

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

Wednesday, February 2, 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 Chair. Trustees may ask questions of the speaker for clarification but will not generally discuss items that are not on the agenda. If appropriate, they may 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

2.1 Approval of Minutes: Regular Meeting held on January 12, 2011

3 & 4 CONSENT AGENDA

3. Personnel

3.1 Employment – Short-Term Employees

A list of short-term employees is submitted for approval

3.2 Employment – Part-Time Faculty

A list of part-time faculty is submitted for approval

3.3 Volunteers

A list of volunteers is submitted for approval

3.4 Reassignment - Classified

Recommendation to ratify the reassignment of Lisa Lunde to Career and Transfer Center Specialist

4. Other Items

4.1 Fiscal Report as of December 31, 2011

Submitted for acceptance

4.2 Quarterly Fiscal Status Report – AB 2910

Recommendation to approve the quarterly fiscal status report

4.3 Maintenance/Warehouse - Acceptance

Recommendation to accept the Maintenance/Warehouse project from Midstate Construction

5. ACTION ITEMS

5.1 Resolution 02-11-01 Acceptance of Deed

Acceptance of the Grant Deed for Willits property

5.2 Library/Learning Center – Change Order No. 5

Recommendation to ratify Change Order No. 5 in the amount of \$11,317

5.3 Board Policy 703 Employment of Short-Term and Substitute Employees

Recommendation to approve the revised policy

5.4 Board Policy 321 Weapons Prohibited on Campus

Discussion of Policy 321 pertaining to concealed weapons permits

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 Administrative Services Department informational report
- 6.3.2 Quarterly Bond Report is presented as information

6.4 Mendocino College Foundation, Inc.

Report on the monthly activities of the Foundation

6.5 Constituents Reports

A written report from the Student Senate and the Academic Senate is submitted as information

6.6 Health Benefits Report

Submitted as information

7. TRUSTEE COMMUNICATIONS

7.1 Trustee Communication

7.1.1 Trustees report on the monthly activities of the Board of Trustees on behalf of the District

7.1.2 Reports from the Chairs of the Board Subcommittees

7.2 Future agenda items

8. CLOSED SESSION

8.1 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(a) 1 case

Case names unspecified: Disclosure would jeopardize existing settlement negotiations

8.2 Collective Bargaining/Meet and Confer - GC 54957.6

Designated Representatives: Lehner, Randall, Perryman, Chaty

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

9. ADJOURNMENT

ADA Compliance: Persons with disabilities needing assistance, please notify the Superintendent/President's Office at 468-3071 no later than 24 hours prior to the scheduled meeting. Meetings are held in locations which are wheelchair accessible.

Agenda Packet and Supporting Documents Notice: The agenda packet and supporting materials can be viewed in the President's Office, Room 1070, Mendocino College, 1000 Hensley Creek Road, Ukiah CA or on the College's website at www.mendocino.edu.

Future Board Meetings: Workshop: February 9, 2011, 9:00 AM – 3:00 PM, Ukiah Campus, Room 1060
Regular Meeting: March 2, 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, 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 Representatives Meridith Randall, Vice President of Education and Student Services
Larry Perryman, Vice President of Administrative Services

<i>Constituent Representatives</i>	Academic Senate	John Koetzner, President (absent)
	Classified Senate	Larry Lang, President (absent)
	Management/Supervisory/Confidential	Sue Goff, Vice President

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 01-11-01 Negative Declaration and Approval of the Willits Center Project

Vice President Perryman reported that a response was received from the Public 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

ITEM NO: 3.1
DATE: February 2, 2011

SUBJECT: EMPLOYMENT – SHORT-TERM EMPLOYEES

SYNOPSIS:

Approval of employment of short-term employees is requested.

RECOMMENDATION:

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

ANALYSIS:

Education Code 88003 authorizes a governing board to hire short-term (temporary, hourly) employees for less than 75% of a school year, up to 195 days. These employees are not considered to be part of the classified staff.

Education Code 70902(d) permits a governing board to adopt a rule delegating the authority to hire short-term employees to the Superintendent/President, or designee. This district has adopted such a rule in Policy No. 703.

EC 88003 was amended to require districts to specify at a regularly scheduled Board meeting the service to be performed, as well as the start and end dates of the service.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby ratifies the list of short-term employees as presented.

Short Term Temporary Employees

(Individual assignments may not exceed 194 days within the start and end dates)

Last Name	First Name	Position	Department	Start Date	End Date
Baraja	Carina	Associate Teacher sub	Child Development	1/24/2011	6/30/2011
Gonzales	Esperanza	Assistant Teacher	Child Development	1/24/2011	6/30/2011
Rodgers	Grace	Assistant Teacher	Child Development	1/24/2011	6/30/2011
Ruiz	Jovita	Assistant Teacher	Child Development	1/24/2011	6/30/2011
Sanchez	Jacqueline	AsstCoach W Basketball	Athletics	10/15/2010	6/30/2011

ITEM NO: 3.2
DATE: February 2, 2011

SUBJECT: EMPLOYMENT - PART-TIME FACULTY

SYNOPSIS:

Employment of Part-Time Faculty for the Spring Semester, 2011

RECOMMENDATION:

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

ANALYSIS:

The Deans recommend employment of the Part-Time Faculty included on the attached list. Each individual meets the state-mandated qualifications or the District's equivalency policy for the assignment or possesses a valid, applicable credential.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the attached list of Part-Time Faculty for the Spring Semester, 2011.

