

**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, February 1, 2012, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

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

<i>Board Members</i>	President	Joel Clark	absent
	Vice President	Paul Ubelhart	present
	Clerk	John Tomkins	present
	Trustee	Edward Haynes	present
	Trustee	Joan M. Eriksen	present
	Trustee	Janet Chaniot	present
	Trustee	Dave Geck	present
	Student Trustee	Jennifer Evans	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

Constituent Academic Senate John Koetzner, President

Representatives Classified Senate Larry Lang, President

Management/Supervisory/Confidentia Sue Goff, President

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Public Comments There were no comments from the public.

Agenda Approval M/S/C (Chaniot/Geck) To approve the agenda as amended. Closed Session was removed from the agenda.

Minutes Approval M/S/C (Tomkins/Haynes) To approve the minutes of the regular meeting held on January 11, 2012 as submitted.

CONSENT AGENDA

M/S/C (Tomkins/Eriksen) 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 Short-Term Employees as presented at the meeting.

Employment Part-Time Faculty *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the list of Part-Time Faculty for the Spring 2012 Semester as presented at the meeting.

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

Resignation/ Retirement - Classified *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Leslie Humphrey effective December 30, 2012.

Other Items

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

Quarterly Fiscal Status Report *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the quarterly fiscal status report as submitted.

Donation of Solar Equipment *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donation of solar equipment from Gaia Energy Systems.

Donation of Automobile RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donation of a 2000 Honda Civic from Robert Hamilton.

ACTION ITEMS

Board Policy Manual Revisions Superintendent/President Lehner commented on the time and work that has gone into this policy and procedure regarding prevention of workplace violence. She reminded the Board that the policy is presented for their review and approval but the procedure is presented as information only.

One Trustee questioned the wording in the last sentence in the first paragraph regarding the reporting of criminal behavior.

M/S/C (Tomkins/) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve new Policy 322 Prevention of Workplace Violence as submitted and allowing for the Superintendent/President to revise the wording in the last sentence of the first paragraph.

There was no second and the motion failed. The Superintendent/President will revise the wording and the policy will come to the next meeting for adoption.

Library/Learning Center – Change Order No. 14 M/S/C (Chaniot/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 14 for the Library/Learning Center project to Midstate Construction in the amount of \$45,691.

Lake County Center – Change Order No. 2 VP Perryman reminded the Board that an added cost on this job of around \$100,000 will be offset by a savings of about \$300,000.

M/S/C (Haynes/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 2 for the Lake County Center project to Wright Contracting in the amount of <\$58,838.>

INFORMATIONAL REPORTS

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

- Program review documents will be completed online this year.
- Staff are continuing to do work on restructuring of the Trustee Areas. A meeting of the Board's Ad Hoc subcommittee will be scheduled soon.
- The Student Success Task Force report will be a topic for the Feb 15th Board workshop.

Education and Student Services Report A written report was submitted by Meridith Randall, Vice President of Education and Student Services. The following was offered in addition:

- Vice President Randall mentioned several upcoming events.

Administrative Services Report A written report was submitted by Larry Perryman, Vice President of Administrative Services.

Measure W Bond Report The Quarterly Bond report was submitted by Larry Perryman, Vice President of Administrative Services.

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

Constituents Report No written reports were submitted. Oral reports were given by John Koetzner and Sue Goff.

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

Financial Aid Update **PRESENTATION – TIME CERTAIN ITEM 6:00 PM**
Assistant Dean Jacque Bradley gave a PowerPoint presentation on Financial Aid.

Trustee Reports **TRUSTEE COMMUNICATION**
A written report was submitted by Trustees Ubelhart and Eriksen. Oral reports were given by Trustees Chaniot, Tomkins, and Ubelhart.

Trustee Eriksen commented on Leslie Humphrey's retirement.

Future Agenda Items

- Trustee areas
- Recommendations from Trustee Chaniot's sub-committee of CCCT to improve relationships between K12 boards, county office of education boards, and community college boards.

ADJOURNMENT M/S/C (Haynes/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:15 PM.

Submitted by:

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