smoke detectors, intercoms and fire doors; install security systems, exterior lighting, emergency lighting, door locks and fences.

MENDOCINO COLLEGE, Education Centers in Lake County and Willits

- **Acquire sites, construct and equip new permanent classrooms, educational and student support facilities to offer classes such as math, English, science, technology and establish programs for university transfer and job training.**

Listed building, repair, and rehabilitation projects and upgrades will be completed as needed. Each project is assumed to include its share of furniture, equipment (either new or upgrading existing equipment, including vocational equipment, technology equipment, and equipment used in physical education and the performing arts), architectural, engineering, and similar planning costs, construction management, and a customary contingency for unforeseen design and construction costs. The allocation of bond proceeds will be affected by the District's receipt of State bond funds and the final costs of each project. The budget for each project is an estimate and may be affected by factors beyond the District's control. The final cost of each project will be determined as plans are finalized, construction bids are awarded, and projects are completed. Demolition of existing facilities and reconstruction of facilities scheduled for modernization, if the Board determines that such an approach would be more cost-effective in creating a more enhanced and operationally efficient campus. Necessary site preparation/restoration in connection with new construction, renovation or remodeling, or installation or removal of relocatable classrooms, including ingress and egress, removing, replacing, or installing irrigation, utility lines, trees and landscaping, relocating fire access roads, and acquiring any necessary easements, licenses, or rights of way to the property.

The bond program is designed to provide facilities which will serve current and expected enrollment. In the event of an unexpected slowdown in enrollment of students at Mendocino College certain of the projects described above will be delayed or may not be completed. In such case, bond money will be spent on only the most essential of the projects listed above.

FISCAL ACCOUNTABILITY. THE EXPENDITURE OF BOND MONEY ON THESE PROJECTS IS SUBJECT TO STRINGENT FINANCIAL ACCOUNTABILITY REQUIREMENTS. BY LAW, PERFORMANCE AND FINANCIAL AUDITS WILL BE PERFORMED ANNUALLY, AND ALL BOND EXPENDITURES WILL BE MONITORED BY AN INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE TO ENSURE THAT FUNDS ARE SPENT AS PROMISED AND SPECIFIED. THE CITIZENS' OVERSIGHT COMMITTEE MUST INCLUDE, AMONG OTHERS, REPRESENTATION OF A BONA FIDE TAXPAYERS ASSOCIATION, A BUSINESS ORGANIZATION AND A SENIOR CITIZENS ORGANIZATION. NO DISTRICT EMPLOYEES OR VENDORS ARE ALLOWED TO SERVE ON THE CITIZENS' OVERSIGHT COMMITTEE.

NO ADMINISTRATOR SALARIES. PROCEEDS FROM THE SALE OF THE BONDS AUTHORIZED BY THIS PROPOSITION SHALL BE USED ONLY FOR THE ACQUISITION, CONSTRUCTION, RECONSTRUCTION, REHABILITATION, OR REPLACEMENT OF COLLEGE FACILITIES, INCLUDING THE FURNISHING AND EQUIPPING OF COLLEGE FACILITIES, AND NOT FOR ANY OTHER PURPOSE, INCLUDING TEACHER AND ADMINISTRATOR SALARIES AND OTHER OPERATING EXPENSES.

- **Complete plans and projects funded by the 2006 Measure W Bond**
- Maintain **accreditation** by the Western Association of Schools and Colleges.

In conjunction with the fundamental characteristics of the college listed above, research for the Educational Master Plan suggests several key planning assumptions:

- On average, our students have more financial need than those in many areas in the rest of the state, and the College needs to invest in initiatives to assist them.
- The College needs to preserve -- and expand when possible -- breadth of choice, even if we choose to discontinue some classes and programs.
- As the only local institution of higher education, we have an obligation to respond to community demands for job training and upgrading of career skills.
- Lake County demographics suggest an opportunity to increase the high school capture rate in the eastern portion of the college district.
- New alliances with secondary school throughout the District will help increase enrollments in both Transfer and Career and Technical programs.
- Since approximately twenty percent of our FTES is generated by enrollments by lifelong learners, the college needs to preserve and expand lifelong learning opportunities pending state funding parameters.
- Improved and innovative programs should expand comprehensive opportunities to support the persistence of all students.

About Mendocino College

Mendocino College is a single college within the public California Community College System, serving geographically distinct rural communities within the Mendocino-Lake Community College District. The District occupies major portions of both Mendocino and Lake Counties in northern California.

Founded in 1973, Mendocino College has become an important center of higher education, serving its students from a main campus in Ukiah and two off-campus centers -- in the cities of Lakeport in western Lake County and Willits in northern Mendocino County. During its 35 years, the college has become a primary resource for surrounding California North Coast communities and a leading force in regional higher education, economic development and community improvement.

county region. The North County program is unique in that multiple communities in Willits, Round Valley and Laytonville must be served through innovative and responsive program development and management. Utilization of emerging technologies to enhance learning in remote areas may allow educational programs to be accessible to all district residents. Specific programs developed in northern Mendocino will be responsive to community needs that emerge from demographic analysis and active community input through outreach and academic program planning, and new facility and site development on college property in Willits. (Tentative areas of emphasis for further review in northern Mendocino include basic skills; small business development; green technology; hospitality and tourism; Native American community studies.)

LAKE COUNTY

- **2009-12:** Acquisition of real estate and architectural plan development for new center in the community of Lakeport.
- **2015-16:** A new college-owned Lake Center will offer first access to the California Community College System in western Lake County, providing community-based education meeting ongoing and emerging needs. Specific programs developed in Lake will be responsive to community needs that emerge from demographic analysis and active community input through outreach and academic program planning, and new facility and site development on college property in Lake County. (Tentative areas of emphasis for further review in Lake include small business development; agriculture including introductory studies in viticulture and enology, organic farming, ranching, and agricultural marketing and tourism; public safety; environmental studies.)

