

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

Wednesday, March 2, 2011 – 4:45 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 AND MINUTES

- 1.1 Approval of Agenda
- 1.2 Approval of Minutes: Regular Meeting held on February 2, 2011 and Workshop held on February 9, 2011.

2. CLOSED SESSION

- 2.1 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(a) 1 case
Case names unspecified: Disclosure would jeopardize existing settlement negotiations
- 2.2 Collective Bargaining/Meet and Confer - GC 54957.6
Designated Representatives: Lehner, Randall, Perryman, Chaty
Employee Organizations: MCFT, MPFA, Management/Confidential, MCCEBU

3 & 4 CONSENT AGENDA

3. Personnel

- 3.1 Employment – Short-Term Employees
A list of short-term employees is submitted for approval
- 3.2 Administrator Contracts
Recommendation to approve one-year contracts for Minerva Flores and Katie Wojcieszak
- 3.3 Volunteers
A list of volunteers is submitted for approval
- 3.4 Leave of Absence
Recommendation to approve a 0.15 FTE unpaid leave of absence for Jody Gehrman for 2011-12
- 3.5 Faculty Contracts
Recommendation to approve one-year and two-year faculty contracts
- 3.6 Tentative Agreement and Side Letter, Mendocino College Federation of Teachers
Recommendation to ratify the tentative agreement and side letter with MCFT
- 3.7 Retirement – Management/Supervisory/Confidential
Recommendation to accept the resignation of Jim Mastin, effective December 30, 2011
- 3.8 Administrator Contract
Recommendation to approve a contract amendment for Laura Mora-Bravo, Program Manager-HEP
- 3.9 Faculty Contract – Categorically Funded
Recommendation to approve a temporary, non-tenure track contract for Alicia Mendoza
- 3.10 Non-renewal of Faculty Contract
Recommendation to not renew the contract for Nora Danning for 2011-12

4. Other Items

- 4.1 Fiscal Report as of January 30, 2011
Submitted for acceptance
- 4.2 Resolution 03-11-01 – Implementation of SB 1440
Recommendation to adopt a resolution in support of the implementation of SB 1440

- 4.3 Resolution 03-11-02 – Budget Priorities and Principles
Recommendation to adopt a resolution in support of state budget priorities
- 4.4 Award of Audit Contract
Recommendation to award the annual audit contract to Nystrom and Company

5. ACTION ITEMS

- 5.1 Accreditation Mid-Term Report
Recommendation to approve
- 5.2 Board Policy 209 Trustee Compensation– Revisions
Recommendation from the Board subcommittee

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 Facilities Master Plan presented for discussion prior to approval at April Board meeting
- 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 Reports
 - 7.1.1 Trustees report on their monthly activities on behalf of the District
 - 7.1.2 Trustee Chaniot’s report on activity of the CCCT Board
- 7.2 Ad Hoc Subcommittee
Board Chair to appoint a subcommittee to review the process for electing officers (Policy 204)
- 7.3 Trustees to discuss possible participation in the Adopt-a-5th Grader program.

8. PRESENTATIONS TO INFORM THE BOARD – TIME CERTAIN ITEM 6:00 PM

- 8.1 Presentation by Mendocino College MESA Students
Eisenhower Fellowship recipients will give a presentation on their current research

9. BOARD OPERATIONS

- 9.1 Meeting Organization
 - Meeting Protocols
 - Trustee Reports – Purpose and Content
- 9.2 Future agenda items

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: April 6, 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, February 2, 2011, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 5:06 PM.

<i>Board Members</i>	President	Joel Clark	present
	Vice President	Paul Ubelhart	present
	Clerk	Edward Haynes	present
	Trustee	John Tomkins	present
	Trustee	Janet Chaniot	present
	Trustee	Joan M. Eriksen	present
	Trustee	Dave Geck	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 (absent)
	Management/Supervisory/Confidential	Cindy Chapman, President

Public Comments Superintendent/President Lehner reported that Student Trustee Michelle Chung has withdrawn from classes and has moved out of the area. The Student Senate will possibly appoint a new student trustee to fill out the term.

Agenda Approval M/S/C (Tomkins/Haynes) To approve the agenda as amended. Item 5.4 Weapons on Campus was moved to take place prior to the Consent Agenda.

Minutes/Approval M/S/C (Chaniot/Eriksen) To approve the minutes of the regular meeting held on January 12, 2011 as submitted.

Action Item

*Policy 321
Weapons on
Campus* The discussion on this item was moved forward on the agenda to accommodate a guest speaker, Mendocino County Sheriff Tom Allman. This item was placed on the agenda to discuss the restriction in the District's Policy 321 Weapons on Campus of carrying concealed weapons on campus by those who have a permit.

Sheriff Allman was asked to address the college's current policy as it related to permits to carry concealed weapons (CCWs):

- There are strong feelings on both sides of the concealed weapons issue. He will not encourage the Board to either adopt or oppose allowing CCWs; it is the choice of Trustees. He supports whatever the Board decides.
- Mendocino County has a citizenry of 91,000 with 2,000 concealed weapons

permits (CCWs).

- A violation of Policy 321 is not a violation of the law. The Sheriff's Office will not take any action if the policy is violated.
- He appreciates the statement in the last paragraph of the policy which encourages anyone who believes they should have a weapon on campus to contact the Superintendent/President. He encouraged the College to place a sign at the entrance of the campus notifying anyone entering as to whether CCWs are allowed or not allowed.
- He believed that allowing concealed weapons on campus would not make it any less safe.
- CCWs are for personal protection. He would not encourage someone who is not a law enforcement officer to try to neutralize a situation in the event of a threat or tragedy.

Sheriff Allman responded to further questions about how concealed weapons permits are granted.

Superintendent/President Lehner asked the Board to consider what the intent of the board is. Currently, the policy states that the Board does not want weapons on campus. Since it is not a violation of the law, it would be a student/and or staff discipline issue.

Staff members Steve Oliveria and Mike Adams addressed the board with some comments and some questions:

- If it is a violation of law for a concealed weapon to be seen, would that be something that would instigate a call to the Sheriff? Yes, and if it was a first violation, the person would probably get a warning.
- Adams is in support of the policy as it is written. By the Board making a formal policy statement, it creates a culture for the college. The Board's policies need to be focused on education and how it is conducted. The policy as written has the right tone in support of an institutional focus on education and not the police department.

Trustee Haynes agreed with the culture argument but stated that in reality it breaks down. He does not think anything will change on campus if the Board allows CCWs which he sees as personal protection. He made the following motion:

M/S (Haynes/Chaniot) To revise the second paragraph in Policy 321 to read as follows: Persons possessing a current valid CCW firearm permit must apply for written permission from the Superintendent/President or equivalent school authority prior to bringing their weapon on campus per CA Penal Code 626.9.

The Board asked the Superintendent/President and Vice Presidents for their input:

- Vice President Randall expressed her feeling that she is against changing the policy. In dealing with student discipline she sees students who have threatened each other and her approach is to try to diffuse it before it gets out of line.
- Vice President Perryman supports the policy as written. He believes for this

discussion that only law enforcement should have guns. He supports whatever the board decides.

- Superintendent/President Lehner asked that the Board also consider the rights of all students including the rights of those who don't want to sit in class next to someone with a gun.

Trustee Haynes commented that he feels the policy is taking away people's ability to protect themselves personally from random acts.

Trustee Chaniot stated that if people think they are in danger, then the last paragraph of the policy applies.

Following discussion, Trustee Chaniot withdrew her second to the above motion and Trustee Eriksen seconded the motion.

The vote was as follows:

Trustees Haynes, Eriksen, and Tomkins – yes

Trustees Clark, Chaniot, Geck, and Ubelhart - no

The motion failed.

Consent Agenda

M/S/C (Ed/Dave) 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.

Part-Time Faculty

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

Volunteers

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

*Reassignment –
Classified*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify 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.

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.

*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.

*Maintenance/
Warehouse -*

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

Acceptance

Construction.

Action Items

Resolution

02-11-01

Willits Property

M/S/C (Haynes/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 02-11-01 to accept the deed and consent to the recordation of the same with the Mendocino County Recorder.

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

Library/Learning Center – Change Order No. 5

M/S/C (Chaniot/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 5 for the Library/Learning Center project to Midstate Construction in the amount of \$11,317.

Board Policy Revision Policy 703

M/S/C (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 as submitted.

Informational Reports

President's Report

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

- Trustees were invited to a campus tour after the workshop on Feb. 9.
- Trustees were reminded of the Foundation workshop this Saturday.
- A third Classified award this year was given to Kevin Morrill.

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:

- Trustees were invited to the ASMC Welcome Back BBQ.

Administrative Services Report

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

- A copy of projected budget scenarios was shared. VP Perryman discussed the possibilities the College may encounter with budget changes taking place statewide.

Measure W Bond Project Report

The Quarterly Bond Report was submitted as information. Vice President Perryman responded to questions from Trustees.

Mendocino College Foundation, Inc.

A written report was submitted by Katie Wojcieszak, Executive Director of the Mendocino College Foundation. The following was offered in addition:

- Wojcieszak introduced Gary Smith and Tommy Thornhill, Foundation Directors.
- Trustees were invited to an event to thank donors on March 11, 5:30 – 7 PM in the Center for the Visual and Performing Arts.

Constituents Report

A written report was submitted by the ASMC and the Academic Senate. The following oral reports were made:

- Cindy Chapman commended Superintendent/President Lehner and the Vice

Presidents for going over the budget with the M/S/C group. An involved discussion took place at the meeting.

- Koetzner reported on a successful Inservice with faculty and thanked Vice President Randall and the Information Technology department for very worthwhile workshops.

*Health Benefits
Report*

A written report was submitted as information.

Trustee Communication

Trustee Reports

Written reports were submitted by Trustees Ubelhart, Clark and Eriksen. An oral report was given by Trustee Ubelhart.

*Ad Hoc Committee
Reports*

Trustee Haynes reported from the committee working on revisions to Policy 209 Trustee Compensation. The Committee discussed possible changes to the health benefits that would give all Trustees the same benefits. A proposal was made to change health benefits for a trustee at the time of the election for that particular area. Once all trustees had the same benefits, the Trustee compensation could be increased to \$200 per month.

Superintendent/President reported that the work of the Committee on Trustee Areas has been postponed. The Community College League of California is currently working to provide support for districts in trustee area adjustments.

