

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, October 12, 2011, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

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

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

Secretary Kathy Lehner, Superintendent/President

Support Staff Gwen Chapman, Executive Assistant II Superintendent/President

Staff Representatives Meridith Randall, Vice President of Education and Student Services
Larry Perryman, Vice President of Administrative Services

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| <i>Constituent Representatives</i> | Academic Senate | John Koetzner, President |
| | Classified Senate | Larry Lang, President |
| | Management/Supervisory/Confidentia | Sue Goff, President |

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

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

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

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

CONSENT AGENDA

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

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

Personnel

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

Other Items

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

*Facilities
Renovation and
Repair Grant*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve Resolution 10-11-01 California Department of Education Contract Number CPRM-1037 in the amount of \$18,000.

ACTION ITEMS

*Library/Learning
Center – Change
Order No. 11*

M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 11 for the Library/Learning Center project to Midstate Construction in the amount of \$39,151.

Trustee Haynes requested and received further information on the change listed as item 11.5 Revise Ramp. The decisions to replace the ramp with stairs was because of the steepness of the grade and the length of the ramp.

INFORMATIONAL REPORTS

President's Report

A written report was not submitted. Superintendent/President Lehner reminded Trustees of the following:

- The two strategic planning sessions are scheduled for October 14 and 28. The first session will be a review of the Mission/Vision/Goals and the second will be to write an action plan of what can be accomplished this year.
- A Candidates Night will take place Monday at the Civic Center at 6 PM.

*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 commented on the retirement of faculty member Susan Janssen stating that she is an excellent teacher and will be missed.
- The Spring 2012 schedule will be available on WebAdvisor on October 17. The Deans and Staff have done an excellent job of scheduling with the limited budget.
- Vice President Randall talked briefly about the difficulty of cutting classes from the schedule. She stated that approved programs are what guides which classes to offer and some programs need updating. Some classes may be added back when programs are updated. There is also legislation which is making a push to give priority registration to students who are making progress toward a degree.

*Administrative
Services Report*

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

*Measure W
Bond Report*

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

- Vice President Perryman gave further information on the process for reallocation of bond funds. A previous reallocation was done in order to put more funds toward the completion of the library because there were no matching funds from the State as was originally included in the budget.

*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. The following oral report was given:

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

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

Computer Science Program **PRESENTATION – TIME CERTAIN ITEM 6:00 PM**
Sue Goff introduced Jeff Bergamini, full-time faculty in Computer Science.

Instructor Begamini gave a presentation on Mendocino College's Computer Science Program including new classes, transfer classes and certificates, and employment trends.

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

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

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

Future Agenda Items

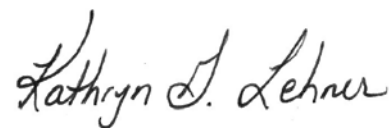
- Board general discussion on the reduction of classes.
- Consolidating County libraries with College libraries.

CLOSED SESSION

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

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

Submitted by:



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