POINT ARENA FIELD STATION

- **2009-10:** The facilities at the Point Arena Field Station (PAFS) will be refurbished through Measure W Bond funds. PAFS continues to be a unique property in the California Community College system and is a college gem. The site allows the College the ability for unique offerings of courses and field trips for science students and should be considered in future development plans.

Literacy Hub

With the completion of the new Library / Learning Center at the Ukiah campus in 2012, the College anticipates it will become the primary literacy resource for both students and community members. As planning documents for this project indicate, the primary purpose of the new Mendocino College Library and Learning Resource Center (LLRC) is to create an environment that promotes intellectual growth. The architecture is designed to express this purpose and the space of the building is envisioned as one which will promote the expansion of

Appendix D

ITEM NO: 4.7

DATE: July 7, 2010

SUBJECT: DISTRICT ORDER OF PRIORITIES FOR FIVE YEAR CAPITAL CONSTRUCTION PLAN, 2015-2019

SYNOPSIS:

Board of Trustees approval of the District Order of Priorities for Five Year Capital Construction Plan for 2015-2019.

RECOMMENDATION:

The Superintendent/President recommends approval of the District Order of Priorities.

ANALYSIS:

Each year the District is required to submit a five-year plan for capital construction to the Chancellor's Office; this plan is based on the "District Order of Priorities" as established by the Board.

The State funded construction projects must meet criteria set by the Facilities Planning Section of the Chancellor's Office, California Community Colleges. The Board of Governors of the California Community Colleges sets priorities for funding of projects in categories A, B C, etc. Projects are funded by the state based on the top priority category with "A" representing the highest priority. Within each of these categories, projects are funded based on justified needs of health and safety hazards, as well as ratios of classroom, laboratory, office and library footage to student contact hours.

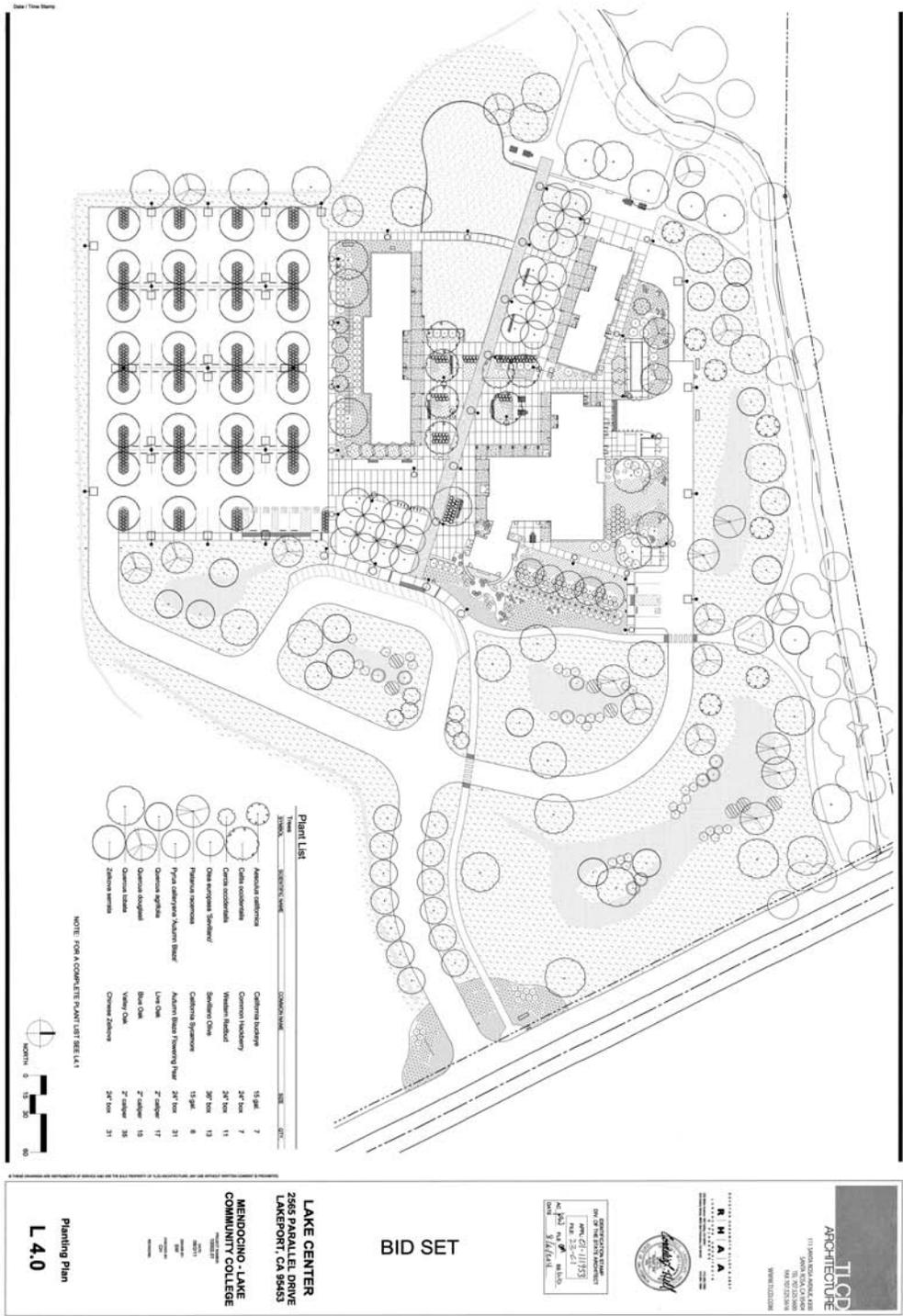
There are no changes from the prior year District Order of Priorities. The proposed listing of capital construction projects in the recommended order of priority is:

<u>PRIORITY NO.</u>	<u>PROJECT</u>
1.	Library/Learning Center
2.	Lake County Center
3.	Willits Center
4.	Maintenance/Warehouse
5.	Cafeteria
6.	Campus Bookstore
7.	Student Union

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the District Order of Priorities for the 2015-2019 Five-Year Capital Construction Plan as presented.