*Future Agenda
Items*

- At the March meeting Trustee Chaniot will give a California Community College Trustees Board report.
- April 17 - discuss possible meeting of the North State Rural Community College Association at the same time as the Hands Across California event.
- Resolution for SB 1440 – Transfer to CSUs

CLOSED SESSION

Board President Clark announced that there are no items for Closed Session.

ADJOURNMENT

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

Submitted by:

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

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
MINUTES OF THE WORKSHOP OF THE BOARD OF TRUSTEES

A workshop of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, February 9, 2011, Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

GENERAL MATTERS

Call To Order Trustee Ubelhart, Board Vice President, called the meeting to order at 9:04 AM.

<i>Board Members</i>	President	Joel Clark	absent
	Clerk	Ed Haynes	present
	Trustee	Dave Geck	present (arrived at 9:15 AM)
	Trustee	John Tomkins	present
	Trustee	Paul Ubelhart	present
	Trustee	Janet Chaniot	present
	Trustee	Joan M. Eriksen	present (arrived at 9:14 AM)

Secretary Kathy Lehner, Superintendent/President

Support Staff Gwen Chapman, Executive Assistant II Superintendent/President

Staff Representatives The following staff representatives attended and participated in the workshop at various times during the day:
Meridith Randall, Vice President of Education and Student Services
Larry Perryman, Vice President of Administrative Services

Public Comments No members of the public were present.

Agenda Approval M/S/C (Haynes/Chaniot) To approve the agenda as presented.

ACTION/DISCUSSION ITEMS

Discussion for the next three items was led by Superintendent/President Lehner in the absence of Board Chair Clark.

Trustees Geck and Eriksen arrived during the following discussion.

Board Goals and Objectives Trustees first reviewed the section of the Goals and Objectives on “Maintaining and Improving Board Operations.”
Directions to staff from that discussion:

- The Board requested that reports from programs and departments be placed on monthly Board agendas. These reports should align with the District’s Mission/Vision/Value/Goals. Vice President Randall will work with Superintendent/President Lehner and Board President Clark on scheduling these reports.
- The Board requested Institutional Researcher Dr. Duffy to help the Board develop the next Board self-evaluation document. They would also like to have a discussion in open session regarding the comments from the Board and from staff. The Board President’s summary of the evaluation should be written after that discussion has taken place.

The Board then reviewed their goals and objectives which are based on the District’s five Strategic Goals. They discussed which items they felt have been

accomplished thus far this year. Accomplishments were listed and will be added to the document and presented to the board at a future date.
Trustee Haynes will develop a data base on “Trustee Connections to Community Organizations.”

*Board
Responsibilities*

This item was tabled and will be placed on a future agenda.

*Meeting
Organization*

This item was tabled due to time constraints and will be placed on the agenda for the March regular meeting.

Lunch Break

Trustees adjourned the meeting for lunch at 11:40 AM and returned to Open Session at 12:15 PM.

Future Visioning

The following members of the Planning and Budgeting Committee (PBC) were present during this portion of the meeting: Dalene Nickelson, Steve Hixenbaugh, Mark Rawitsch, Eileen Cichocki, Virginia Guleff, Charlie Duffy, Karen Chaty, and Jim Mastin.

Superintendent/President Lehner shared copies of the first slides from the last six Inservice PowerPoints which contained comments about change. She challenged the Board and PBC members to brainstorm about the future and to consider the preparation needed for the upcoming budget cuts.

Comments:

- The mission/vision/values/goals should be reviewed and possibly revised every five years.
- The State of California defines the mission of California community colleges.
- Legislators have directed community colleges to concentrate on three focus areas, although the laws defining the mission of California community colleges has not changed.

*Student Success
And
Student Access*

Some of the comments and ideas for the future:

- Incentives are needed to encourage students to do better and be more successful.
- Scholarships are good incentives.
- Community college students are here by choice, are incentives necessary?
- The Commission on the Future report suggests that rather than incentives, students be required to do things that make them successful such as attend orientations, etc.
- Demographics are changing. In the next 5-10 years, there will be an increase in Hispanic students and a shrinking population of high school graduates. There is an increase in female students at Mendocino College and across the State.
- Younger students are used to personalized attention because of technology.
- Learning Communities are something that the college is currently using as support for students who have low test scores and are struggling.
- Should we place more emphasis on the Career Center because incoming students do not know what area they wish to study?
- Suggestion to make it mandatory that all students have the results of a

career survey with them when meeting with a counselor.

- With the vacant staff positions, how do we keep up with our efforts to support student success?
- Suggestion to collaborate with the North State Rural Community College Association to share distance education and become a larger college through technology.
- Community colleges already share common resources for technology and information technology through various Joint Powers Authorities (JPAs).
- Start up costs for trade programs are high but we can have partnerships like the Pharmacy Tech Program with Boston Reed.

Vice President Perryman stated that for the first time, the Chancellor's Office has started talking about consolidating districts and defunding centers. They are encouraging online education and are questioning the value of local boards.

The Board offered thanks to PBC members who attended for their excellent ideas and good information for the Board. The Board praised all the staff for the work they are doing with such limited resources.

*Participatory
Governance*

Superintendent/President Lehner reviewed the planning process and duties of the committees that feed into the Planning and Budgeting Committee (PBC). She discussed how Program Review initiates all planning and budgeting. Items from Program Reviews go to the appropriate planning committees who make recommendations to PBC. This process is how AB1725 on shared governance is implemented at Mendocino College.

Also discussed was the Integrated Planning and Budgeting Timeline.

*PPAC –Policy
Revision*

Superintendent/President Lehner and Executive Assistant Chapman reviewed the process for writing and reviewing policies and procedures other than those in the Trustee Bylaw section. Also reviewed was the role of the President's Policy Advisory Committee (PPAC) in the shared governance process.

*Future Agenda
Items*

- Discussion by the Board regarding participating as a group in the Adopt-A-Fifth Grader Program.

ADJOURNMENT

M/S/C (Geck/Haynes) RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby adjourn the meeting at 3:09 PM.

Submitted by:

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

ITEM NO: 3.1
DATE: March 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
Garrett	Elizabeth	Associate Teacher sub	Child Development	2/25/2010	6/30/2011
Humphrey	Alex	Security/Utility Worker	Auxiliary Services	2/16/2011	6/30/2011
Lawrence	Cathy	Associate Teacher sub	Child Development	2/25/2010	6/30/2011
Teller	Michael	Library Asst	Library	2/2/2011	6/30/2011

ITEM NO: 3.2
DATE: March 2, 2010

SUBJECT: ADMINISTRATOR CONTRACTS

SYNOPSIS:

Approval of administrator contracts

RECOMMENDATION:

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

ANALYSIS:

Section 72411(a) of the Education Code states that classified administrators may be employed by the Board of Trustees by contract up to four years in duration. At this time, the following administrator contracts are recommended for approval.

One-year contracts:

Minerva Flores, Program Manager-CAMP
Classified Administrator Contract, 7/1/11-6/30/12

Katie Wojcieszak, Executive Director-Mendocino College Foundation, Inc.
Classified Administrator Contract, 7/1/11-6/30/12

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the administrator contracts as presented.

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
Heather Candee, Bruce Hutton	Assist students in ESL class - Willits

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: March 2, 2011

SUBJECT: LEAVE OF ABSENCE

SYNOPSIS:

Request for partial unpaid leave of absence from Jody Gehrman

RECOMMENDATION:

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

ANALYSIS:

Jody Gehrman, English Instructor, has requested a 0.15 FTE unpaid leave of absence for 2011-12.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby approves a 0.15 FTE unpaid leave of absence for Jody Gehrman for 2011-12.

SUBJECT: FACULTY CONTRACTS

SYNOPSIS:

Contract status for tenure-track (probationary) faculty

RECOMMENDATION:

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

ANALYSIS:

The four-year faculty tenure process provides for two one-year contracts followed by one two-year contract. On or before March 15th of the fourth year, the Governing Board must employ the faculty member as a tenured employee or not.

Before making a decision related to the continued employment of a contract (probationary) faculty member, the Governing Board must consider the recommendations of the Superintendent/President in a lawful meeting of the Board.

The Superintendent/President recommends the following (primary assignments noted):

(Third Contract) Two-year contract for 2011-12 and 2012-13

Marcus Fredrickson, Chemistry

Aeron Ives, Mathematics

Conan McKay, Child Development

Bart Rawlinson, English

(Second contract) One-year contract for 2011-12

Timothy Beck, Astronomy and Physics

Jeffery Bergamini, Computer Science

Doug Boswell, Automotive Technology

Rhea Hollis, Counselor/Coordinator-Disability Resource Center

Vivian Varella, Instructor/Distance Education Coordinator

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves two-year contracts for 2011-12 and 2012-13 for Marcus Fredrickson, Aeron Ives, Conan McKay and Bart Rawlinson; and one year contracts for 2011-12 for Timothy Beck, Jeffery Bergamini, Doug Boswell, Rhea Hollis and Vivian Varella.

ITEM NO: 3.6
DATE: March 2, 2011

SUBJECT: TENTATIVE AGREEMENT AND SIDE LETTER,
MENDOCINO COLLEGE FEDERATION OF TEACHERS (MCFT)

SYNOPSIS:
Tentative agreement and a side letter between the District and MCFT (Full-Time Faculty)

RECOMMENDATION:
The Superintendent/President recommends that this item be ratified as presented.

ANALYSIS:
Representatives of the District and MCFT agreed to the attached May 2010 side letter and the 12/14/10 tentative agreement which was subsequently approved by MCFT members in February of 2011.

MOTION/ACTION:
RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the May 2010 side letter and the 12/14/10 tentative agreement with MCFT.

MCFT SIDE LETTER

May 2010

7.1 Work Year and Work Days

The base work year for ~~instructors~~ faculty will consist of one hundred seventy-five (175) days, including:

- the ~~166~~ 164 instructional days and two (2) district-organized, mandatory-attendance professional development/flex days designated on the academic calendar; and
- ~~seven (7)~~ nine (9) individually-designed professional development/flex days, forty-two (~~42~~ 54 hours)

7.9.4 Complete ~~forty-two (42)~~ fifty-four (54) individually-designed professional development/flex hours, pursuant to the Flex Handbook, including a plan and a completion report which are reviewed and approved by the Flex Committee and the responsible Dean. In consultation with the Vice-President of Education and Student Services and the Director of Human Resources, and the Flex Committee will update the Flex Handbook as needed.