Part-Time Faculty Spring 2011

Name	Position	Location	Date Submitted
Bell, Kenneth	Automotive Technology Instructor	Ukiah	1/25/2011
Cavanaugh, Karen	Business Office Technology Instructor	Ukiah	1/25/2011
Davis, Esther	Child Development Instructor	Ukiah	1/25/2011
Hogan, Dennis	Mathematics Instructor	Willits	1/25/2011
Horiguchi, Jaclyn	Physical Ed - General Instructor	Ukiah	1/25/2011
Huff, Shane	Physical Ed - Soccer Coach	Ukiah	1/25/2011
Monlux, Elizabeth	Child Development Instructor	Ukiah	1/25/2011
Norbury, Billy	Wood Instructor	Ukiah	1/25/2011
Rhodes, Naomi	Physical Ed - General Instructor	Ukiah	1/25/2011
Shaw, Wayne	Speech Instructor	Willits	1/25/2011
Timmen, Melissa	English Instructor	Ukiah	1/25/2011
Tomlinson, John	Theatre Arts - Acting Instructor	Lake Center	1/25/2011
Woskow, Cyndi	Business Office Technology Instructor	Ukiah	1/25/2011
Zhang, Min	Mathematics Instructor	Ukiah	1/25/2011

SUBJECT: VOLUNTEERS

SYNOPSIS:

Approval of volunteers.

RECOMMENDATION:

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

ANALYSIS:

Individuals may volunteer their services to the District, but only authorized volunteers approved by the administration and the Governing Board are entitled to workers' compensation benefits. No volunteers are agents of the District. (Labor Code 3364.5; Board Policy No. 702) The following volunteers approved by the administration are recommended for Board approval:

Name	Assignment
Dane Abernathy, Memory Ware	Assist Director of Admissions & Records with VA certifications
Jean Goulart	Classroom experience as part of Master's program

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby approves the list of volunteers as presented.

ITEM NO: 3.4
DATE: February 2, 2011

SUBJECT: REASSIGNMENT - CLASSIFIED

SYNOPSIS:

Reassignment – Lisa Lunde

RECOMMENDATION:

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

ANALYSIS:

Lisa Lunde, Public Information/Marketing Assistant, has agreed to a reassignment to the vacant Career and Transfer Center Specialist position pursuant to Section 14.3.1 of the classified collective bargaining agreement.

With the current restructuring of jobs due to budget reductions, including the downsizing of the Community Extension program which this position helped coordinate, the Public Information/Marketing Assistant position was no longer needed for 10 months/year, 32 hours/week. However, there was a vacancy for Career and Transfer Center Specialist which needed to be filled because it was the only support position in the program. A temporary employee had been working for the program to allow the possibility of a future transfer or reassignment of a Classified employee. Because the position has a similar skill set and the same pay range as Public Information/Marketing Assistant, a reassignment to that position for Lisa Lunde was agreed to.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the reassignment of Lisa Lunde to Career and Transfer Center Specialist, 35 hours/week, 11 months/year, effective March 1, 2011, and the elimination of the Public Information/Marketing Assistant position.

ITEM NO: 4.1
DATE: February 2, 2011

SUBJECT: FISCAL REPORT AS OF DECEMBER 31, 2010

SYNOPSIS:

A report on District fiscal data as of December 31, 2010.

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of December 31, 2010 is submitted as information. The Board of Trustees is requested to accept the report.

ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as presented.

Mendocino-Lake Community College District
General Fund
2010/11 Fiscal Report as of December 31, 2010

	2010/11 Working Budget	Year-to-date Actuals	Balance	%
				Rec/Exp
REVENUE				
Beginning Fund Balance	\$3,046,665			
FEDERAL				
Federal Forest Reserve	\$60,000		\$60,000	0%
Federal Work Study	\$51,888	\$10,832	\$41,056	21%
CAMP	402,683	153,845	248,838	38%
HEP	531,620	149,822	381,798	28%
PELL Grant Administration	6,000		6,000	0%
CTEA	249,022	26,815	222,207	11%
ARRA	13,179	13,179	0	100%
Other Federal Revenue	20,000	20,000	0	100%
TOTAL FEDERAL SOURCES	\$1,334,392	\$374,493	\$959,899	28%
STATE				
State General Apportionment	\$11,557,311	\$6,005,899	\$5,551,412	52%
Board of Governors Grant	15,000	10,047	4,953	67%
Basic Skills	201,714	158,514	43,200	79%
Part-time Faculty Office Hours	8,500	1,482	7,018	17%
Part-time Faculty Compensation	57,000	29,804	27,196	52%
Other Categorical Apportionments	398,844	319,235	79,609	80%
TANF	42,022	15,450	26,572	37%
DSPS	275,000	119,242	155,758	43%
CALWORKS	132,194	75,960	56,234	57%
BFAP	164,402	85,489	78,913	52%
Matriculation	142,548	70,418	72,130	49%
EOPS	284,822	135,594	149,228	48%
EOPS CARE	39,838	20,716	19,122	52%
MESA	50,568		50,568	0%
Other Categorical Program Allowances	106,087	46,778	59,309	44%
State Subventions	92,000	10,464	81,536	11%
Lottery	400,000	7,329	392,671	2%
Mandated Cost Reimbursements		2,678	-2,678	
Other State Revenue	609	609	0	100%
TOTAL STATE SOURCES	\$13,968,459	\$7,115,708	\$6,852,751	51%
LOCAL				
Property Taxes	\$5,627,129	\$2,008,046	\$3,619,083	36%
Local Contributions/Grants/Donations	146,700	46,700	100,000	32%
Contract Instructional Services	36,940	16,688	20,252	45%
Rents/Leases (Facilities Use)	13,000	3,086	9,914	24%
Interest	8,000	1,064	6,936	13%
Community Extension	65,000	25,919	39,081	40%
Student Fees	1,018,855	651,016	367,839	64%
Bookstore Commission	60,000	30,392	29,608	51%
Other Local Revenue	208,920	143,005	65,915	68%
TOTAL LOCAL SOURCES	\$7,184,544	\$2,925,917	\$4,258,628	41%
TOTAL REVENUES	\$22,487,395	\$10,416,118	\$12,071,277	46%
TOTAL RESOURCES AVAILABLE	\$25,534,060			
EXPENDITURES				
Certificated Salaries	\$8,359,899	\$4,006,921	\$4,352,978	48%
Classified Salaries	4,838,598	2,359,828	2,478,770	49%
Benefits	5,182,221	2,513,342	2,668,879	48%
Subtotal Personnel Costs	\$18,380,718	\$8,880,091	\$9,500,627	48%
Supplies	\$733,407	\$310,453	\$422,954	42%
Services	2,237,719	960,830	1,276,889	43%
Capital Outlay	158,426	9,482	148,944	6%
Transfers/Other Outgo	791,722	83,986	707,736	11%
TOTAL EXPENDITURES	\$22,301,992	\$10,244,842	\$12,057,150	46%
Ending Fund Balance	\$3,232,068			
TOTAL EXPENDITURES/CONTINGENCY	\$25,534,060			