Appendix E



BID SET

TOP ARCHITECTURE
 1111 PARKWAY AVENUE
 SUITE 100
 SAN FRANCISCO, CA 94109
 (415) 774-1111
 WWW.TOPARCHITECTURE.COM

MMA
 MENDOCINO STATE COMMUNITY COLLEGE
 2565 PARALLEL DRIVE
 LAKEPORT, CA 95453

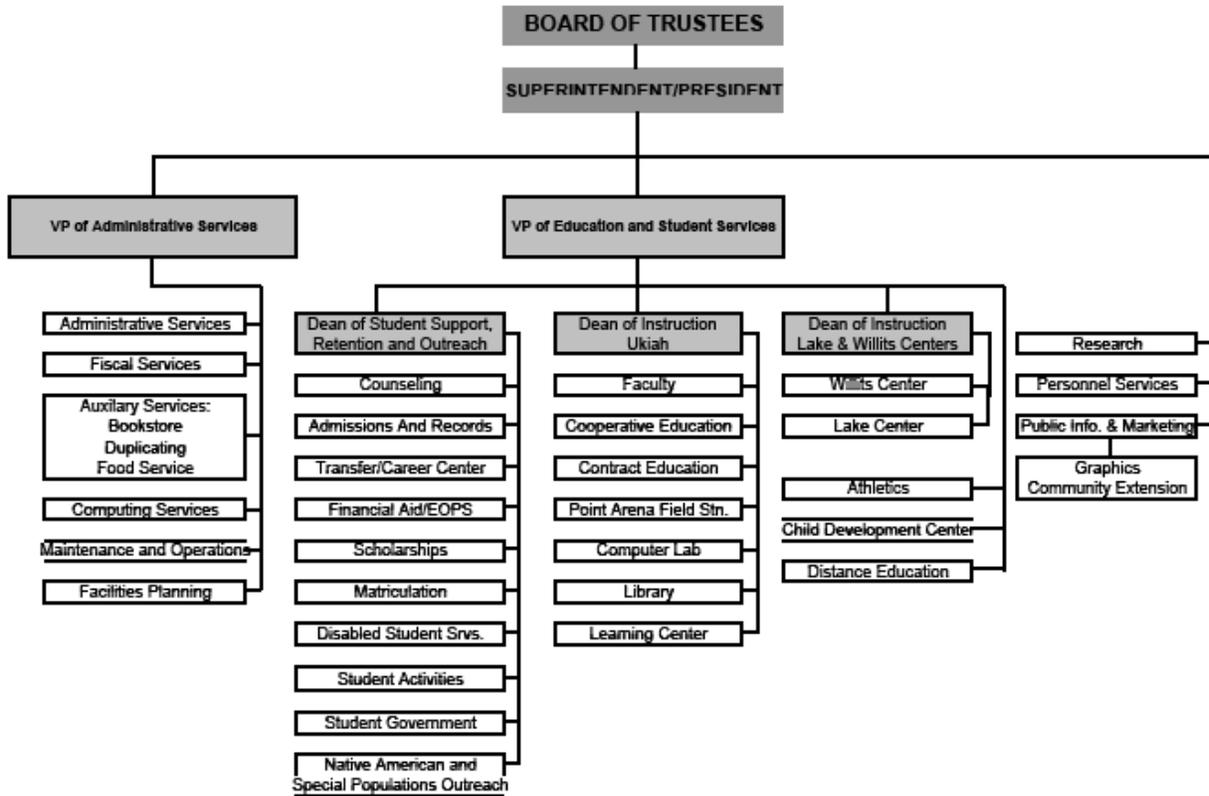
MENDOCINO STATE COMMUNITY COLLEGE

Planting Plan L4.0

DATE: 11/13/13
 DRAWN: J. J. JENSEN
 CHECKED: J. J. JENSEN
 SCALE: 1/8" = 1'-0"

Appendix F

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT Organizational Chart By Department



Revised/Reviewed 6/3/08

Appendix G

51 Mendocino-Lake Comm. College J1892 BUDGET REPORT BDX110 H.00.28 10/13/11 15:23 PAGE 7

EEC-LAKE FROM 07/01/2010 TO 06/30/2011
UNAPPROVED TRANSACTIONS INCLUDED
FUND :43 Bond Projects Summary

OBJECT CLASSIFICATION	APPROVED BUDGET	EXPENDED/RECEIVED		%	ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
TOTAL INCOME (8000 - 8999)	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL: 1xxx - 5xxx	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL: 1xxx - 6xxx	811,825.00	590,021.57	590,021.57	72.6	0.00	221,803.43	27.3
TOTAL: 1xxx - 7xxx	811,825.00	590,021.57	590,021.57	72.6	0.00	221,803.43	27.3
TOTAL EXPENSES (1000 - 7999)	811,825.00	590,021.57	590,021.57	72.6	0.00	221,803.43	27.3

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EEC-LAKE FROM 07/01/2010 TO 06/30/2011
UNAPPROVED TRANSACTIONS INCLUDED
FUND :11 Unrestricted - General Subfund