7.11 Work Year and Work Days

The base work year for Counselors will be one hundred seventy-five (175) days, including ~~166~~ 164 duty days scheduled from July 1 through June 30, the two (2) district-organized, mandatory-attendance professional development/flex days designated on the academic calendar, and ~~seven (7)~~ nine (9) individually-designed professional development/flex days (42 54 hours).

8.1.4.2 Planning Conference

The Dean will schedule the Planning Conference. For Probationary Instructors, this meeting will, **whenever possible**, occur prior to the fourth week of the first semester of employment **and by the eighth week for the other years**.

10.4 Recruiting: Contacts high school coaches to recruit seniors; personally attends Athletic events in the recruiting district and/or receives scouting reports; is accessible to parents, students, and coaches ~~year-round~~ **Fall and Spring Semesters and Summer Session**.

Retention: Monitors attendance of athletes at study tables; conducts grade checks on athletes; stays in contact with athletic counselor as needed; runs off-season and summer programs for the individual development of players. ~~; assists with housing and job searches.~~

Agreed:

C. Landermill 6/1/10
MCFT Date

Karen Chazy 6/1/10
MLCCCD Date

TENTATIVE AGREEMENT - MLCCD and MCFT, 12/14/10

ARTICLE 7 – WORKLOAD

7.4.1 Special Project

A special project is equivalent to two (2) times the number of lecture hours required to balance the load. A written description of the special project will be included in the faculty member's personnel file **along with a written report on the outcomes.**

7.5 Class Size

Specific class enrollment limits for pedagogical reasons may be approved by mutual agreement of the full-time faculty in a discipline, the Academic Senate, and the responsible Dean.

By May 20th each year, the instructional deans, Academic Senate, and MCFT will agree upon the Class Cancellation Guidelines for the subsequent academic year. In the event that an agreement is not reached, the prior year's Guidelines will remain in effect. These guidelines will be posted on the college website for reference.

7.9.5 Serve on college committees when it does not interfere with teaching assignments. These include, but are not limited to, selection committees, advisory committees, discipline-specific meetings, planning meetings, committees and/or meetings for the purpose of shared governance, MCFT executive committee, etc. **Faculty members on committees that meet on Fridays must attend those meetings.** Serving in leadership roles for professional associations and representing the college on external advisory, steering or other committees may also satisfy this requirement as agreed to by the faculty member and the responsible Dean.

7.10 Responsibilities for Teaching Classroom Faculty

7.10.7 Participate in curriculum development, review, modification and deletion according to the guidelines and schedule for the approval of the Curriculum Committee.

7.11.4 Overload

In addition to the full-time Counselor assignment, a Counselor may teach as an overload, and be paid at the overload hourly rate, as mutually agreed to by the responsible Dean(s) and the Counselor.

7.12.3 Overload

In addition to the full-time Head Librarian assignment, the Head Librarian may teach as an overload, and be paid at the overload hourly rate, as mutually agreed to by the responsible Dean(s) and the Head Librarian.

7.14 Additional Responsibilities for Specified Faculty Positions

Add: Instructor-Head Coach/Athletic Director
 Counselor/Articulation Officer
 Counselor/Lead Counselor
 Instructor/Distance Education Coordinator
 Instructor/Learning Disability Specialist

ARTICLE 8 – EVALUATION PROCESSES

8.1.4.1 Composition of Evaluation Teams

The responsible Dean will establish evaluation teams in consultation with the Academic Senate MCFT President ...

8.1.4.2 Planning Conference

The Dean will schedule the Planning Conference. For probationary Instructors, this meeting will, ~~whenever possible~~, occur prior to the fourth week of the first semester of employment and by the eighth week for the other years, **unless extenuating circumstances, with written documentation, exist.**

8.1.4.5 Summary Conference

... The Instructor is not required to agree or disagree with the information and, as indicated on Form A, may attach her/his written comments **within thirty (30) days of the Summary Conference.**

8.1.4.6

~~8.4.1.6~~ Personnel File

8.2.4.1 Composition of Evaluation Teams

The responsible Dean will establish evaluation teams in consultation with the Academic Senate MCFT President ...

8.2.4.2 Planning Conference

The Dean will schedule the Planning Conference. For probationary Counselors, this meeting will occur prior to the fourth week of the first semester of employment, ~~whenever possible~~ **unless extenuating circumstances, with written documentation, exist.**

8.2.4.5 Summary Conference

...The Counselor is not required to agree or disagree with the information and, as Indicated on Form D, may attach his/her written comments **within thirty (30) days of the Summary Conference.**

8.3.4.1 Composition of Evaluation Teams

The responsible Dean will establish evaluation teams in consultation with the Academic Senate MCFT President ...

8.3.4.2 Planning Conference

The Dean will schedule the Planning Conference. For a probationary Head Librarian, this meeting will occur prior to the fourth week of the first semester of employment, ~~whenever possible unless extenuating circumstances, with written documentation, exist.~~

8.3.4.4 Summary Conference

...The Head Librarian is not required to agree or disagree with the information and, as indicated on Form E, may attach her/his written comments **within thirty (30) days** of the Summary Conference.

8.4 Program Director/Reassigned Time

Change "Dean" to "supervising administrator" in 8.4.1 and 8.4.2 because some assignments report to the Vice-President.

ARTICLE 10 – SALARY

• Full-Time Faculty Salary Schedule

The 4% salary reduction will be restored effective 1/1/11. (The following contractual obligations would be restored: 40-hour work week, 6 hour inservice days, and required office hours 5/week, over at least 4 days.)

• Full-Time Faculty Overload and Summer Session Salary Schedule, Exhibit 7

This salary schedule will be increased by 10% effective beginning Spring Semester 2011. Payment for the Spring Semester 2011 increase will be paid in a lump sum on 6/24/11 (not direct deposit) and thereafter included in the hourly rate.

- 10.7.2** Pay Timeline: By October 1st and February 1st, Instructors must submit a stipend request to the responsible Dean identifying the part-time Instructors they will assist and notify the part-time Instructors what assistance they will provide. Instructors will conduct evaluations due, unless there is an irresolvable time conflict. By ~~November~~ **December 19th** and ~~April~~ **May 19th**, the Dean will inform Human Resources the stipend amounts to be paid. ~~If an evaluation is not completed, the Dean will withhold the stipend until it is.~~ **Student Evaluations and Form A must be received for pay to be processed.**

ARTICLE 11 – HEALTH BENEFITS

I. CHANGES TO THE HEALTH BENEFIT PLAN DOCUMENT

Effective 1/1/11:

Increase the medical deductible:

~~\$200~~ **\$300** (single)/~~\$400~~ **\$600** (family)

Increase the medical co-payments:

SINGLE:

In-network, 10% of the first ~~\$3,000~~ **\$3,500** in covered benefits (up to ~~\$300~~ **\$350** out of pocket)

Out-of-network, 30% on the first ~~\$4,000~~ **\$4,500** in covered benefits (up to ~~\$1,200~~ **\$1,350** out of pkt)

FAMILY:

In-network, 10% of the first ~~\$6,000~~ **\$7,000** in covered benefits (up to ~~\$600~~ **\$700** out-of-pocket)

Out-of-network, 30% on the first ~~\$8,000~~ **\$9,000** in covered benefits (up to ~~\$2,400~~ **\$2,700** out-of-pkt)

MAXIMUM OUT-OF-POCKET FOR COPAYMENTS (IN-NETWORK AND OUT-OF-NETWORK):

~~\$1,200~~ **\$1,350** (single) and ~~\$2,400~~ **\$2,700** (family); plan pays 100% of UCR thereafter

Change dental benefits:

From: BASIC SERVICES - 70% of covered fees 1st year, 80% 2nd year, 90% 3rd year, 100% thereafter
and PROSTHODONTIC SERVICES - 50% of covered fees (subject to \$1,500 per year)

To: BASIC AND PROSTHODONTIC SERVICES, 100% of covered fees (subject to \$1500 per year)

Move from exclusions list:

Sealant to Basic Services, every 4 years to age 16; dental implants to Prosthodontic Services

Expand case management by SHPS in the medical plan.

Currently, before a plan member has an inpatient or outpatient procedure, the hospital or provider must inform SHPS, as noted on the benefit ID card. A case management nurse with a related clinical specialty is assigned to the case to verify medical necessity with the physician and certify the anticipated number of days stay. For tertiary procedures (complex, requiring super-specialty physicians/hospitals), the case nurse can also recommend appropriate facilities and surgeons and negotiate out-of-network rates for physicians and facilities.

(1) these services be expanded to other large-cost claims, including high risk pregnancies; (2) the covered person/family member can contact SHPS for such assistance; and (3) the SHPS case nurse can contact the plan member to provide alternative care settings when needed and patient counseling/educational materials (voluntary). These changes will provide better support to plan members and there could be a savings because SHPS can inform plan members of in-network providers and negotiate savings with out-of-network providers.

Effective 7/1/11:

Change how an employee qualifies for District benefits from 20 hours per week to .50 FTE.

II. CHANGES TO THE COLLECTIVE BARGAINING AGREEMENT

Effective 10/1/10:

11.3.1 Health Screening

The District agrees to provide annual health screening for the employee and ~~50% of the cost for~~ the spouse/registered domestic partner.

Effective 7/1/11:

Change the base of the contribution rate for part-time regular employees which is referenced in Section 11.1.3 of the CBA: "Probationary/tenured faculty working less than .79 FTE will pay a monthly payroll deduction for health benefits based on the District's established annual rates for part-time, permanent staff."

Currently employees working less than .79 FTE pay to participate in the health benefit plan based on the total of the maximum deductible and copayment amounts (\$2,800), prorated by the employee's FTE. However, such rates are typically based on the annual amount an employer pays for a 1.0 FTE employee, currently \$17,952 for actives. A spreadsheet summarizing the proposal details is attached. This change could affect a faculty member who takes a partial unpaid leave of absence or resigns part of his/her assignment.

11.2.1 Eligibility

11.2.1.1 Employees hired prior to 7/1/11: To participate, a faculty member must have fifteen (15) years service as a permanent employee of the District and be PERS or STRS retirement eligible. Should an active Employee die when he/she has at least fifteen (15) years of service as a permanent Employee of the District and is at least 50 years old (PERS employee) or 55 years old (STRS employee), benefits will be extended to the spouse/registered domestic partner and dependents according to the retiree health benefit provisions.

11.2.1.2 Employees hired on or after 7/1/11: To participate, a faculty member must be 58 years old and have twenty (20) years service as a permanent employee of the District. Should an active employee die when he/she has at least twenty (20) years of service as a permanent employee of the District and is at least 58 years old, benefits will be extended to the spouse/registered domestic partner and dependents according to the retiree health benefit provisions.