ITEM NO: 4.2

DATE: February 2, 2011

SUBJECT: QUARTERLY FISCAL STATUS REPORTS - AB 2910

SYNOPSIS:

The State required quarterly report on the District's financial condition is presented for the Board's review.

RECOMMENDATION:

The Superintendent/President recommends review and acceptance of the Quarterly Fiscal Status Report as attached.

ANALYSIS:

In compliance with AB 2910, the Chancellor's Office requires that each community college district complete the attached quarterly fiscal status report. The Superintendent/President and the District Vice-President of Administrative Services are required to certify to the accuracy of the data and present the report to the Board of Trustees quarterly. The Board of Trustees must review the report at a regularly scheduled meeting and enter it into the minutes of the meeting.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the quarterly fiscal status report as presented.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-31 IQ

[VIEW QUARTERLY DATA](#)

[CHANGE THE PERIOD](#)

Fiscal Year: 2010-2011

Quarter Ended: (Q2) Dec 31, 2010

District: (140) MENDOCINO-LAKE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2007-08	Actual 2008-09	Actual 2009-10	Projected 2010-2011
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	19,367,440	20,136,691	19,439,908	19,214,135
A.2	Other Financing Sources (Object 8900)	6,480	14,602	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	19,373,920	20,151,293	19,439,908	19,214,135
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	19,231,534	19,486,847	18,370,306	18,529,279
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	237,916	260,863	895,396	521,548
B.3	Total Unrestricted Expenditures (B.1 + B.2)	19,469,450	19,747,710	19,265,702	19,050,827
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-95,530	403,583	174,206	163,308
D.	Fund Balance, Beginning	2,456,005	2,279,696	2,683,279	2,857,479
D.1	Prior Year Adjustments + (-)	-80,779	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	2,375,226	2,279,696	2,683,279	2,857,479
E.	Fund Balance, Ending (C. + D.2)	2,279,696	2,683,279	2,857,485	3,020,787
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	11.7%	13.6%	14.8%	15.9%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	2,721	3,133	2,931	3,060
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2007-08	2008-09	2009-10	2010-2011
H.1	Cash, excluding borrowed funds		-124,937	2,118,534	2,827,585
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	-360,543	-124,937	2,118,534	2,827,585

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	19,179,755	19,214,135	8,911,655	46.4%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	19,179,755	19,214,135	8,911,655	46.4%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	18,461,825	18,529,279	8,942,254	48.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	527,218	521,548	0	
J.3	Total Unrestricted Expenditures (J.1 + J.2)	18,989,043	19,050,827	8,942,254	46.9%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	190,712	163,308	-30,599	
L	Adjusted Fund Balance, Beginning	2,857,479	2,857,479	2,857,479	
L.1	Fund Balance, Ending (C. + L.2)	3,048,191	3,020,787	2,826,880	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	16.1%	15.9%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: *(If multi-year settlement, provide information for all years covered.)*

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
			Total Cost Increase	% *	Total Cost Increase	% *		
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year?

YES

Next year?

YES

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

Even though our 10/11 budget is balanced, we were only able to do so by holding vacancies open and our employees agreeing to a 4% salary reduction. We continue to backfill our categorical program cuts with the General Fund and project significant financial challenges in the future, especially in 2012/13.

ITEM NO: 4.3
DATE: February 2, 2011

SUBJECT: MAINTENANCE WAREHOUSE - ACCEPTANCE

SYNOPSIS:

Board of Trustees acceptance of the Maintenance/Warehouse and East campus quad project.

RECOMMENDATION:

The Superintendent/President recommends acceptance of the Maintenance/Warehouse and East campus quad from Midstate Construction.

ANALYSIS:

Measure W was approved by the voters of Lake and Mendocino Counties in November 2006. Included in this measure was a project for a new Maintenance/Warehouse building. The project was awarded to Midstate Construction on October 14, 2009.

The project has been completed and Midstate Construction has resolved all outstanding issues.

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby accept the Maintenance/Warehouse project from Midstate Construction.