OBJECT CLASSIFICATION	APPROVED BUDGET	EXPENDED/RECEIVED		%	ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8110 Forest Reserve	30,000.00	26,727.40	26,727.40	89.0	0.00	3,272.60	10.9
8672 Tax Subventions--Hopters	62,581.00	30,231.70	30,231.70	48.3	0.00	32,349.30	51.6
8679 Timber Yield Tax	10.00	377.77	377.77	100.0	0.00	367.77-	.0
8811 Secured Tax Roll	2,139,205.00	2,073,529.50	2,073,529.50	96.9	0.00	65,675.50	3.0
8812 Supplemental Taxes	15,283.00	246.78-	246.78-	.0	0.00	15,529.78	100.0
8813 Unsecured Taxes	53,298.00	50,026.24	50,026.24	93.8	0.00	3,271.76	6.1
8816 Prior Tax Year	1,499.00	12,452.02	12,452.02	100.0	0.00	10,953.02-	.0
8817 ERAF	40,447.00	1,704.04	1,704.04	4.2	0.00	38,742.96	95.7
8818 RDA AB 1290	12,825.00	0.00	0.00	.0	0.00	12,825.00	100.0
8860 Interest	1,000.00	1,981.05	1,981.05	100.0	0.00	981.05-	.0
TOTAL: 8xxx	2,356,148.00	2,196,782.94	2,196,782.94	93.2	0.00	159,365.06	6.7
1150 Faculty Evaluations	6,026.00	6,026.40	6,026.40	100.0	0.00	0.40-	.0
1210 Academic Administrator	51,224.00	51,224.40	51,224.40	100.0	0.00	0.40-	.0
1211 Counselors/Librarians	78,235.00	74,560.89	74,560.89	95.3	0.00	3,674.11	4.6
1317 PT Hrly-Office Hours	0.00	640.00	640.00	100.0	0.00	640.00-	.0
TOTAL: 1xxx	135,485.00	132,451.69	132,451.69	97.7	0.00	3,033.31	2.2
2110 Classified Regular NonInst	138,230.00	138,230.20	138,230.20	100.0	0.00	0.20-	.0
2310 Short Term-Non Instructional	17,133.00	8,031.25	8,031.25	46.8	0.00	9,101.75	53.1
2410 Short Term-Instructional	908.00	814.00	814.00	89.6	0.00	94.00	10.3
2440 Student-Instructional	0.00	1,111.50	1,111.50	100.0	0.00	1,111.50-	.0
TOTAL: 2xxx	156,271.00	148,186.95	148,186.95	94.8	0.00	8,084.05	5.1
3110 STRS - Instructional	497.00	550.02	550.02	100.0	0.00	53.02-	.0
3120 STRS - Non-Instructional	10,680.00	10,377.21	10,377.21	97.1	0.00	302.79	2.8
3210 PERS - Instructional	0.00	57.99	57.99	100.0	0.00	57.99-	.0
3220 PERS - Non-Instructional	14,800.00	14,800.28	14,800.28	100.0	0.00	0.28-	.0
3310 FICA - Instructional	56.00	50.46	50.46	90.1	0.00	5.54	9.8
3320 FICA - Non-Instructional	9,632.00	8,415.90	8,415.90	87.3	0.00	1,216.10	12.6
3330 Medicare - Instructional	100.00	108.46	108.46	100.0	0.00	8.46-	.0
3340 Medicare - Non-Instructional	4,129.00	3,864.15	3,864.15	93.5	0.00	264.85	6.4
3410 Health Instructional	1,056.00	1,056.00	1,056.00	100.0	0.00	0.00	.0
3420 Health Non-Instructional	90,198.00	89,276.00	89,276.00	98.9	0.00	922.00	1.0
3510 SUI Instructional	50.00	53.95	53.95	100.0	0.00	3.95-	.0
3520 SUI Non-Instructional	2,052.00	1,918.69	1,918.69	93.5	0.00	133.31	6.4
3610 Work Comp Instructional	127.00	156.38	156.38	100.0	0.00	29.38-	.0
3620 Work Comp Non-Instructional	5,184.00	4,850.67	4,850.67	93.5	0.00	333.33	6.4
TOTAL: 3xxx	138,561.00	135,536.16	135,536.16	97.8	0.00	3,024.84	2.1

EEC-LAKE

FROM 07/01/2010 TO 06/30/2011
UNAPPROVED TRANSACTIONS INCLUDED

FUND :11 Unrestricted - General Subfund

OBJECT CLASSIFICATION	APPROVED BUDGET	EXPENDED/RECEIVED			%	ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE					
4310 Instructional Supplies	10,931.76	250.00	250.00	2.2	0.00	10,681.76	97.7	
4311 Fee Based Materials	3,251.00	2,639.50	2,639.50	81.1	0.00	611.50	18.8	
4320 Subscriptions	135.00	0.00	0.00	.0	0.00	135.00	100.0	
4510 Other Supplies	4,569.00	3,703.04	3,703.04	81.0	0.00	865.96	18.9	
4550 Printing	58.19	39.88	39.88	68.5	0.00	18.31	31.4	
4620 Field Trips	600.00	296.34	296.34	49.3	0.00	303.66	50.6	
TOTAL: 4xxx	19,544.95	6,928.76	6,928.76	35.4	0.00	12,616.19	64.5	
5100 Consultant Services	3,500.00	3,420.00	3,420.00	97.7	0.00	80.00	2.2	
5230 Travel Business	6,328.07	5,973.96	5,973.96	94.4	0.00	354.11	5.5	
5310 Dues And Membership	175.00	175.00	175.00	100.0	0.00	0.00	.0	
5620 Equipment Repair	1,000.00	810.12	810.12	81.0	0.00	189.88	18.9	
5650 Lease/Rental-Bldg & Grounds	143,000.00	142,996.36	142,996.36	99.9	0.00	3.64	.0	
5930 Other Expenses	2,500.00	0.00	0.00	.0	0.00	2,500.00	100.0	
5940 Other Advertisement	300.00	300.00	300.00	100.0	0.00	0.00	.0	
5999 Other Services	1,500.00	0.00	0.00	.0	0.00	1,500.00	100.0	
TOTAL: 5xxx	158,303.07	153,675.44	153,675.44	97.0	0.00	4,627.63	2.9	
TOTAL: 1xxx - 5xxx	608,165.02	576,779.00	576,779.00	94.8	0.00	31,386.02	5.1	