ARTICLE 14 – LEAVES

14.3.1 Add: One (1) hour of sick leave will accrue for every sixteen (16) hours of overload. Overload sick leave hours are separate from regular sick leave and may be used for overload assignments only. Unused overload sick leave hours are reported to STRS at the time of retirement in addition to any unused regular sick leave.

14.11.3 ~~Not more than one~~ **A maximum of two semesters of leave will be granted to a faculty member in any six-year period. Non-contiguous leaves must be applied for separately.**

14.11.10 Add:
A written report regarding the benefits derived from completion of the study or project plan must be submitted to the Professional Development Committee by September 15 for leaves ending in May and by February 15 for leaves ending in December.

14.11.10.1 **The committee may refer the report back to the faculty member for clarification, revision, or additional supporting material.**

14.11.10.2 **Within sixty days of first receiving the written report, the committee will forward a final report to the Superintendent/President along with a written narrative by the committee evaluating the completion of the leave project.**

14.11.10.3 **The Superintendent/President will invite the faculty member to make a presentation to the Board of Trustees , summarizing the Professional Development project.**

14.12.2.1 **While probationary faculty can accumulate banked load, only tenured faculty may use Load Bank Leave - unless it is necessary to use banked load to complete a load requirement in a probationary semester as determined by the responsible Dean.**

14.112 **Load Bank Leave**

14.12.11 **Upon the death of a faculty member, the college will pay his/her estate for any unused banked hours at the recorded value. If a faculty member dies while on Load Bank Leave, the college will pay his/her estate the salary the faculty member would have been paid during the remainder of the leave. Either payment may be made to a trust to the extent permitted by law, if the Instructor notified the District in writing that payment be made in this way upon his or her death.**

Part-time Employee Contribution Rates for Health Benefits

FTE	# PT on plan	% less than .79FTE	*Annual employee health benefit cost	Employee Would Pay	District Would Pay	Employee Currently Pays	Increase to Employee
0.79	0		\$17,952	\$0.00	\$17,952	\$0	\$0
0.75	0	4.0%	\$17,952	\$718.08	\$17,234	\$700	\$18
0.667	4	12.3%	\$17,952	\$2,208.10	\$15,744	\$933	\$1,275
0.625	2	16.5%	\$17,952	\$2,962.08	\$14,990	\$1,050	\$1,912
0.51	1	28.0%	\$17,952	\$5,026.56	\$12,925	\$1,340	\$3,687
0.52	1	27.0%	\$17,952	\$4,847.04	\$13,105	\$1,344	\$3,503
0.5	1	29.0%	\$17,952	\$5,206.08	\$12,746	\$1,400	\$3,806

Total: 9 \$161,568 \$29,836.24 \$131,732 \$9,916.00 \$19,910

*2010-11 annual health benefit budgeted cost, \$21,120 (85% \$17,952 active cost)

Note: The change in the method of calculating part-time employee health benefit contributions would be phased in over four years in equal increments: 7/1/11, 7/1/12, 7/1/13 and 7/1/14.

Agreed:

Catherine Ladermeit 12/15/10
MCFT Date

Karen Chatz 12/15/10
MLCCCD Date

SUBJECT: RETIREMENT – M/S/C

SYNOPSIS:

Management, Supervisory, Confidential Retirement - Jim Mastin

RECOMMENDATION:

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

ANALYSIS:

Jim Mastin was employed by Mendocino College on December 22, 1980, as the Bookstore Manager. At that time the college bookstore was located on State Street, just south of the fairgrounds where the college originally operated. Over time, Jim also became responsible for supervising food services and duplicating services. Since the college bookstore operations were contracted out, Jim has taken on more responsibilities for public information.

In his letter of resignation, Jim states: “Over the years I’ve been fortunate enough to work with many wonderful people and to watch Mendocino College grow from Trailer Tech in the fairgrounds parking lot to the amazing institution we are today. I wouldn’t have traded my years here for anything. I’m proud of what Mendocino College has become and glad to say I was a part of it.”

Jim will be retiring on December 30, 2011, after completing 31 years of service.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the resignation of Jim Mastin, effective 12/30/11.

ITEM NO: 3.8
DATE: March 2, 2011

SUBJECT: CONTRACT AMENDMENT - MANAGEMENT

SYNOPSIS: Contract amendment for Laura Mora-Bravo, Program Manager-HEP

RECOMMENDATION:

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

ANALYSIS:

A contract for Laura Mora-Bravo, Program Manager-High School Equivalency Program, was approved on 6/2/10 for fiscal year 2010-11.

The following contract amendments are recommended because continued funding of the program will not be known until late summer although it is known at this time that there is sufficient funding to support this position through 9/30/11.

4. Term

The term of this Agreement shall be from August 2, 2010, through and including ~~June 30,~~ **September 30,** 2011, unless terminated sooner by mutual agreement or pursuant to the further terms of this Agreement.

8. Termination of Contract

(b). Non-Renewal of Agreement by the District: In accordance with Education Code, Section 72411, the Board may elect to not renew this Agreement for any or no reason by providing Employee with ~~at least six months~~ **45 days** written notice ~~in the final year of a multi-year agreement or by March 15th for an agreement of one year or less.~~ prior to the end of the contract.

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District Board of Trustees hereby approves a contract amendment for Laura Mora-Bravo as presented.

ITEM NO: 3.9
DATE: March 2, 2011

SUBJECT: FACULTY CONTRACT – CATEGORICALLY FUNDED

SYNOPSIS:

Approval of a temporary, non-tenure track, categorically-funded faculty contract

RECOMMENDATION:

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

ANALYSIS:

The Superintendent/President recommends that a non-tenure track, categorically-funded faculty contract (EC 87470) be approved for Alicia Mendoza, Counselor-CAMP, for 2011-12. She was originally employed in 2010-11.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves a temporary, non-tenure track, categorically-funded, full-time faculty contract (EC 87470) for Alicia Mendoza, Counselor-CAMP, for 2011-12.

ITEM NO: 3.10
DATE: March 2, 2011

SUBJECT: NON-RENEWAL OF FACULTY CONTRACT

SYNOPSIS:

Contract non-renewal for the non-tenure track, categorically funded Instructor-Nursing

RECOMMENDATION:

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

ANALYSIS:

It is unknown at this time if categorical funding for 2011-12 will be available to support the categorically-funded, non-tenure track faculty contract for Nora Danning, Instructor-Nursing. Therefore, a March 15th notice for contract non-renewal is necessary. If funding is later confirmed, the Governing Board will be asked to approve a contract at that time.

(Ed Code 87470)

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby not renew a temporary, non-tenure track faculty contract for Nora Danning for 2011-12.

ITEM NO: 4.1
DATE: March 2, 2011

SUBJECT: FISCAL REPORT AS OF JANUARY 31, 2011

SYNOPSIS:

A report on District fiscal data as of January 31, 2011.

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of January 31, 2011 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 January 31, 2011

		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	\$23,187	\$28,701	45%
	CAMP	402,683	177,375	225,308	44%
	HEP	583,823	184,450	399,373	32%
	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	\$1,386,595	\$445,006	\$941,589	32%
STATE	State General Apportionment	\$11,557,311	\$6,512,208	\$5,045,103	56%
	Board of Governors Grant	15,000	11,593	3,407	77%
	Basic Skills	201,714	165,714	36,000	82%
	Part-time Faculty Office Hours	8,500	1,716	6,784	20%
	Part-time Faculty Compensation	57,000	34,389	22,611	60%
	Other Categorical Apportionments	404,844	319,554	85,290	79%
	TANF	42,022	17,827	24,195	42%
	DSPS	275,000	137,587	137,413	50%
	CALWORKS	132,194	87,646	44,548	66%
	BFAP	164,402	98,641	65,761	60%
	Matriculation	142,548	81,251	61,297	57%
	EOPS	284,822	156,455	128,367	55%
	EOPS CARE	39,838	23,903	15,935	60%
	MESA	50,568		50,568	0%
	Other Categorical Program Allowances	106,087	54,865	51,222	52%
	State Subventions	92,000	46,881	45,119	51%
	Lottery	400,000	78,883	321,117	20%
	Mandated Cost Reimbursements		55,945	-55,945	
	Other State Revenue	609	609	0	100%
	TOTAL STATE SOURCES	\$13,974,459	\$7,885,667	\$6,088,792	56%
LOCAL	Property Taxes	\$5,627,129	\$3,268,255	\$2,358,874	58%
	Local Contributions/Grants/Donations	147,700	46,700	101,000	32%
	Contract Instructional Services	36,940	16,688	20,252	45%
	Rents/Leases (Facilities Use)	13,000	3,455	9,545	27%
	Interest	8,000	2,992	5,008	37%
	Community Extension	65,000	29,932	35,068	46%
	Student Fees	1,018,855	755,165	263,690	74%
	Bookstore Commission	60,000	31,841	28,159	53%
	Other Local Revenue	213,128	142,629	70,499	67%
	TOTAL LOCAL SOURCES	\$7,189,752	\$4,297,657	\$2,892,095	60%
TOTAL REVENUES		\$22,550,806	\$12,628,330	\$9,922,476	56%
TOTAL RESOURCES AVAILABLE		\$25,597,471			
EXPENDITURES					
	Certificated Salaries	\$8,367,783	\$4,719,331	\$3,648,452	56%
	Classified Salaries	4,855,342	2,773,164	2,082,179	57%
	Benefits	5,184,833	2,957,760	2,227,073	57%
	Subtotal Personnel Costs	\$18,407,958	\$10,450,255	\$7,957,703	57%
	Supplies	\$745,281	\$338,588	\$406,693	45%
	Services	2,257,016	1,193,105	1,063,911	53%
	Capital Outlay	156,426	12,903	143,522	8%
	Transfers/Other Outgo	803,722	86,308	717,414	11%
	TOTAL EXPENDITURES	\$22,370,403	\$12,081,159	\$10,289,244	54%
	Ending Fund Balance	\$3,227,068			
TOTAL EXPENDITURES/CONTINGENCY		\$25,597,471			

ITEM NO: 4.2
DATE: March 2, 2011

SUBJECT: RESOLUTION 03-11-01 – IN SUPPORT OF IMPLEMENTING SB 1440

SYNOPSIS:

Board of Trustees adoption of a resolution in support of SB 1440

RECOMMENDATION:

The Superintendent/President recommends adoption of this resolution.