BEFORE THE GOVERNING BOARD
OF THE
MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

In the Matter of Accepting)
)
Deed for Property)
_____)

R E S O L U T I O N
NO. 02-11-01

WHEREAS, Caicos Investments, Inc, a California corporation (“Grantor”) has agreed to grant to the Mendocino-Lake Community College District certain property, such being more fully described in the Deed, a copy of which is attached hereto as Exhibit A and made a part hereof by reference; and

WHEREAS, in order to record the Deed with the Mendocino County Recorder, Government Code Section 27281 requires that this Board consent to the conveyance of the property to this District; and

WHEREAS, the consent to the conveyance of the property to this District must be evidenced by a certificate of acceptance attached to or printed on the deed.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. All of the recitals set forth above are true and correct.

2. This Board hereby accepts the Deed from the Grantor to the Mendocino-Lake Community College District and consents to the recordation of the same with the Mendocino County Recorder

3. The Secretary of this Board is hereby authorized and directed to execute and record the Certificate of Acceptance which is attached hereto and incorporated by reference herein as Exhibit "B".

The foregoing Resolution was passed and adopted upon motion of Trustee _____, seconded by Trustee _____, at a regular meeting of the Governing Board of the Mendocino-Lake Community College District on February 2, 2011, by the following vote:

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

AYES: _____ NOES: _____ ABSENT/NOT VOTING: _____

I hereby certify the foregoing to be a full, true, and correct resolution duly adopted by the Governing Board of the Mendocino-Lake Community College District.

President

So Certified:

Secretary of the Board

RECORDING REQUESTED BY
First American Title Company

AND WHEN RECORDED MAIL DOCUMENT TO:
Mendocino-Lake Community College District
1000 Hensley Creek Road
Ukiah, CA 95482
Attention: Mike Adams

Space Above This Line for Recorder's Use Only

A.P.N.: 005-130-21-00

File No.: 4909-3118793 (DM)

GRANT DEED

The Undersigned Grantor(s) Declare(s): DOCUMENTARY TRANSFER TAX \$; CITY TRANSFER TAX \$;
SURVEY MONUMENT FEE \$

- computed on the consideration or full value of property conveyed, OR
 computed on the consideration or full value less value of liens and/or encumbrances remaining at time of sale,
 unincorporated area; City of **Willits**, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **CAICOS INVESTMENTS, INC., A CALIFORNIA CORPORATION**

hereby GRANTS to **Mendocino-Lake Community College District**

the following described property in the City of **Willits**, County of **Mendocino**, State of **California**:

PARCEL 3, AS NUMBERED AND DESIGNATED UPON THE MAP ENTITLED, "PARCEL MAP OF M.L.D. #93-03", IN THE CITY OF WILLITS, COUNTY OF MENDOCINO, STATE OF CALIFORNIA, BEING A PORTION OF PARCEL ONE, MAP CASE 2, DRAWER 18, PAGE 4, MENDOCINO COUNTY RECORDS, AND BEING A PORTION OF SECTION 18, TOWNSHIP 18 NORTH, RANGE 13 WEST, MOUNT DIABLO BASE AND MERIDIAN, FILED DECEMBER 27, 1994 IN MAP CASE 2, DRAWER 59, PAGE 99, MENDOCINO COUNTY RECORDS.

EXCEPTING THEREFROM "ALL OIL, GAS AND OTHER MINERALS ON OR UNDER THE SURFACE OF SAID LANDS, TOGETHER WITH ALL RIGHTS OF INGRESS, EGRESS AND SUCH POSSESSION AS MAY BE NECESSARY FOR THE COMPLETE ENJOYMENT OF THE RIGHTS THEREIN RESERVED, BEING RESPONSIBLE FOR ALL DAMAGES CAUSED THEREBY" AS RESERVED IN THE DEED FROM PACIFIC SLOPE LUMBER, INC., A CALIFORNIA CORPORATION, TO JACK W. COCHRAN, ET AL, RECORDED NOVEMBER 2, 1950 IN BOOK 282 OFFICIAL RECORDS, PAGE 102, MENDOCINO COUNTY RECORDS.

Grant Deed - continued

Date: **01/25/2011**

A.P.N.: 005-130-21-00

File No.: 4909-3118793 (DM)

Dated: 01/25/2011

Caicos Investments Inc.

By: _____

STATE OF _____)SS
COUNTY OF _____)

On _____, before me, _____, Notary Public, personally appeared _____

_____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

My Commission Expires: _____

This area for official notarial seal

Notary Name: _____

Notary Phone: _____

Notary Registration Number: _____

County of Principal Place of Business: _____

EXHIBIT B

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the Deed from Caicos Investments, Inc. is hereby accepted by the undersigned officer on behalf of the Governing Board of the Mendocino-Lake Community College District pursuant to the authority conferred by the Resolution of the Governing Board adopted on _____, 2011, and the Governing Board consents to recordation by its duly authorized officer.

Mendocino-Lake Community College District

By: _____

Dated: _____

SUBJECT: LIBRARY/LEARNING CENTER – CHANGE ORDER NO. 5

SYNOPSIS:

Board of Trustees ratification of Change Order No. 5 for the Library/Learning Center project to Midstate Construction.

RECOMMENDATION:

The Superintendent/President recommends approval of this Change Order for the Library/Learning Center project.

ANALYSIS:

Measure W was approved by the voters of Lake and Mendocino Counties in November 2006. Included in this measure was a Library/Learning Center project. The project was awarded to Midstate Construction in the amount of \$14,989,000.

Change Orders No. 1 through 4 were approved by the Board of Trustees in prior board action totaling \$147,607. The current adjusted contract is \$15,136,607.