EEC-LAKE

FROM 07/01/2010 TO 06/30/2011
UNAPPROVED TRANSACTIONS INCLUDED

FUND :11 Unrestricted - General Subfund Summary

OBJECT CLASSIFICATION	APPROVED BUDGET	EXPENDED/RECEIVED			%	ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE					
TOTAL INCOME (8000 - 8999)	2,356,148.00	2,196,782.94	2,196,782.94	93.2	0.00	159,365.06	6.7	
TOTAL: 1xxx - 5xxx	608,165.02	576,779.00	576,779.00	94.8	0.00	31,386.02	5.1	
TOTAL: 1xxx - 6xxx	608,165.02	576,779.00	576,779.00	94.8	0.00	31,386.02	5.1	
TOTAL: 1xxx - 7xxx	608,165.02	576,779.00	576,779.00	94.8	0.00	31,386.02	5.1	
TOTAL EXPENSES (1000 - 7999)	608,165.02	576,779.00	576,779.00	94.8	0.00	31,386.02	5.1	

EEC-LAKE FROM 07/01/2010 TO 06/30/2011
UNAPPROVED TRANSACTIONS INCLUDED

FUND :12 Restricted - General Subfund

OBJECT CLASSIFICATION	APPROVED BUDGET	EXPENDED/RECEIVED			%	ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE					
1211 Counselors/Librarians	68,513.00	68,512.73	68,512.73	99.9	0.00	0.27	.0	
TOTAL: 1xxx	68,513.00	68,512.73	68,512.73	99.9	0.00	0.27	.0	
2310 Short Term-Non Instructional	0.00	500.00	500.00	100.0	0.00	500.00-	.0	
2350 Student-Non-Instructional	0.00	5,373.50	5,373.50	100.0	0.00	5,373.50-	.0	
2410 Short Term-Instructional	6,220.00	6,245.41	6,245.41	100.0	0.00	25.41-	.0	
TOTAL: 2xxx	6,220.00	12,118.91	12,118.91	100.0	0.00	5,898.91-	.0	
3120 STRS - Non-Instructional	5,652.00	5,652.27	5,652.27	100.0	0.00	0.27-	.0	
3210 PERS - Instructional	0.00	617.16	617.16	100.0	0.00	617.16-	.0	
3220 PERS - Non-Instructional	0.00	53.53	53.53	100.0	0.00	53.53-	.0	
3310 FICA - Instructional	385.00	387.21	387.21	100.0	0.00	2.21-	.0	
3320 FICA - Non-Instructional	0.00	31.00	31.00	100.0	0.00	31.00-	.0	
3330 Medicare - Instructional	91.00	90.56	90.56	99.5	0.00	0.44	.4	
3340 Medicare - Non-Instructional	993.00	1,000.65	1,000.65	100.0	0.00	7.65-	.0	
3420 Health Non-Instructional	20,977.00	20,977.34	20,977.34	100.0	0.00	0.34-	.0	
3510 SUI Instructional	45.00	44.97	44.97	99.9	0.00	0.03	.0	
3520 SUI Non-Instructional	494.00	496.81	496.81	100.0	0.00	2.81-	.0	
3610 Work Comp Instructional	113.00	113.66	113.66	100.0	0.00	0.66-	.0	
3620 Work Comp Non-Instructional	1,247.49	1,353.91	1,353.91	100.0	0.00	106.42-	.0	
TOTAL: 3xxx	29,997.49	30,819.07	30,819.07	100.0	0.00	821.58-	.0	
4310 Instructional Supplies	0.00	6,278.46	6,278.46	100.0	0.00	6,278.46-	.0	
TOTAL: 4xxx	0.00	6,278.46	6,278.46	100.0	0.00	6,278.46-	.0	
TOTAL: 1xxx - 5xxx	104,730.49	117,729.17	117,729.17	100.0	0.00	12,998.68-	.0	

EEC-LAKE FROM 07/01/2010 TO 06/30/2011
UNAPPROVED TRANSACTIONS INCLUDED

FUND :12 Restricted - General Subfund Summary

OBJECT CLASSIFICATION	APPROVED BUDGET	EXPENDED/RECEIVED			%	ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE					
TOTAL INCOME (8000 - 8999)	0.00	0.00	0.00	.0	0.00	0.00	.0	
TOTAL: 1xxx - 5xxx	104,730.49	117,729.17	117,729.17	100.0	0.00	12,998.68-	.0	
TOTAL: 1xxx - 6xxx	104,730.49	117,729.17	117,729.17	100.0	0.00	12,998.68-	.0	
TOTAL: 1xxx - 7xxx	104,730.49	117,729.17	117,729.17	100.0	0.00	12,998.68-	.0	
TOTAL EXPENSES (1000 - 7999)	104,730.49	117,729.17	117,729.17	100.0	0.00	12,998.68-	.0	