ANALYSIS:

In 2010, the State Legislature passed SB 1440, a landmark bill designed to facilitate transfer between community colleges and CSU campuses. The bill requires that community colleges implement at least two Associate Degrees for Transfer by Fall 2011, and model programs have been provided to curriculum committees statewide. These degrees may not contain any local requirements beyond what is necessary to enter a CSU program at the junior level. Because all curriculum development falls under the purview of local faculty, it is desirable that the Board express an intention to champion the SB 1440 effort through this resolution as an indication to faculty (and students) that it values and supports the initiative.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopts Resolution 03-11-01 in support of implementing SB 1440.

Mendocino-Lake Community College District
Board of Trustees
Resolution 03-11-01

Resolution In Support of Expedited Implementation of SB 1440

WHEREAS, the Legislature, with the support of all 72 community college districts in California has passed, and the Governor has signed, SB 1440 (Ch.428, Statutes of 2010), the Student Transfer Achievement Act;

WHEREAS, SB 1440 is the most significant measure in more than 20 years for improving transfer rates from community colleges to campuses of the California State University;

WHEREAS, it is anticipated that once the AA transfer degrees proposed by SB 1440 are in place, many more transfer students will also earn an associate degree; there will be more clarity and consistency about the best lower-division preparation; and students will be guaranteed a place in the California State University with junior standing;

WHEREAS, SB 1440 will reduce the amount of time and money spent in obtaining both AA transfer degrees and BA/BS degrees due to its provisions that:

- prohibit community colleges from adding any local requirements to the sixty units provided for in the bill;
- encourage community colleges to facilitate acceptance of credits earned at other community colleges toward the associate degree for transfer; and
- prohibit CSU campuses from requiring any additional courses other than the sixty units required for majors with 120 semester, or 180 quarter, units;

WHEREAS, the bill provides that, commencing with Fall 2011, students who earn an associate degree for transfer will be guaranteed admission into a CSU baccalaureate program, it would be most beneficial if colleges have as many associate transfer degrees as possible in place by Fall 2011;

WHEREAS, the Academic Senate for the California Community Colleges is coordinating a statewide system to develop a model curriculum that identifies the most appropriate coursework not only for transfer preparation but also for earning an AA or AS degree in a common discipline, local colleges will soon be able to adopt the model curriculum for their degrees, and the California Community Colleges Chancellor's Office is preparing to expedite approval of degrees that reflect the model curriculum;

WHEREAS, the California Community Colleges Chancellor's Office and the California State University have established a Joint SB 1440 Task Force to ensure coordination between the CSU system and California community colleges for a smooth implementation process and may also make recommendations for further legislation, regulatory changes or other policy changes;

WHEREAS, in order to have these AA transfer degrees in place, local college faculty as well as the local board of trustees must approve degrees based on transfer models provided by the Academic Senate for the California Community Colleges;

THEREFORE, BE IT RESOLVED THAT the Board of Trustees of the Mendocino-Lake Community College District, by passage of this resolution, hereby expresses its intent to expedite approval of these degrees in order to have SB 1440 implemented in Mendocino-Lake Community College District by Fall 2011.

Joan M. Eriksen	_____
Joel Clark	_____
Janet Chaniot	_____
Paul Ubelhart	_____
John Tomkins	_____
Dave Geck	_____
Ed Haynes	_____

Ayes _____ Noes _____ Absent/Not Voting _____

PASSED AND ADOPTED THIS 2nd day of March, 2011, by the Board of Trustees of the Mendocino-Lake Community College District of Mendocino and Lake Counties, California.

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.

Clerk of the Board

Date

ITEM NO: 4.3
DATE: March 2, 2011

SUBJECT: RESOLUTION 03-11-02 - IN SUPPORT OF CALIFORNIA COMMUNITY COLLEGES BUDGET PRIORITIES AND PRINCIPLES

SYNOPSIS:

Board of Trustees adoption of a resolution in support of budget priorities and principles

RECOMMENDATION:

The Superintendent/President recommends adoption of this resolution.

ANALYSIS:

Governor Jerry Brown's proposed budget released last month includes \$400 million in reductions to California community colleges. That number could climb to \$900 million should the tax extensions that he proposes be placed on the June 2011 statewide ballot fail for lack of voter support. Specifically, for Mendocino College, this proposal would mean a general fund cut of \$1.3-2.0 million. This represents a 7-10.5% reduction in Mendocino College expenditures – over and above the approximately 8% cuts already experienced.

When adopted, this resolution will be sent to the Community College League of California to be added to resolutions from across the State and used for advocacy with the State legislature. The recommended actions in this resolution are to adopt the Governor's budget, to place the tax extensions on the June ballot, to use increased student fee revenue to offset the revenue cuts, and to distribute apportionment revenue according to the proposals of the Commission on the Future.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopts Resolution 03-11-02 in support of California Community Colleges Priorities and Principles.

**Mendocino- Lake Community College District
Board of Trustees
Resolution 03-11-02**

**Resolution in Support of California Community Colleges
Budget Priorities and Principles**

WHEREAS, California's higher education system is in a challenging situation with insufficient resources at a time of record demand due to high school graduates and unemployed residents seeking retraining; and

WHEREAS, the Governor's Proposed Budget seeks a balanced approach of making \$12.5 billion in spending cuts and asking the voters to extend temporary tax increases totaling \$12 billion for five years; and

WHEREAS, under the Governor's Proposed Budget, California community colleges would face \$400 million in state general fund cuts; and

WHEREAS, without an extension of temporary tax increases, California community colleges could face \$900 million in state general fund cuts; and

WHEREAS, Mendocino-Lake Community College District faces total cuts of \$1,300,000 under the Governor's Proposed Budget and at least \$2,014,000 if an all-cuts budget were to be adopted instead; and

WHEREAS, California's locally elected community college trustees, together with their faculty, staff and students, are best able to decide where budget reductions can be absorbed while minimizing the impact on their communities; and

WHEREAS, "targeted" cuts at specific curriculum that cost colleges the least to offer will — in addition to injuring students in transfer and career preparation programs — require districts to reduce enrollment in higher-cost programs such as advanced technology and nursing; and

WHEREAS, fee increases charged to community college students could mitigate state cuts and protect the quality of instruction and student services; and

WHEREAS, policy and practice reforms to improve student success and motivate student behavior should be based on sound research implemented in a manner to allow students and institutions to adjust; now, therefore, be it

RESOLVED that the Mendocino-Lake Community College District supports a balanced approach to budgeting, including the extension of temporary tax revenues to protect vital state programs along with budgetary cuts to bring California's state budget into balance; and be it further

RESOLVED that the Mendocino-Lake Community College District supports redirecting any amount of student fee revenue increase to reduce the proposed apportionment cut to protect the quality of student instruction and services; and be it further

RESOLVED that the Mendocino-Lake Community College District opposes the proposal to distribute apportionment based on student retention and instead supports an additive, categorical incentive funding program to encourage student success, as proposed in the report *A 2020 Vision for Student Success*; and be it further

RESOLVED that the Board of Trustees of the Mendocino-Lake Community College District, by passage of this resolution, expresses its full support for the above principles and positions on the Governor's Proposed Budget for the 2011-12 fiscal year.

Joan M. Eriksen	_____
Joel Clark	_____
Janet Chaniot	_____
Paul Ubelhart	_____
John Tomkins	_____
Dave Geck	_____
Ed Haynes	_____

Ayes _____ Noes _____ Absent/Not Voting _____

PASSED AND ADOPTED THIS 2nd day of March, 2011, by the Board of Trustees of the Mendocino-Lake Community College District of Mendocino and Lake Counties, California.

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.

Clerk of the Board

Date

ITEM NO: 5.1
DATE: March 2, 2011

SUBJECT: 2010 ACCREDITATION FOLLOW-UP REPORT

SYNOPSIS:

The 2011 Midterm Report for Accreditation is presented to the Board for approval.

RECOMMENDATION:

The Superintendent/President recommends approval of the 2011 Midterm Report for Accreditation.

ANALYSIS:

This report is required by the Accrediting Commission for community and Junior Colleges as a requirement to our reaffirmation of accreditation.

The 2011 Midterm Report for Accreditation describes progress on the recommendations presented to us by the visiting team and the Commission in 2008 as well as on the planning summary included in the original Institutional Self Study in Support of Reaffirmation of Accreditation. Progress was reported by managers in the appropriate areas of responsibility and the Vice President of Education and Student Services served as the final editor, with assistance from the Academic Senate.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Accreditation Follow-Up Report.

ITEM NO: 5.2
DATE: March 2, 2011

SUBJECT: POLICY NO. 209, TRUSTEE COMPENSATION AND BENEFITS

SYNOPSIS:

Consideration of an amended policy

ANALYSIS:

An Ad Hoc Committee of Trustees Haynes, Eriksen and Chaniot met to discuss possible revisions to Policy No. 209 Trustee Compensation and Benefits.

The Committee is recommending removal of the section relating to compensation for Trustees who are absent due to illness.

The attached Policy shows the deletion in ~~strikeout~~.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopts Policy No. 209, Trustee Compensation and Benefits as presented/amended.



BOARD POLICY

No. 209

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

TRUSTEE COMPENSATION AND BENEFITS

1. MEETING COMPENSATION

Compensation shall be \$100 per month for Trustees who attend all meetings held by the Board in any month. Trustees who do not attend all meetings held by the Board in any month shall receive a pro rata share of the \$100 compensation based on the number of meetings actually attended. [Education Code 72024 (a) (4), (b)]

A Trustee may be paid for an absence if performing other services for the District at the time of the meeting, ~~and may also be paid for two meetings in a calendar year from which he or she is absent due to illness.~~ This compensation will be paid only upon adoption of a resolution by the Board which is included in its minutes. [Education Code 72024 (d)]

The student trustee shall receive compensation equal to the stipend received by other trustees. No health benefits shall be provided to the student trustee.

2. MILEAGE COMPENSATION

Trustees, including the Student Trustee, shall be reimbursed at the District mileage rate for travel from their place of residence to meetings of the Board and related committee meetings.

Travel expense reimbursement for other District-related business shall be consistent with the mileage and travel expense reimbursement policies for District employees. Travel expenses shall only be reimbursed when Trustees are performing services as directed by the Board at a regularly scheduled Board meeting. [Education Code 72423]

3. HEALTH BENEFITS

In accordance with Government Code, Section 53201, the District will provide health benefits for trustees, except the student trustee, as follows:

3.1 Current Trustees

3.1.1 While serving on the Board, Trustees first elected or appointed before September 9, 2009 may participate in the health benefit plan, as provided to active District employees. Trustees are not eligible for retiree health benefits when they no longer serve on the Board.