5.1	Reroute drain line in footing between Grid line 1 & 2 (COP 12) Reason: Existing sub-drain line conflicted with footings. Requested by: Structural Engineer	Add	\$6,984
5.2	Revision associated with DSA approval and Addenda (COP 005/COP 14R1) Reason: Required changes by DSA Requested by: DSA	Add	\$4,333
5.3	Time extension of 12 days due to weather (COP 023) Reason: Inclement weather impacted schedule Requested by: Contractor	Add	12 days

New completion date: 5/26/2012

TOTAL CHANGE ORDER NO. 5 \$11,317

New contract price \$15,147,924

Total percent of Change Order No. 5 = .008%

Total all changes = 1.06%

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby ratify Change Order No. 5 for the Library/Learning Center project to Midstate Construction in the amount of \$11,317 and add 12 additional days to the contract.

SUBJECT: BOARD POLICY REVISION
Policy 703 Employment of Short-Term and Substitute Employees

SYNOPSIS:

Revised Board policies presented for discussion/action - SECOND reading

RECOMMENDATION:

The Superintendent/President recommends approval of the revised Policy 703.

ANALYSIS:

As part of the ongoing effort to revise all policies in the Board Policy Manual, revised policies are submitted for Board consideration.

Revision to Policy 703 Employment of Short-Term and Substitute Employees: This policy has been revised to include authorization to the Superintendent/President to terminate an employee. This is more of a “housekeeping” issue than a change. Board Policy 207, Delegation of Authority, empowers the Superintendent/President to act on behalf of the Board. College Counsel suggested the revision to this Policy for clarity.

At the January board meeting, Trustees asked staff to research with college counsel the phrase “for any reason” in the next to the last paragraph. This was done and College Counsel suggested removing the phrase as the sentence still conveyed the intended meaning.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Policy 703 employment of Short-Term and Substitute Employees as presented.



BOARD POLICY

No. 703

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

EMPLOYMENT/~~TERMINATION~~ OF SHORT-TERM AND SUBSTITUTE EMPLOYEES

The Mendocino-Lake Community College District employs short-term and substitute employees, including student employees, on a temporary, hourly basis. These employees ~~shall~~ **are not be** a part of the classified service.

The Board of Trustees hereby directs the Superintendent/President, or designee, to approve the employment of short-term, substitute employees in accordance with Education Code 88003.

~~Salary schedules for short term and substitute employees will be determined by the Superintendent/President and revised as needed.~~

A list of short-term and substitute employees indicating the service to be performed, as well as the dates of service, will be presented for ratification at a regularly scheduled Board meeting.

Short-term and substitute employees may be terminated at any time ~~for any reason~~ by the Superintendent/President.

Salary schedules for short-term and substitute employees will be determined by the Superintendent/President and revised as needed.

Education Code Section 88003

ITEM NO. 5.4
DATE: February 2, 2011

SUBJECT: BOARD POLICY DISCUSSION AND POSSIBLE REVISION
Policy 321 Weapons on Campus

SYNOPSIS:

Board policy presented for discussion and possible action

ANALYSIS:

Board Policy 321 Weapons Prohibited on Campus was adopted by the Board of Trustees at a regular meeting on December 9, 2009.

Trustee Haynes and Tomkins voted no, in part due to an objection to the wording in the policy prohibiting concealed weapons on campus by those who possess a concealed weapons permit.

At this meeting, the Board will discuss this issue and allow opportunity for input from Sheriff Tom Allman and college security personnel.

MOTION/ACTION:

To be made at the meeting.



BOARD POLICY

No. 321

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

WEAPONS PROHIBITED ON CAMPUS

All firearms, knives, explosives, tasers, stun guns or any other weapons, or any simulated weapons are prohibited on all District facilities. Prohibited knives include any dirk, dagger, ice pick, switchblade, razor with an unguarded blade or knife with a fixed blade longer than 2 ½ inches.

This prohibition also applies to individuals who possess a concealed weapons permit unless the weapon is an unloaded firearm that is located within the locked trunk of a motor vehicle.

Exceptions:

- A weapon possessed by a District employee that is used for a lawful purpose as an approved part of the employee's job responsibilities.
- A weapon approved by the Vice President of Education and Student Services as instructional equipment.
- A weapon in the possession of a duly appointed law enforcement officer, or a member of the military on official duty or security guards licensed to carry the weapon.
- Any other exception required by law.

Any person who believes that he or she may properly possess a firearm or other weapon on campus or at a District facility shall notify the Superintendent/President or designee prior to bringing the weapon on site.

Reference: Penal Code Sections 626.9 and 626.10

SUBJECT: PRESIDENT'S REPORT

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

ANALYSIS:

ACCCA Budget Conference

On January 14, Eileen, Meridith and I attended the annual Budget Conference in Sacramento sponsored by the Association of California Community College Administrators (ACCCA). There we heard from Chancellor Jack Scott, Vice Chancellor Erik Skinner, LAO staff member Paul Steenhausen and Sacramento Bee columnist Dan Walters. Details of the governor's proposed budget were discussed (see Larry's report) and how they would affect community colleges. The information I took away from that conference was confirmation that our financial woes are far from over and we cannot continue to balance our budget by "nickel and diming" it. As Dan Walters commented, "We cannot continue to keep kicking the can down the road." Major reductions are in store for us.

Effective Trustee Workshop and Legislative Conference

I was able to accompany our newest trustee Dave to the trustee workshop in Sacramento and join new board chair Joel for the board chair session of the workshop. Janet was also there attending the CCCT meeting and facilitating a small group meeting of trustees from the northern California colleges. The four of us gained invaluable information, much of which will be part of our board workshop discussion on February 9.