EEC-LAKE FROM 07/01/2010 TO 06/30/2011
UNAPPROVED TRANSACTIONS INCLUDED

FUND :43 Bond Projects

OBJECT CLASSIFICATION	APPROVED BUDGET	EXPENDED/RECEIVED			%	ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE					
6121 Site: Contractor	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0	
6122 Site: Architect Fees	200,000.00	0.00	0.00	.0	0.00	200,000.00	100.0	
6123 Site: Engineering Fees	70,000.00	0.00	0.00	.0	0.00	70,000.00	100.0	
6124 Site: Survey/Insp/Testing Fees	20,000.00	37,897.98	37,897.98	100.0	0.00	17,897.98-	.0	
6125 Site: Legal Fees	10,000.00	0.00	0.00	.0	0.00	10,000.00	100.0	
6126 Site: Plan Check Fees	0.00	44,560.00	44,560.00	100.0	0.00	44,560.00-	.0	
6129 Site: Other	0.00	420.00	420.00	100.0	0.00	420.00-	.0	
6220 Bldg: Architect Fees	0.00	491,029.40	491,029.40	100.0	0.00	491,029.40-	.0	
6235 Bldg: Reimbursable Expenses	0.00	4,526.64	4,526.64	100.0	0.00	4,526.64-	.0	
6290 Bldg: Other	0.00	376.35	376.35	100.0	0.00	376.35-	.0	
6420 Equip Non-Instructional	11,825.00	11,211.20	11,211.20	94.8	0.00	613.80	5.1	
TOTAL: 6xxx	811,825.00	590,021.57	590,021.57	72.6	0.00	221,803.43	27.3	
TOTAL: 1xxx - 6xxx	811,825.00	590,021.57	590,021.57	72.6	0.00	221,803.43	27.3	

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Wednesday, September 14, 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

1.2 Approval of Minutes for the regular meeting held on August 3, 2011 and the workshop held on August 31, 2011.

PUBLIC HEARING - TIME CERTAIN ITEM - 5:15 PM

Public Hearing on the Proposed 2011-12 Adopted Budget

3 & 4 CONSENT AGENDA

3. Personnel

3.1 Employment – Short-Term Employees

Recommendation to ratify the list of short-term employees

3.2 Employment – Part-Time Faculty

Recommendation to ratify the list of part-time faculty

3.3 Volunteers

Recommendation to approve the list of volunteers

3.4 Employment – Professional Experts

Recommendation to employ Susan Era and Orion Walker as Professional Experts

3.5 Administrator Contracts

Recommendation to approve administrator contracts

3.6 Contract Amendments - Superintendent/President

Amendments to the Superintendent/President's contract submitted for approval

3.7 MPFA Contract Revisions

Recommendation to ratify a side letter with Mendocino Part-Time Faculty Association

4. Other Items

4.1 Accept – High Voltage Site Electrical Upgrade

Recommendation to accept the completed project

4.2 Donation of Vehicle

Recommendation to accept the donation of a 1962 Ford Truck

4.3 Change of Regular Meeting Date – October, 2011

Recommendation to change the October regular meeting to October 12, 2011

5. ACTION ITEMS

5.1 2011-12 Adopted Budget

Submitted for adoption

5.2 Library/Learning Center – Change Order No. 10

Recommendation to ratify Change Order No. 10 in the amount of <\$287>

- 5.3 Award of Bid - Library/Learning Center Furniture
Recommendation to award bids for furniture
- 5.4 Award of Bid - Lake Center
Recommendation to award the bid to Wright Construction
- 5.5 Resolution 09-11-01 in Support of Mendocino County Library System
Board adoption of a resolution in support of a ballot measure

6. **INFORMATIONAL REPORTS**

- 6.1 President's Report
Report on the monthly activities of the Superintendent/President
- 6.2 Education and Student Services Report
Report on the monthly activities of the Education and Student Services Departments
- 6.3 Administrative Services Report
 - 6.3.1 Report on the monthly activities of the Administrative Services Department
 - 6.3.2 Measure W Bond 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

8. **"THE BIG PICTURE"**

- 8.1 Policy 204 Organization
Proposed revisions from the August 31 Board workshop are presented for approval
- 8.2 Adoption of Goals and Objectives
 - Board Goals and Objectives developed at the August 31 Board workshop are presented for adoption
 - Discussion of Trustee Individual Goals
- 8.3 Future agenda items

9. **CLOSED SESSION**

- 9.1 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(a) 2 cases
Case names unspecified: Disclosure would jeopardize existing settlement negotiations
- 9.2 Collective Bargaining/Meet and Confer - GC 54957.6
Designated Representatives: Lehner, Randall, Perryman, Chaty
Employee Organizations: MCFT, MPFA, Management/Supervisory/Confidential, MCCEBU
- 9.3 Public Employee Performance Evaluation – GC 54957
Title: Superintendent/President

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: Regular Meeting – (Proposed) October 12, 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, September 14, 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	present
	Clerk	Edward Haynes	present (arrived at 5:55 PM)
	Trustee	John Tomkins	present
	Trustee	Joan M. Eriksen	present
	Trustee	Janet Chaniot	present
	Trustee	Dave Geck	absent
	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 Representatives</i>	Academic Senate	John Koetzner, President
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Virginia Guleff, Vice President

Public Comments There were no public comments.

*Public Hearing on
Budget* The Public Hearing on the Adopted Budget was opened at 5:16 PM.
There were no comments from the public.
The Public Hearing was closed at 5:18 PM.

Agenda Approval M/S/C (Chaniot/Tomkins) To approve the agenda as submitted.

Minutes/Approval M/S/C (Tomkins/Ubelhart) To approve the minutes of the regular meeting held on August 3, 2011 and the workshop minutes on August 31, 2011 as submitted.

CONSENT AGENDA

M/S/C (Eriksen/Chaniot) To approve the Consent Agenda as submitted.

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 employment of Short-Term Employees as submitted and presented at the meeting.

Employment – Part-Time Faculty *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the employment the Part-Time Faculty for Fall, 2011 as submitted.