3.1.2 While serving on the Board, Trustees first elected or appointed after September 9, 2009 may participate in the dental, vision, and/or prescription benefits portions of the health benefit plan, as provided to active District employees. Trustees are not eligible for retiree health benefits when they no longer serve on the Board.

3.2 Former Trustees

3.2.1 Those first elected or appointed before May 1, 1991 who served 12 years or more may continue their health benefits at the District's expense. Benefits will be

consistent with those available to active District employees. (This legal commitment was made by the Board of Trustees on February 5, 1986.)

- 3.2.2 Those first elected or appointed after May 1, 1991 may continue their health benefits at their own expense, as specified in COBRA provisions.

4. LIFE INSURANCE

While serving on the Board, Trustees will receive life insurance, as provided to active District employees.

Adopted: February 5, 1986
Revised: February 3, 1988
Mary 1, 1991
April 7, 1993
July 6, 1994
June 7, 1995
September 18, 2002
May 1, 2007
February 4, 2009
September 9, 2009
Draft revision: February 23, 2011

SUBJECT: PRESIDENT'S REPORT

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

ANALYSIS:

Budget Briefs

Scott Lay of the Community College League of California (CCLC) has reinstated the Wednesday morning conference calls with all college CEOs. Weekly, Larry, Meridith, Eileen and Karen join me to here the latest from both CCLC and the Chancellor's Office regarding what is happening in legislative committees and from the Legislative Analysts' Office concerning the 2011-12 state budget.

With the rapidly changing budget environment and so many budget variables in the mix, I have begun a series of "Budget Briefs" to keep College staff and faculty informed of how all the budget decisions at the State level are affecting our decisions here at Mendocino College. I plan to send these briefs out on a weekly basis, assuming there is news to be reported. Electronic copies will be forwarded to the trustees and to the Foundation directors as well.

Management Contracts

Typically, March is the month to bring forward to the Board all management contracts, including mine and the vice-presidents, for a one-year extension. Most managers have had two-year contracts in the past, while the vice-presidents' contracts have been for three years and mine for four. Usually, when we roll them over in March, we just add one more year so the term of the contract is always two years out (or three or four).

This year, I am not bringing forward contract extensions and thus letting all management contracts continue with the current ending date. For most, the contract expiration date is June 30, 2012. Essentially, this means that I am proposing that managers be engaged on one-year contracts for the time being.

By doing so, we are: 1) allowing for the greatest flexibility should we need to make changes due to the budget crisis, and 2) sending a statement to all that there are no "sacred cows." Every position, every program, every department must be scrutinized for potential downsizing or elimination.

When discussing this with the management group, it was also mentioned that this action sends the message to faculty and staff that the budget situation is indeed a crisis, and that management is taking the lead to prepare for cuts ahead.

Violation of 50% Law

The second Budget Brief referred to above went into great depth about how we got into trouble with the 50% Law. The latest developments include several conversations between me, Larry and the Chancellor's Office, and a "summons" to appear before the Board of Governors at their meeting to be held March 7-8.

Because the process is new regarding any exemptions requested due to backfilling of categorical funds, there has been much confusion as to how much we may or may not get exempted, and how many years we will have to remedy the situation should not all of our request be exempted.

The potential decisions of the Board of Governors include: 1) full exemption of the entire \$635,000, 2) partial exemption of potentially \$415,000 - the amount of categorical backfill from our General Fund, or 3) no exemption for any of it. Whatever portion is NOT determined to be exempt will have to be spent on salaries of classroom instruction, either during the current year or over this year and next. (We will find out after the Board of Governors meeting.) Since it is too late to hire new faculty for this year and since virtually all of the 2010-11 classes are over or in session now, the only way to spend more money on classroom instruction is to give our current faculty (full and/or part time) additional remuneration. This could potentially be in the form of retroactive pay increases or non base-building bonuses. If they allow us next year as well to pay out the non-exempted amount, we could use that as an opportunity to hire new faculty (we have the process in progress for four new hires) and/or add more sections and employ more part-time faculty.

I have been particularly frustrated about the situation we're in because I feel we have all worked together here at Mendocino College to realistically project our future budget deficits and take current action to ward off future drastic cuts. We have been ethical and above-board, yet because of this antiquated 50% Law, we have ended up on the "bad list" and potentially could endure severe "punishment." I should emphasize that employing more faculty and/or paying them higher wages is not the "punishment" I'm referring to - but spending down our reserves by up to \$635,000 will cause us to reach the crisis point that much sooner, potentially leading to layoffs for the 2011-12 budget year.

I will invite some of our faculty leaders to attend the Board of Governors meeting with Larry and me to hopefully show solidarity for the actions we have taken.

Reallocation of Space on Ukiah Campus

With the completion of the new Maintenance/Warehouse building, maintenance and operations staff have moved their offices out of both the Ag Headhouse and the Voc-Tech Building. A subcommittee of deans and faculty considered requests for use of the vacated space and proposed a plan that will resolve some long-standing requests for space. The Ag Headhouse will be reconfigured to better serve the Agriculture program and students, to allow space for a new program in Sustainable Technology, and to give office and work/study space to three student groups - Associated Students (ASMC), Native American club (AIA) and Veterans. These space allocations will be for a trial period, and may or may not continue into the future. All allocations will be reexamined when the new Library/Learning Center is completed and many of the services and offices in the "quad" on the East Campus will be relocated to the new building. Recommendations for use of the Voc-Tech space are still being formulated.

Victor Valley Accreditation Visit

Virginia and I traveled to Victor Valley College in Victorville for a "pre-visit" meeting to prepare for our team visit in March. We met key staff members at the college and negotiated the team room and hotel logistics for our visitation team.

The following day, we met our team members at team training in Los Angeles. There are eleven members, with a good mix of faculty and administrators. Team members have been busily working on pre-visit assignments, with the intent to accomplish much of the work prior to the visit and use the actual visit as a time to verify the assertions the college has made in its self study report.

The latest development is that a very high possibility exists that Virginia will not be able to participate in the team visit, as she has been selected as a jury member for a trial that is expected to last for the next month. If that does turn out to be the case, I will be needing to find another staff member or faculty to accompany me as my team chair assistant.

Community Connections

- On Sunday, March 6, I will be serving as the Mistress of Ceremonies for the Women's History Gala. Our featured speaker will be Senator Noreen Evans and our current year honorees are Laura Wedderburn, Lynn Meadows, Bebe Frey and Ann Kilkenny. The event will be held at the Saturday Afternoon Clubhouse beginning at 12:30 p.m.
- Had lunch with Charlie Mannon, President of the Savings Bank. Discussed the Chessall scholarship program and the Mendocino College Foundation.
- Had dinner with Carmel Angelo, CEO of the County of Mendocino College. Discussed the Al Beltrami perpetual scholarship/internship program.
- Made presentation to Willits Rotary Club, updating them on the purchase of the new site for the Willits Center, the timeline to completion, etc. Katie also attended and presented on the Mendocino College Foundation.
- With Jim Mastin and Larry, met with Bruce Richards, CEO of Mendocino Transit Authority. Discussed evening bus service to the Ukiah campus and potential addition of new bus stops.
- Spoke to group of 7th graders from Redwood Academy encouraging them to take their education seriously.
- Met with Wes Winter, CEO of North Coast Opportunities. Gave him tour of campus and discussed NCO services.
- Attended regular and board meetings of the Rotary Club of Ukiah and the American Association of University Women. Serving on the AAUW fundraising committee.

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. Progress on Curriculum

This spring has been unusually busy for the Curriculum Committee, the group overseen by the Academic Senate which has the authority to recommend approval of courses and programs. First, SB 1440 created the need to expedite approval of at least two Transfer degrees. At this time, the committee is on track to have both the Sociology Degree for Transfer and the Communications Studies Degree for Transfer ready for Fall 2011 (as required by legislation). In March, several other “model degrees” will be sent to us for faculty consideration. In addition, the courses for the new Sustainable Technology certificates have been approved, as well as modifications of culinary arts and computer science courses. Another initiative affecting curriculum that is brewing at the state level is a proposal to allow broader use of pre-requisites for transfer-level courses; currently, it is difficult to impose an English pre-requisite, for example, on a history course, even if the history course requires college-level reading and writing.

2. Student Services Inservice

On February 25, about 30 student services staff assembled for a brief inservice about budget issues, changes in the way to serve students and how to handle stress within the offices. Counselors have already begun discussions about moving some orientation material online and holding appointments with students in Willits and Lake over Skype or some other technology. Staff in all offices have been making efforts to train students to use all the components of WebAdvisor as we lose staff and the ability to keep offices open 8 hours a day. More innovations in service were discussed and will be piloted over the next several months.

3. Outreach Effort to High Schools (UTFT)

On March 16, an information session for high school seniors (and others) interested in attending Mendocino College for two years, then move directly into a state university at the junior level, will be held. Modeled on a program at Shasta College, University Transfer Fast Track (UTFT) is overseen by the Career and Transfer Center and offers students specialized counseling and other assistance if they qualify (via GPA, English and math levels and ability to take at least 15 units per semester). A pilot version of this program was launched last year with 14 participants and we are marketing the current version to the high schools at every opportunity.

4. Discussions about Districtwide Programming

Last week, the deans, VP Randall and the Educational Action Plan Committee (EAP) discussed ways to move toward more unified planning and programming for Ukiah and the Centers. As the Lake and Willits Centers become realities, it is an optimal time for more creative and efficient course scheduling and use of human resources. For example, there is an interest in having more full-time faculty teaching at the Centers to improve quality and tie them more closely to the needs of part-timers in Lake and Willits. Beginning discussions about the role of Willits are taking place; while Lake has more potential as a full-service center, Willits needs an identity that will meet the needs of North County residents, but not try to replicate Ukiah. As more conversation happens about Willits, faculty input will be solicited and considered.

SUBJECT: ADMINISTRATIVE SERVICES REPORT

SYNOPSIS: A brief summary of activities and events.

ANALYSIS:

State Budget

Although the Governor has been careful not to lay out a specific plan for what happens to his Budget Proposal if the tax extensions are not approved by the Legislature or the voters, the Legislative Analyst's Office (LAO) was requested to prepare a list of possible additional cuts that could be made if the revenue assumptions in the Governor's Budget do not come to fruition.