The Legislative Conference which followed the Effective Trustee Workshop focused on two topics: the state budget and student success. To date, those topics have been only loosely connected, but indications are that future budget allocations to community colleges will in some way be tied to performance and outcomes, not just to number of students enrolled in our classes. *A 2020 Vision for Student Success*, the report written by the Commission on the Future, was used as the focal point for several presentations and panel discussions. Copies were provided to be distributed to state senators and assemblymembers. Now that it has garnered the attention of those in leadership at the state level, we can be assured that we will be asked to show improvement in the areas noted in the report. Hard copies of the report were distributed to the trustees last fall and an electronic version is available at www.cccvision2020.org.

Budget and Planning Concerns

At the spring inservice presentation on January 21, we communicated to our Mendocino College constituents that our best case scenario for 2011-12 is a decrease to our budget of \$910,000. That cut was revised today by Scott Lay to \$945,000, and we added an additional \$60,000 of expenditures to next year to cover the cost of trustee elections. As Larry's report states, this is the best case and will only happen if voters approve budget extensions in June. The natural effect of such news is that faculty, staff and students have personal concerns about how this will affect their jobs and academic programs. The Planning and Budgeting Committee (PBC), the Big 5 budget group and the Board of Trustees have major decisions ahead of them this year. In an effort to keep all constituents informed, I have committed to (doing my best to) issue a weekly informational memo to all employees.

College Connections

Coordinated by counselor Jean Stirling, College Connections is a program designed to give individual students enrolling at Mendocino College for the first time personal attention throughout the semester. Following a format we used a few years ago, faculty, staff and administrators volunteer to make phone calls three times this semester to a maximum of five new students. The intent is just to check in with them to see how they are doing and if there are any issues that we can help them with. Research has shown that retention and success rates increase when students feel they have a personal connection to someone at the college.

Accreditation Teams

At the January meeting of the Accrediting Commission for Community and Junior Colleges (ACCJC), I spoke (via phone) in support of Crafton Hills College's request to be removed from sanction. This may very well be the end of my two and one-half year service as accreditation team chair for Crafton Hills.

In March I will be traveling to Victor Valley College to serve as team chair again. My fingers are crossed that this will be a cleaner accreditation visit and not be the beginning of another three year association. I am fortunate this year to have Dean of Instruction Virginia Guleff serving as team assistant.

As for Mendocino College accreditation, Meridith is busily working on our mid-term report due in March. Since we addressed most of the 2008 recommendations in our progress reports filed in 2009 and 2010, we anticipate that this 2011 mid-term will have no major deficiencies. We are on target to become "proficient" in assessing Student Learning Outcomes (SLO's) and using data for continuous improvement by the year 2012, as required by ACCJC.

Northern California CEO's

With the upcoming retirement of Diana Van Der Ploeg at Butte College, I am actually the senior Superintendent/President for Northern California. In addition to leading to a whole new set of jokes at the CEO meetings, it also means that I take on a bit more responsibility at the regional level. I will be facilitating one of the general sessions at the Northern California CEO conference in April, as well as picking up some responsibilities for the North State Rural Community College Association. The NSRCCA has been trying for years to get a regional leadership academy started (the North Stars Institute) and they have asked me to take over the lead on this project. While I am honored to work with/for the northern California CEO's, I am committed to spending the time necessary to solve the financial and organizational issues here at Mendocino College. My responsibilities here will always take priority.

Community Connections

- Participated with several local women in the AAUW Budget Committee, which drafted budget recommendations to be consolidated with other AAUW reports and submitted to Governor Jerry Brown.
- Along with trustees Janet and John, and Katie, met with Wally Holbrook, LCOE Superintendent and two of his board members.
- With Katie, visited Cameron Reeves, former Lake County Counsel, and John Robertson, CPA in Lakeport and former Campaign Treasurer for Measure W, to discuss the College and the Foundation.
- Attended Lakeport Rotary Club. Katie and I will be presenting in the next few months at Rotary clubs in Willits, Lakeport and Kelseyville.
- Attended regular meetings and board meetings for both AAUW and Ukiah Rotary.

SUBJECT: EDUCATION AND STUDENT SERVICES REPORT

SYNOPSIS:

This is a report of some of the activities and events that have occurred over the past few weeks.

1. Update on Spring Enrollment

As of 1/26, Spring FTES were up about 3% over last year at the same time, which is good news for being able to earn the growth money that remains in the state budget for 2010-11. In addition, almost \$1 million in financial aid was distributed on the first day of the semester, in plenty of time for students to buy books and supplies. Very few classes have been cancelled on the Ukiah campus, with a few more at the Centers, and Lake in particular has seen an increase in enrollments.

2. Response to LAO (Legislative Analyst's office) Recommendations

Discussion among the deans, faculty and student services staff has begun in anticipation of being asked to respond to the three main LAO recommendations. So far, there seems to be general agreement that placing a cap on units for individual students is a good idea, although 100 units may be too low and not take into account older students returning to retrain or those who need basic skills. There is also interest in considering different registration priorities, particularly the idea of tying priority to meeting with counselors and taking other useful steps that have proven to help students succeed. The third LAO suggestion, which would eliminate repetition of activity classes in PE and the arts, is the most problematic since art, music and theatre majors often benefit from repetition of classes. However, the curriculum could be modified to have progressive courses rather than allowing repetition of the same classes.

3. High School Outreach Plans

A small amount of funding was allocated to Student Services to hire a temp hourly person to coordinate outreach to district high schools this spring, with an eye toward increasing the number of new high school graduates enrolling in Fall 2011. So far, Vanessa Bascherini has coordinated with counselors and others to ensure that we have a strong presence on high school campuses this spring, and is also helping to publicize scholarship opportunities. She will also assist Candie Dickinson in making sure that high school seniors and their parents are aware of the Transfer Fast Track, a program Candie started last year for high-achieving high school graduates who want to complete their programs at Mendocino College quickly and transfer to state universities.