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

Employment – Professional Experts *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ as Professional Experts, pursuant to Education Code Section 88003, Susan Era as Alcohol and Other Drugs/Human Services Programs Coordinator, August 22, 2011 through May 25, 2011, and Orion Walker as Sustainable Technology Program Coordinator, September 2, 2011 through May 31, 2012.

Administrator Contracts *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve administrator contracts as presented at the meeting.

Contract Amendments – Superintendent/President *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby amend the contract for the Superintendent/President as submitted.

MPFA Contract Revisions *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the June 2, 2011 side letter with the MPFA as submitted.

Other Items

Accept – High Voltage Site Electrical Upgrade *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the High Voltage Site Electrical Upgrade project from Ukiah Electric.

Donation of Vehicle *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the 1962 Ford F500 vehicle donated to Mendocino College by Ed and Donna Berry.

Change of Regular Meeting Date – October, 2011 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby change the regular meeting date for the month of October to Wednesday, October 12, 2011.

ACTION ITEMS

2011-12 Adopted Budgets Vice President Perryman discussed the changes in the Adopted Budget from the Tentative Budget that resulted from the State’s Small College Exemption from further cuts. He commented that this budget is balanced as presented. There is no growth revenue and no COLA (4th straight year with no COLA) included in the State’s budget. Enrollment fees were increased by \$10 this fall and there is another plan to increase by an additional \$10 in the spring. Currently, there is a bill on the Governor’s desk that would postpone this \$10 increase in enrollment fees until next year.

M/S/C (Chaniot/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the proposed 2011-12 Adopted Budgets as presented and shown on Attachments A through J.

Library/Learning Center – Change Order No. 10

M/S/C (Chaniot/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 10 for the Library/Learning Center project to Midstate Construction in the amount of \$545.

Library/Learning Center Furniture

M/S/C (Tomkins/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby award the Library/Learning Center Furniture as follows:
Award Group A – Open Line to Corner Office, in the amount of \$390,453.30
Award Group B – Campus Standard to One Workplace in the amount of \$341,780.58
Award Group C – Workstations to Sidemark, in the amount of \$127,894.75

Award Contract – Lake County Center

M/S/C (Tomkins/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby award the construction contract for the Lake County Center to Wright Contracting, Inc. in the amount of \$10,175,000.

Library Resolution Resolution #09-11-01

Superintendent/President Lehner informed the Board that this proposed resolution was submitted by City Councilmember Benj Thomas who also is on the Mendocino County Library Board. He is looking for as many residents as possible to express their support for the Library.

Trustee Tomkins questioned how this applies to Lake County residents as the ballot measure is for Mendocino County libraries. Superintendent/President Lehner responded that the Board, in adopting this resolution, would be expressing support for libraries in general.

Superintendent/President Lehner also offered that Trustee Haynes who would be coming to the meeting late, expressed to her his suggestion of consolidating the county libraries with the college library. Academic Senate President and Head Librarian Koetzner discussed the importance of access to all libraries for various community residents. He does not believe the public library and the college library are compatible due to the different collections in a public library versus a college academic library. He stated that as an institution that supports inquisitive thinking and access to knowledge, the District should support this resolution.

M/S/C (Eriksen/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby support putting a measure on the November 2011 ballot which will approve a 1/8 cent sales tax to fund the Mendocino County Library system.

Roll Call Vote:

Yes: Trustees Chaniot, Eriksen, Ubelhart, Clark, and Student Trustee Evans

No: Trustee Tomkins

INFORMATIONAL REPORTS

<i>President's Report</i>	<p>A written report was submitted by Superintendent/President Lehner. The following was offered in addition:</p> <ul style="list-style-type: none">• Superintendent/President Lehner advised the Board that she has been elected to the Statewide CEO board which advises on policy through the California Community College League.
<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">• Vice President Randall presented a list of upcoming activities and events.
<i>Administrative Services Report</i>	<p>A written report was submitted by Larry Perryman, Vice President of Administrative Services.</p>
<i>Measure W Bond Report</i>	<p>The Measure W Quarterly Bond Report was submitted by Larry Perryman, Vice President of Administrative Services.</p> <p>Trustee Haynes arrived during this discussion.</p>
<i>Mendocino College Foundation, Inc.</i>	<p>A written report was submitted by Katie Wojcieszak, Executive Director of the Mendocino College Foundation. The following was offered in addition:</p> <ul style="list-style-type: none">• Community members invited by Foundation Director John Bogner participated in a tour of campus and luncheon with Superintendent/President Lehner. Future tours are planned.
<i>Constituents Report</i>	<p>A written report was submitted by John Koetzner, Academic Senate President.</p>
<i>Health Benefits Report</i>	<p>A annual written report on the history of the Health Benefits was submitted as information.</p>
<i>Trustee Reports</i>	<p><u>TRUSTEE COMMUNICATION</u></p> <p>A written report was submitted by Trustee Eriksen. Oral reports were given by Trustees Eriksen, Ubelhart, and Chaniot.</p>
<i>Policy 204 Organization</i>	<p><u>“BIG PICTURE”</u></p> <p>At the recent board workshop, Trustees reviewed proposed changes and offered further suggestions for revisions to Policy 204 Organization. Suggestions were included in the revised Policy and presented for approval.</p> <p>M/S/C (Tomkins/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the changes to Policy 204 as presented.</p>
<i>2011-12 Goals and Objectives</i>	<p>At the recent Board workshop, Board Goals and Objectives were developed. The final version was presented for adoption. Trustees discussed some of the possible ways to implement their goals.</p> <p>M/S/C (Tomkins/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2011-12 Goals and Objectives as presented.</p>

Individual Trustees Goals and Objectives Trustees discussed that individual Board member goals should be something that a Board member can do to support the full Board's goals that have been adopted today. Individual goals should not include items that are the Trustee's responsibility such as "attend meetings" or items that appear to give direction to the Superintendent/President without the agreement of the full Board.