The LAO responded with a list totaling \$13.5 billion in additional cuts over and above the \$12.5 billion already proposed by the Governor. It must be emphasized that the LAO list has not been proposed by the Governor or by the Legislature. At present, it is an "information piece" that spells out what is possible without relying upon voter approval. There are a lot of assumptions built into the list, not the least of which is that the Legislature-which to date has made only minor cuts to the non-education side of the Budget-would adopt the \$12.5 billion cut proposed by the Governor and then consider an additional \$13.5 billion cut if the tax revenues were allowed to expire.

K-14 education would again take heavy cuts, but the cuts would be taken in very specific ways. If the taxes are not extended, and Proposition 98 is suspended by a two-thirds vote of the Legislature, the LAO included the following options in its list of reductions to education that the Legislature could make without relying on voter approval.

For community colleges (a total of \$685 million):

- An increase in the credit fee of \$40 per unit-from \$26 to \$66 per unit (estimated revenue increase of \$170 million)
- A cap on state-funded credits of 90 units per student (estimated savings of \$250 million)
- Reduce credit basic skills funding to the non-credit rate (estimated savings of \$125 million)
- Eliminate the state subsidy for intercollegiate athletics (estimated savings of \$55 million)
- Eliminate state funding for repeat physical education and fine-arts activity classes (estimated savings of \$55 million)
- Eliminate state funding entirely for non-credit physical education and fine-arts activity classes (estimated savings of \$30 million)

The list of cuts to K-14 education total \$5.2 billion below the level of the Governor's January proposal, and the UC, CSU, and financial aid cuts total another \$2 billion. The items outlined above represent substantial cuts to education, already the hardest hit area of the Budget.

The LAO's response cites the extreme difficulty the Legislature would have in enacting these cuts and points out that the list is far beyond the normal comfort level of the LAO. The LAO suggests that cuts of this type and size should be viewed, not as recommendations, but as examples of the kinds of cuts that would need to be made if the Legislature felt compelled to adopt an all-cuts Budget. We can only hope that this will not be necessary.

ITEM NO: 6.3.2
DATE: March 2, 2011

SUBJECT: REPORT ON MEASURE W BOND IMPLEMENTATION

SYNOPSIS: This report is offered for information.

ANALYSIS:

The Draft Facilities Master Plan is presented as information for approval as the April Board of Trustees meeting.

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

This is an information report from the Mendocino College Foundation

ANALYSIS:

On March 11, 2011 at 5:30 p.m. the Foundation is hosting a "Celebrating Student Success" event at the Center for Visual and Performing Arts. Student speakers will present brief stories about themselves and thank donors for their support. Friends of the Foundation, present and past directors, college trustees, donors, students and staff have been invited to attend this exciting event.

On February 5, 2011 the Foundation Directors, College Trustees and staff participated in a dynamic "Board Development" training conducted by Kay Sprinkel Grace. Workshop surveys have been distributed and I am tabulating the results which to date indicate that the participants overwhelmingly rated the workshop as excellent. As a result of the workshop, the Executive Committee has redesigned the agenda for the next director's meeting with the intent of streamlining the meeting and providing the opportunity to celebrate our success.

A Foundation sub-committee has determined that the board will purchase a supplemental Director and Officers Liability Insurance policy. The Foundation is covered under the Mendocino College Liability Insurance plan; this policy will be in addition to the existing coverage.

Veteran's History Project- hosted an orientation meeting for Mendocino College students and coaches. Ten students will conduct interviews of servicemen over the next two months with a completion date of April 30th. A reception to honor the veterans will be held on May 18th at the Ukiah Veteran's Hall.

Mark Rawitsch and I recently met for a second time with a group of Lake County community members who are proposing the creation of a Lake County Friends of Mendocino College Affiliate Organization of the Foundation. The Foundation currently has two affiliate's: the Friends of the Library and Athletic Boosters. A letter of intent will be reviewed by the Foundation Director's at their March 8th meeting.

President Lehner and I recently met for a second time with the Boosters for the Mendocino College Athletics program to discuss their future plans and/or events.

We are actively recruiting donors for the Adopt-A-Fifth Grader 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!

Sadly, the Foundation has bid farewell to a most beloved Director, Mr. Harry Bistrin. Harry served on the Foundation Board for 7 years and will truly be missed.

President Lehner and I presented at a meeting of the Willits Rotary on February 3, 2012.

Save the Date- this year's Gala on the Green will be held on June 18, 2011 at Campovida in Hopland.

Watch for the Foundation's "Facebook" page, it will go live any day now!

ITEM NO: 6.5

DATE: March 2, 2011

SUBJECT: CONSTITUENT REPORTS

SYNOPSIS:

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

ANALYSIS:

There are no written reports this month.

SUBJECT: HEALTH BENEFITS

SYNOPSIS:

Status of the Health Benefit Fund

RECOMMENDATION:

Informational report

ANALYSIS:

For the first seven months of 2010/11, 7/1/10-1/31/11, the health benefit cost per participant was \$1,671.60 per month, while the budgeted rate was \$1760 per person.

In comparison:

- For the same time period in 2009/10 (7/1/10 – 1/31/11) the monthly cost per participant was \$1,777.47.
- For the last consecutive twelve months (2/28/10-1/31/11), the monthly cost per participant was \$1,714.94.

SUBJECT: TRUSTEES' REPORTS

SYNOPSIS:

Activities of the Trustees are offered as information

ANALYSIS:

Paul Ubelhart

I attended:

- Free lunch given by the college student body
- Basketball game between Mendocino and Contra Costa College

Janet Chaniot

Since I last reported, I have participated in/attended the following:

- Meeting at the Lake County Office of Education
Kathy, Katie, Jack, and I met with Wally Holbrook (LCOE Superintendent), an Upper Lake Board member, and a LCOE Board member. Among the many topics we discussed were: potential County and school districts' partnerships with the MLCCD, especially as the new campus begins operating; ways to increase the "capture" and success or completion rate of Lake County high school graduates; and the need for a future meeting of the MCOE, LCOE, and MLCCD Boards.
- CCCT Board meeting January 22 (See notes from Jeanette Mann and Tuition Comparison information)
- Dinner for new trustees to meet CCCT members and hear a "State of California Community Colleges" talk by Scott Lay
- Meeting with representatives of three other small, northern California colleges
A breakfast meeting of several representatives of this group included: Fritz Wenck (Lake Tahoe), Leah West (Feather River), Jim Hardy (Siskiyou), and Randall Lawrence (Siskiyou Joint Community College District Superintendent). For most of the time we talked about trustee – CEO relationships, noting that open communication, collaboration on accreditation, and integrated planning are helpful. The group agreed that small, northern colleges should work together on legislation to meet identified needs, and that trustees should try to meet for this purpose. Fritz and I volunteered to try to set up an opportunity for such a meeting in connection with the Hands Across California event.
- Policy 209 meeting
- Insurance meeting
- Board Workshop February 9
- Foundation Workshop February 5 – "Becoming An Ultimate Board Member"
Although this workshop was primarily for Foundation Board Members, I found it extremely valuable for college trustees. I have a copy of the powerpoint, and if anyone who was not there would like one, let me know.
- College Connections

- The Veterans' History Project meeting hosted by the Foundation and Heidi Dickerson, Mike Thompson's representative.

After the meeting I talked briefly with Heidi about the Community College Caucus and whether they are more active now that President Obama is focusing on two-year colleges. She said she will find out and will also talk to Mike about the regional White House Community College Summit on April 15 in San Diego.

- CalRTA Luncheon, with John Chocholak as guest speaker
John spoke briefly about community colleges and their role in providing vocational education or CTE, especially as secondary schools close down their programs.
- Three men's basketball games and one women's game

Coming events:

The next CCCT Board meeting will be in San Diego on April 14. It will be a combined meeting with the CEO Board. After the meeting we will attend a reception for 30 invitees to a White House Regional Summit on community college services to veterans.

April 17 is the Hands Across California event, perhaps with a meeting of northern California trustees, either at Mendocino College or one of the colleges north of Sacramento on Highway 5.

ITEM NO: 7.1.2
DATE: March 2, 2011

SUBJECT: REPORT FROM CCCT BOARD

SYNOPSIS:

Report from Trustee Chaniot on the Activities of the California Community College Trustees (CCCT) Board is attached

From the desk of Jeanette Mann, Acting President, CCCT

February 2, 2011

Dear Janet,

It was great seeing so many of you in Sacramento last weekend at the League's Effective Trusteeship Workshop and Legislative Conference. Of the fifty-four newly elected or appointed trustees statewide, forty-eight attended the workshop, along with seventy-seven of their more seasoned fellow trustees and CEOs.

The Legislative Conference, which we reconfigured this year to include a Student Success Symposium as part of the implementation of the League's Commission on the Future, had a sixty percent increase in attendance!

During the conference, your CCCT board held our regular meeting. As I took the gavel to fill the remainder of Walt Howald's term, the board agreed to the following goals for the 2010-2011:

- Advocate for minimal and proportionate reductions to the community college system budget with the legislature and the public.

- Create a pool of qualified trustees to serve on accreditation site teams.

- Increase diversity of the CCCT Board by race, ethnicity, geography, and size of college.

- Develop plan for implementation of Commission on the Future recommendations.

- Strengthen relationship with the Board of Governors.

- Respond more effectively with online services for trustees to ensure training opportunities for those unable to attend conferences.

In each of these cases, work is already underway by the CCCT board and League staff. In fact, our second vice-president Isabel Barreras was appointed to the Board of Governors by Arnold Schwarzenegger in December!

We will be sending a letter soon to each of your district CEOs to encourage them to recommend trustees for the accrediting commission for inclusion on site visit teams. Several of our CCCT board members, have found that i serving on site visit teams not only provides trustee perspective on the visiting team but also helps each of us guide our own districts through accreditation.

Also at the meeting, we received the report of the CCCT nominating committee. I was pleased to be nominated to serve as your president. Isabel Barreras was nominated for the position of first vice-president, Manny Ontiveros for second vice-president and Don Singer for at-large member on the League Board of Directors. The vote for your officers will be held at the Annual Business Meeting on May 1.

The Annual Trustees Conference and Business Meeting will be held April 29-May 1 at the Hyatt Regency Monterey. The program brochures will be mailed the beginning of March. I look forward to seeing you there.