4. Events in February

This month starts off with exciting readings by Roy Kesey and David Vann, two rising young authors, on February 6 in Lakeport and February 7 in Ukiah. Men's and women's basketball continue all month; the men's team is currently undefeated in conference and we are looking forward to making the playoffs for the first time in a while. Baseball and softball also begin and should have fewer cancellations now that the field drainage issues have been resolved. In addition, our new Head Soccer Coach Shane Huff begins work, which will start with heavy recruiting this spring. College staff are also looking forward to the Mendocino County Counselors' Network meeting on campus on February 4 and the return on the same day of our consultants under the BRIC-TAP grant, which provides assistance in using and communicating research data.

SUBJECT: ADMINISTRATIVE SERVICES REPORT

SYNOPSIS: An informational report from the Vice President of Administrative Services

ANALYSIS:

State Budget

The Governor's Budget Proposal reflects a significant cut to community colleges in 2011-12: a \$400 million reduction in base apportionments tied to census date and other reforms, offset by an enrollment fee increase that provides \$110 million in growth funding. It should be made clear that even this bad news is predicated on the successful extension of taxes in order to balance the State Budget and fund the Governor's proposed realignment of services between the state and local governments.

The proposed taxes to be extended for five years are the following: 0.25% surcharge on state income tax and a reduction in dependent deduction; 1¢ increase in sales tax; and 0.5% increase in the vehicle license fee. In order for these increased taxes to be extended for the five years proposed in the Governor's Budget, a two-thirds vote of the Legislature would be required to place this proposal on the ballot. This means that some Republican votes would be needed. Then, if the proposed tax extension measure is successfully placed on the ballot, the voters will decide by majority vote whether the measure is successful. The last time this measure was on the ballot in May 2009 it failed decisively.

Under current law, the temporary taxes expire at the end of this fiscal year. If this happens, the Governor has not specified the additional cuts that would be made, but he has mentioned education along with prisons and public safety as the likely areas for further cuts.

We can hope that the Legislature places the measure on the ballot, and then we can hope that there are enough votes from the electorate for the measure to be a success. But hope is not a sound financial plan. Therefore, our district's financial planning must include two scenarios:

1. Plan for the funding level proposed in the Governor's Budget assuming the taxes are indeed extended.
2. Plan for the estimated \$2 billion decline in Proposition 98 funding that would occur if the taxes are not extended.

We estimate that Scenario 2 above would result in an additional \$220 million reduction to base apportionments, which is 11% of the \$2 billion decline. This is not the worst case scenario, as it is possible that the Legislature could suspend Proposition 98 next year and fund community colleges at an even lower level. But both Scenarios 1 and 2 are what are believed to be reasonable scenarios.

The timeline to get a measure on the June 7, 2011, election ballot would be sometime in early March. Therefore, if the Legislature has not been successful in placing the measure on the June ballot—we will know in early March. If the Legislature is successful in passing a measure to be placed on the June ballot, we will not know the outcome—good or bad—until after the election. But if the tax extension measure is not successful, then more reductions would need to be made to balance the State Budget, and we would expect this to involve a long protracted negotiation and another late State Budget.

ITEM NO: 6.3.2
DATE: February 2, 2011

SUBJECT: REPORT ON MEASURE W BOND IMPLEMENTATION

SYNOPSIS: This report is offered for information.

ANALYSIS:

The Quarterly Bond Report is presented as information. The report can be found at the following website:

http://www.mendocino.edu/tc/pg/5011/quarterly_reports.html

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

The Veterans History Project is gearing up and we have twelve Mendocino College students who have expressed interest in the program. Students and mentors will travel to the homes of World War II veterans and interview them with regard to their experience in the war. The audio recordings will then be compiled and sent to the Library of Congress in Washington, D.C. To date, corporate sponsors include the Mendocino College Foundation and Mendo-Lake Credit Union. Thanks to the generous support of our donors, we will be able to fund an audio technician to produce the recordings and offer a reception to honor all of the veterans.

On Wednesday, January 19th, President Lehner and I spent the day in Lakeport and attended a variety of meetings.

- Met with Lake County Superintendent of Schools, Wally Holbrook, and board members from both the LCOE and Mendocino College boards. The group discussed the Lucerne Hotel and possible partnership opportunities, the development of the Lake Center, specifics of the College's nursing program and the Chancellor's mandate which focuses on transfer, career and technical education and basic skills.
- Met with two very active business individuals from Lake County to gauge their interest in joining the Foundation Board of Directors. Information packets have been sent to them with follow-up phone calls scheduled.
- Attended the Lakeport Rotary meeting and listened to an interesting presentation by Chuck Lamb and Holly Harris regarding "Clark's Island" in Clearlake Oaks, which is an educational eco-park that contains all natural structures and floating islands which will restore the natural vegetation in the area.
- Facilitated a meeting with a group of Lake County residents who are interested in establishing a Lakeport affiliation of the Foundation. The committee agreed to move forward with the formation of the affiliate and call it the Lake County Friends of Mendocino College. A letter of intent will be presented to the Foundation Board at their March 8, 2011 meeting.
- Presented at the Lake Center Part-time Faculty orientation and provided an overview of the Foundation's programs and events.

Kathy and I recently met with the Boosters for the Mendocino College Athletics program to discuss their future plans and/or events.

