

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

**GENERAL MATTERS**

*Call To Order* Trustee Chaniot, Board President, called the meeting to order at 5:07 PM.

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

*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 (absent)

*Representatives* Classified Senate Larry Lang, President (absent)

Management/Supervisory/Confidential Sue Goff, Vice President

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*Public Comments* Trustee Ubelhart shared a newspaper article from The Willits News.

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

*Minutes/Approval* M/S/C (Tomkins/Eriksen) To approve the minutes of the regular meeting held on December 8, 2010 as submitted.

**ANNUAL ORGANIZATIONAL MEETING**

*Board Officers* At the December organizational meeting, the Board tabled the election of officers to the January meeting. Trustees Ubelhart and Clark had been nominated for Board President.

Trustee Ubelhart withdrew as a candidate for President.

M/S/C (Tomkins/Haynes) RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby elect the following officers for 2011: President, Trustee Clark, Vice President, Trustee Ubelhart, Clerk, Trustee Haynes, Secretary, Kathryn G. Lehner, Superintendent/President

Trustee Clark began presiding over the meeting.

*Organizational Meeting*

There was a suggestion that on future agendas Closed Session take place at the beginning and that the meeting begin at 4:30 PM. This would allow for the Board to learn of any issues on the agenda prior to the meeting.

M/S (Clark/Geck) RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby direct the Board Secretary to place Closed Session at the beginning of the meeting.

Discussion:

- The Board President and the Superintendent/President can determine if it is necessary to hold Closed Session at the beginning when needed.
- There can be timing issues with holding Closed Session at the beginning. Staff and the public could be waiting for the meeting to start.
- If necessary, closed Session can be split.

Following discussion, Trustee Clark withdrew the motion and acknowledged that the Superintendent/President in consultation with the Board President will use their discretion to place the Closed Session at the beginning of the meeting when necessary.

*Public Hearing on Transfer of Categorical Funds*

No public comments were received.  
Public Hearing was closed at 5:19 PM.

**Consent Agenda**

M/S/C (Geck/Chaniot) To approve the Consent Agenda as amended. Items 4.2 Nonresident Tuition Fee and 4.3 Transfer of Categorical Funds were removed.

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.

*Part-Time Faculty*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Part-Time Faculty as presented at the meeting.

*Volunteers*

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

*Contract Revisions, MLCCCBU/SEIU*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the tentative agreement dated 12/13/10 between the District and MLCCCBU/SEIU-Local 1021 and the two side letters dated 6/11/09 and 12/14/09 as submitted.

*Salary and Benefit Agreement 2010-11 – M/S/C*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the 2010-11 Salary and Benefit Agreement for Management, Supervisory and Confidential Employees as submitted.

*Contract Amendment- Vice-Presidents* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby eliminate the 4% salary reduction on 1/1/11 for the Vice President of Administrative Services and the Vice President of Education and Student Services.

*Contract Amendment - Superintendent/President* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby eliminate the 4% salary reduction on 1/1/11 for the Superintendent/President.

*2010-11 Collective Bargaining Reopeners, MPFA* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby present the District's 2010-11 collective bargaining proposal to the Mendocino College Part-Time Faculty Association and directs the Superintendent/President to receive related public comments for the next 10 days, and directs its representatives to begin negotiations after that time.

**Other Items**

*Fiscal Report as of November 30, 2010* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.

*Proposed 2011-12 Nonresident Tuition Fee* This item was removed from the Consent Agenda to discuss the contiguous districts' fees.

M/S/C (Tomkins/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2011-12 nonresident tuition fee of \$195.

*Transfer of Categorical Funds* This item was removed from the Consent Agenda to explain matriculation.

M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the proposed transfer of \$1,000 from the Part-time Faculty Compensation allocation to the Matriculation categorical program.

*Contracts and Agreements* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as presented.

*Award of Bid – High Voltage Site Electrical Upgrade* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby award the High Voltage Site Electrical Upgrade project to Ukiah Electric in the amount of \$205,486.

*Budget Parameters 2011-12* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2011-12 Budget Parameters as presented.

**Action Items**

*Resolution 01-11-* Vice President Perryman reported that a response was received from the Public

*01 Negative Declaration and Approval of the Willits Center Project* Utility Commission regarding upgrades needed to the railroad tracks near the new Willits site. He commented that although it was not a required part of the report, it was addressed.

M/S/C (Tomkins/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 01-11-01 approving the Initial Study/Negative Declaration and Approval of the Willits Center Project for the property at 100 North Lenore Avenue in the City of Willits, CA.

Roll Call Vote: Trustees Haynes, Tomkins, Eriksen, Chaniot, Ubelhart, Geck, Clark – yes.

*Library/Learning Center – Change Order No. 4* M/S/C (Eriksen/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 4 for the Library/Learning Center project to Midstate Construction to increase the contract time by nine (9) days.

*Board Policy Revisions Policy 502 and Policy 703* M/S/C (Chaniot/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revisions to Policy 502 Admission, Enrollment, and Attendance.

M/S (Tomkins/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revised Policy 703 Employment/Termination of Short-Term and Substitute Employees.

Following discussion, Trustee Tomkins withdrew the motion and the policy will be brought forward at a future meeting after review by staff with college counsel on some of the wording.

### **Informational Reports**

*President's Report* An written report was submitted by Superintendent/President Lehner.

*Education and Student Services Report* A written report was submitted by Meridith Randall, Vice President of Education and Student Services.

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

- The Governor's budget as presented contains \$400 million in cuts to community colleges for 2011-12 and an increase in enrollment fees for students from \$26 per unit to \$36 per unit. No mid-year cuts to 2010-11 were included. Details are still to be worked out.

*Constituents Report* There were no written or oral reports.

### **Trustee Communication**

*Trustee Reports* There were no written reports. Oral reports were given by Trustees Chaniot, Ubelhart, Eriksen, and Tomkins.

Trustees expressed their appreciation to Trustee Chaniot for her two years as Board President.

*Ad Hoc Committee Appointment* Trustees Haynes, Chaniot, Eriksen were appointed to an ad hoc committee to discuss possible revisions to Policy 209 Trustee Compensation. Trustee Haynes will serve as chair.

*Future Agenda Items* Items for the February workshop were discussed with minor changes agreed upon. Review of the Mission/Vision/Values and Goals will be placed on the May workshop agenda. Planning and Budgeting Committee (PBC) members will be invited to the February workshop to discuss visioning with the Board.

Items agreed upon for future agendas:

- When possible - Presentation on Title III Grant
- February regular meeting - Policy 321 Weapons On Campus (have Law Enforcement speak to the issue and also have campus security present for the discussion)
- Policy 204 Organization (discuss selection process for board officers – possibly appoint subcommittee)

**CLOSED SESSION**

The Board of Trustees adjourned to Closed Session at 6:34 PM.

Board President Clark announced that no action will be taken in Closed Session and that both items on the agenda will be discussed.

*ADJOURNMENT* M/S/C (Tomkins/Chaniot)RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adjourns the meeting at 7:10 PM.

Submitted by:

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