It was determined Board President Clark will discuss with each Trustee their individual goals prior to bringing them to the next meeting.

Future Agenda Items

- Review the Student Survey (Board goal – possible workshop topic)
- Board's participation in the Adopt a 5th Grader Program

CLOSED SESSION

Trustees adjourned to Closed Session at 6:55 PM. Board President Clark announced that no action will be taken in Closed Session.

ADJOURNMENT M/S/C (Ubelhart/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:13 PM.

Submitted by:



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

Appendix I

BYLAWS OF LAKE COUNTY FRIENDS OF MENDOCINO COLLEGE

I. Name

The name of this organization shall be the Lake County Friends of Mendocino College ("LCFMC").

II. Statement of Purpose

The LCFMC adopts the following statement of purpose:

- A. To be an affiliate organization of the Mendocino College Foundation, Inc. ("Foundation") and therefore recognized as a 501 c (3) non-profit organization.
- B. To organize itself and operate in the form of a Committee.
- C. To support the mission and goals of the Foundation and the Mendocino-Lake Community College District ("Mendocino College").
- D. To organize and conduct activities in Lake County that will promote and assist the educational and service programs of Mendocino College.
- E. To establish partnerships with existing organizations in Lake County whose mission and activities are consistent with the goals and purposes of LCFMC.
- F. To comply with all applicable policies and administrative regulations of Mendocino College and all applicable policies and Bylaws of the Foundation.

III. Membership

Any person who desires to support and contribute to the furtherance of the purposes and goals of LCFMC may become a member of LCFMC.

IV. Governing Council

LCFMC shall have a Governing Council ("Council") composed of not less than five (5) members of LCFMC. A maximum number of Council members may be set by the Council as deemed necessary by an amendment to these Bylaws.

A. Composition – Qualifications

Members of the Council shall be considered the Leadership Team of LCFMC. Any member of LCFMC who commits to its purposes and to regular attendance of Council meetings may be appointed to the Council. To the extent possible, Council membership should represent the diversity of the community. At least one member of the Foundation Board

of Directors shall be a permanent member of the Council and act as liaison to the Foundation. At least one member of the College faculty or staff shall act as a liaison to the Council (typically, the Lake Center Administrator or Foundation Executive Director or whomever the College designates).

B. Powers and Duties

1. To determine and manage the business, events and other activities of LCFMC.
2. To approve appointments of Council members and elect or fill vacancies by appointment of Council officers.
3. To set the time and place of regular meetings of the Council in accordance with the Brown Act.
4. To prepare an annual budget in May of each year which shall be submitted to the Foundation for review and approval.
5. To recommend to the Foundation's Finance Committee how the funds raised by LCFMC from its activities are to be utilized.
6. To submit quarterly written reports to the Foundation which outline the LCFMC activities, membership and finances.

C. Manner of Selection

There shall be a nominating committee composed of the officers of the Council and the Foundation Board member appointed to the Council which shall recommend to the Council for approval all new Council members; with the exception that the first slate of nominees to the Council at the first (formation) meeting of LCFMC shall only require the recommendation of the Foundation Board designated member.

D. Meetings – Quorum

The Council shall have regular meetings at least quarterly and may have special meetings as necessary upon the call of the Chairperson and with adequate notice to all members of the Council. The presence of a majority of its current membership shall constitute a quorum and a majority vote of those members present shall be required to take any action. There shall be no voting by proxy or other indirect representation.

V. Officers of Council

A. The officers of the Council shall consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer.

B. The duties of the officers shall be as follows:

1. The Chairperson shall preside over meetings of the Council and shall be its official representative in the conduct of the affairs and activities of the LCFMC and may appoint appropriate committees of a standing or ad hoc nature as needed.

2. The Vice-Chairperson shall assume the duties of the Chairperson in his or her absence.
 3. The Secretary shall keep Council membership records, record meeting attendance and minutes of meetings and perform other tasks as usually pertain to the office of Secretary.
 4. The Treasurer shall maintain custody of all funds of LCFMC and account for such funds until such time as said funds are deposited into the designated Foundation account for LCFMC funds, and perform other tasks as usually pertain to the office of Treasurer.
- C. The election of officers shall take place at the first formation/organizational meeting of the Council and thereafter at its first regular meeting of each calendar year.

VI. Finances

All funds that are raised or received by LCFMC from its activities or otherwise shall, as soon as practical in the normal course of business, be deposited by the Treasurer in the designated account for said funds with the Foundation. The LCFMC shall have no authority to disburse funds except to the designated account at the Foundation. All disbursements shall require the signature of the Treasurer and the Chairperson. Once funds have been transferred from LCFMC to the Foundation, the Foundation shall be the custodian of said funds and shall be responsible for their accounting and final disbursement. All purchase orders generated by LCFMC shall be forwarded to the Foundation for processing.

The LCFMC shall operate on a fiscal year which is July 1 through June 30.

VII. Amendments

These Bylaws may be amended by the Council at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment is given to each member at least ten (10) days before such meeting. All amendments shall be approved by the Foundation.

These Bylaws were duly adopted by the Governing Council of LCFMC as prescribed above on the 7th day of September, 2011.

These Bylaws were approved by the Foundation on June 7, 2011.

Appendix J



BOARD POLICY

No. 316

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

ACCREDITATION

The Board of Trustees delegates to the Superintendent/President the responsibility to comply with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges of the Western Association of Schools and Colleges, as well as organizations related to specific District programs that seek special accreditation.

The Superintendent/President shall ensure that the Board is involved in the accreditation processes for which Board participation is required.

The Superintendent/President shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Reference: Accreditation Eligibility Requirement 20, Standard IV A.4.

Adopted: November 5, 2008

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