I volunteered for an hour at the Mendocino College welcome booth on Monday, January 24, 2011. What a great experience; I recommend it highly as a means to really talk with and get to know our students.

I developed two targeted press releases with regard to the scholarship program. One release advertised that scholarship applications are available and the deadline date for submittal is March 1st. The second release encourages any potential scholarship donors to contact us by April 8th in order to include their award in this year's ceremony. Both releases went to all media outlets and our local high schools in Lake and Mendocino counties.

The Foundation is hosting a reception on January 26, 2011 to welcome our six new directors: Chris Dewey, City of Ukiah Public Safety Director; John Goldsmith, Financial Advisor with Wells Fargo Advisors; Tom Allman, Mendocino County Sheriff; Donald McMullen, Attorney At Law; Katherine (Kit) Elliott, Attorney At Law; Brian Carter, Attorney At Law.

On February 5, 2011 the Foundation Board will take part in a dynamic "Board Development" training which will be conducted by Kay Sprinkel Grace, a well known and respected board trainer.

I also presented at the December Academic Senate meeting regarding the Yvonne Sligh Book Voucher program.

We are actively recruiting donors for the Adopt-A-Fifth Grader Program. Our goal is to have one 5th grade student adopted at each elementary school in both Lake and Mendocino counties. Both President Lehner and I are reaching out to our contacts and asking individuals and businesses to consider sponsoring a student for this worthy program. Just think if 14 people gave \$50.00 each or 20 people gave \$35.00 each that's enough to sponsor one student at a school of your choice!

ITEM NO: 6.5
DATE: February 2, 2011

SUBJECT: CONSTITUENT REPORTS

SYNOPSIS:

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

ANALYSIS:

Written reports from the Student Senate and Academic Senate are submitted. Oral reports may be given at the meeting.

Student Senate Report

- A hat and glove drive will be held and donations will be taken to Plowshares and other organizations.
- ASMC will participate in the grand opening of the Ukiah skate park.
- A Welcome Back BBQ will be held on Feb. 3rd.
- A special election will be held Feb. 9-10 to fill vacant Student Senate positions.

Academic Senate Report - Submitted by John Koetzner, Academic Senate President
Faculty had 2 1/2 hours of in-service training on technology on the afternoon of January 21st.
Faculty were introduced to the following:

1. The new Mendocino College Library online catalog, which is linked on the campus web page under the For Students and the Faculty & Staff links, is located at <http://library.mendocino.edu>. The new catalog has features that allow students, faculty and staff to do a shelf browse, renew materials online, and has better overall search features that meet the demands of a 21st century library. Students can use their Webadvisor ID to see their accounts from home and check their accounts.
2. Faculty were given an overview of the new Mendocino College Portal located at <https://portal.mendocino.edu> by John Koetzner, John Loucks and Karen Christopherson. Details of what the portal could do for communication internally was covered as well as the different features for creating faculty sites that enrolled students will be able to access beginning in fall 2011. Additionally, faculty were given a preview of new SharePoint sites that will replace the current ones for public web pages similar to the ones that are currently used under the faculty directory.
3. Faculty were given an overview and hands-on training practice with CurricuNet. Because many course outlines need to be updated, and new course proposals go through this web interface, it was important for all faculty to have this practice which was presented by Rose Bell. Additionally, Program Review will be automated this year through a Curricunet interface, so the training will facilitate faculty in being better prepared for using CurricuNet in the spring for that purpose.

ITEM NO: 6.6
DATE: February 2, 2011

SUBJECT: HEALTH BENEFITS

SYNOPSIS: Status of the Health Benefit Fund

RECOMMENDATION: Informational report

ANALYSIS:

For the first six months of 2010/11, 7/1/10-12/31/10, the health benefit cost per participant was \$1,672.39 per month, while the budgeted rate was \$1760 per participant.

In comparison:

- For the same time period in 2009/10 (7/1/10 – 12/31/10) the monthly cost per participant was \$1,794.95.
- For the last consecutive twelve months (1/31/10-12/31/10), the monthly cost per participant was \$1,714.66.

SUBJECT: TRUSTEES' REPORTS

SYNOPSIS:

Activities of the Trustees are offered as information

ANALYSIS:

Paul Ubelhart

- In-service on Friday Jan 21, 2011
- Girls Basket ball game on Jan 19, 2011 (they lost a close game)
- Welcoming New Foundation Directors activity Jan 25, 2011 at Parducci Wine Cellars (Great idea an opportunity to socialize) .

Joan Eriksen

I. I attended

A. The reception for the new Foundation members during which I met the new members and spoke with some former Foundation members and administrators, and with Dr. Lowery, former MC S/P;

B. The Savings Bank annual luncheon meeting;

C. The Ukiah High Alumni Distinguished Graduate committee meeting as well as the regular meeting of the UHS Alumni Association; and

D. The meeting of the MC ad hoc committee on compensation.

II. I worked at the Welcome table on Monday, January 24, where I was paired with our new outreach person, Vanessa, who seems to be a good fit for our outreach program. I always enjoy working at the Welcome table. I found it interesting that the best prize on the wheel was won by a man returning to school after 30-odd years.

I am still impressed with the way the East Campus turned out. The wooden tables and benches are very attractive. I think more parking will eventually be needed for the East Campus.

III. I continue to sell used books to help fund our AAUW Scholarship for a Mendocino College student.

IV. I donated clothing to the project overseen by Virginia Guleff, Dean of Instruction, which helps to provide our women students with appropriate wear for business interviews.

Joel Clark

I attended the Board Chair workshop at the Effective Trustee Workshop in Sacramento.