California Community College Enrollment Fees

(Discussion/Action)

Background

When the Legislature considers revenues and funding for community colleges and other state and local agencies, the issue of community college fees frequently becomes part of the conversation. This year, more than all others, may be a turnaround year for community colleges since general fund revenues (which support community colleges) are short and the state continues to wrestle with a \$20 billion structural budget deficit. Given that Governor Brown has proposed increasing community college fees to \$36 per unit as part of the revenue mix, the following is information for determining a position to be taken by the Community College League. Specifically, this paper will provide information on the history of fees, their relationship to enrollment, a comparison of community college fees with those of UC and the CSU over the past ten years; a national comparison; information on the BOG fee waiver; and finally, arguments for and against raising fees.

History of California Community College Fees

Following is a table showing the amount charged for fees from their initiation in fall 1984 to the present.

Year	Undergraduates	Students w/BAs	Cap
Pre- 1984	-0-	-0-	-0-
Fall 1984	\$ 5/unit	\$ 5/unit	\$50/semester
Fall 1991	\$ 6/unit	\$ 6/unit	\$60/semester
Spring 1993	\$10/unit	\$50/unit	No maximum
Fall 1993	\$13/unit	\$50/unit	No maximum
Spring 1996	\$13/unit	\$13/unit	No maximum
Fall 1998	\$12/unit	\$12/unit	No maximum
Fall 2002	\$11/unit	\$11/unit	No maximum
Fall 2003	\$18/unit	\$18/unit	No maximum
Fall 2004	\$26/unit	\$26/unit	No maximum
Fall 2006	\$20/unit	\$20/unit	No maximum
Fall 2009	\$26/unit	\$26/unit	No maximum

In partial response to the “ups and downs” and late changes in fees, the community college system, with the support of the League, embarked on a new strategy with the development of Proposition 92 for the 2008 ballot. This measure included a provision that would enable the Legislature to increase fees by the lesser of the change in per capita personal income or ten percent and also would have required advance notice of student fee increases. Because the measure was tied to a fixed percentage of Proposition 98, it also ensured that the revenue derived from increases in the per-unit fee level was a net increase for the community college system rather than a general fund offset. Unfortunately, Proposition 92 was defeated at the polls.

Comparative Fees, 2000-01 to 2010-11 for UC, CSU and CCC Full-Time Students
(as per current statutory law)

Year	UC	CSU	CCC
2000-01	\$ 3,964	\$1,839	\$330
2001-02	3,859	1,876	330
2002-03	4,017	2,005	330
2003-04	5,530	2,572	540
2004-05	6,312	2,916	780
2005-06	6,802	3,164	780
2006-07	6,852	3,199	690
2007-08	7,517	3,521	600
2008-09	8,027	3,849	600
2009-10	9,311	4,893	780
2010-11	11,279	5,285	780

BOG Fee Waiver - eligibility and numbers of students

The Board of Governors (BOG) Fee Waiver Program is designed to ensure that community college fees are not a financial barrier for any California resident seeking to attend a California community college (CCC). Enrollment fees charged to CCC students are determined by the Legislature and the Governor and adjusted whenever statutory changes are approved by the Legislature and signed by the Governor; these fees are waived for needy students as defined by the BOG Fee Waiver program.

✓ The Chancellor's Office reports that for 2009 -10, \$369.3 million in fees were waived for 1.2 million of the total 2.67 million students (the fee waiver-eligible population).

California resident-students are deemed eligible for the BOG fee waiver if they are in one or more of the following three separate categories:

- *Part A* provides automatic eligibility for students who are receiving, or dependent on individuals receiving, Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI)/ State Supplementary Program (SSP) and/or General Assistance, as well as those who are:
 - Dependents or un-remarried surviving spouses of California National Guard members killed or permanently disabled in the line of active duty;
 - Congressional Medal of Honor recipients or children of such a recipient;
 - Surviving dependents of an individual killed in the September 11, 2001 terrorist attacks; or
 - Dependents of law enforcement or fire suppression personnel killed in the line of duty.
- *Part B* is for students who meet strict low-income criteria, specifically those whose total prior-year income was equal to, or less than, 150% of the US Department of Health and Human Services Poverty Guidelines for a family of the appropriate size. The current standards are:

NUMBER IN HOUSEHOLD	MAXIMUM 2009 FAMILY INCOME*
1	\$16,245
2	\$21,855
3	\$27,465
4	\$33,075
5	\$38,685
6	\$44,295
7	\$49,905

*These standards are for the 2010-11 academic year and are used to determine BOGFW-B eligibility effective July 1, 2010.

- *Part C* provides fee waivers to every student who demonstrates financial need through eligibility for federal and/or state need-based financial aid.

Do Colleges Keep the Fees?

The debate of whether or not California's community colleges benefit from fee increases is perennial and complicated. In fact, fee revenue in community colleges is essentially treated the same as with the University of California and California State University systems.

There are two aspects to this—the state budgeting process and the redistribution of fee revenues in the apportionment process. First, the Legislature considers fee revenue in determining the amount of general fund in the annual budget act for all three systems. While UC and CSU has the autonomy to further raise fees, the expectations of the Legislature and Governor are usually met. Generally, fee revenue, general funds and—for community colleges—property taxes, are part of a composite to fund a certain level of services for each segment.

Community college fees are “redistributed” throughout the system because of the BOG Waiver. If the waiver system was maintained and each district was allowed to keep the fees collected, districts having fewer BOG waivers would generate more resources. Thus, districts having wealthier students or worse financial aid delivery, would earn more revenue than others.

National Context

How do fees for resident California community college students compare with other states? In general, full-time fees, based on two 15-unit semesters in 2009-10, ranged from \$780 (California) to about \$5400 (Vermont), with an average of \$2361, according to the American Association of Community Colleges.

Following is a listing of average fees in a sampling of states for 2009-10:

Alaska	\$3970
Arizona	\$2130
California	\$ 780
Colorado	\$2802
Florida	\$2850
Hawaii	\$1967
Idaho	\$2265
Illinois	\$2750
New Mexico	\$1209
New York (CUNY)	\$3300
N Carolina	\$1888
Texas	\$4500
Vermont	\$5400
Washington	\$3135
Wyoming	\$2118
National Average:	\$2361

Proponents of Fee Increases Argue that :

- The Legislature could raise community college fees toward the national average to increase funding for the colleges (assuming that the colleges could retain the funding) even in bad budget times, without hurting poor students because of the generosity of the BOG fee waiver. ✓
- Even at \$40 per unit as proposed by the Legislative Analyst last year or the \$36 proposed in the Governor's budget for the 2011 – 12 year, -- which would mean \$1,200 (at \$40 per unit) or \$1080 (at \$36 per unit) for a student taking an annual full-time load of 30 credits – fees would remain

✓ the lowest in the United States, and increase revenues by \$150 million or \$135 million, respectively.

- Higher fees would allow students who need it to capture more financial aid.
- If we increase student fees, students can maximize their federal Pell Grants.
- It would be reasonable to increase fees to a level comparable to other states' public two-year colleges.
- The large number of students receiving BOG waivers (i.e., 1.2 million of 2.7 million students) does not mean that fees should not be raised; rather, it means that the BOG waiver provisions should be amended to establish limits similar to those in the Pell Grant program.
- Fee waivers for low-income families and the federal income tax credit for middle class students mean that many students wouldn't pay the higher fees.
- Many students and their families who paid fees and had other college-related expenses may be eligible to claim the American Opportunity tax credit on their federal income tax returns, with a full tax credit available to those whose modified adjusted gross income is less than \$80,000 (single filers) or \$160,000 (joint filers).

Opponents of Fee Increases Argue that:

- Even low fees have had a decidedly-negative impact on enrollment -- 95,000 fewer students enrolled after the initial \$5 per unit fee was enacted in 1984; when fees were increased to \$13 per unit in 1993, 125,000 fewer students enrolled in the following semester.
- Currently, fee increases are not returned to the system; and, if they were to be returned to the system, they would still be a tax on those who could least afford it, and are likely to encourage the local colleges to seek further increases.
- By supporting fee increases, the state is let "off the hook" to provide general fund revenue and California will divest from higher education like many other states.
- Access is a primary, and essential, component of the Master Plan for Higher Education and, as such, should be retained as the highest value, so fees should not be raised as it will lessen access.
- Fees should not be raised when 1.2 million of the 2.7 million students in the community college system are already receiving BOG waivers.

Question for Discussion:

- Should the League's position of support for "fair, moderate and predictable fees" that "benefit the instruction and services of students" be maintained?

Yes

ITEM NO: 9.1
DATE: March 2, 2011

SUBJECT: MEETING ORGANIZATION

SYNOPSIS:

Trustee review of Meeting Protocols and discussion of Trustees Reports during Board meetings.

ANALYSIS:

This item was on the February 9, 2011 Workshop for discussion and was postponed due to time constraints.



Mendocino College Trustees' Participation in Board Meetings

Purpose

The purpose of this document is to provide guidance to trustees to ensure efficient and effective Board meetings.

Protocols for Both Open and Closed Sessions of the Board of Trustees

1. Recognize that the Trustees have authority only as a Board.
2. Prepare for meetings by thoroughly reading Board agendas.
3. Apprise the Superintendent/President of questions or concerns prior to the meetings.
4. Ensure requests that involve staff time are important to the college decision-making process and justify staff time involved.
5. Actively participate in meetings and provide appropriate input.
6. Prior to speaking, request permission from the Board President.
7. Limit discussion to items on the agenda.
8. Ask relevant questions to clarify information needed for decision making.
9. Actively listen to others.
10. Respect others' views.
11. Consider issues, not personalities.
12. Clarify the pros and cons of all alternatives.
13. Be objective. Consider what is best for the institution as a whole, not what will benefit a particular department or individual.
14. Advocate for positions based upon thorough study and objective reflection.
15. Help the chair to conclude debate when all sides have been fully explored.
16. Table or postpone an item if information is insufficient.
17. Abstain from voting when there is a possible financial conflict of interest.
18. Don't take a position just to avoid offending a fellow board member or member of the public.
19. Put all trustee reports in writing and submit in time to be included in agenda packet. Board President to ask for oral reports only on things that occurred after the written report was submitted.

Additional Protocols for Closed Sessions

1. Do not discuss closed session matters outside of the meeting room.
2. Return personal and confidential material to the Superintendent/President at the conclusion of the closed session.
3. Ensure the safekeeping of notes related to closed session matters.
4. Only the Superintendent/President may update an absent trustee about closed session discussions.

Trustee Protocols for Effective Trusteeship

Purpose

The purpose of this document is to provide guidance to trustees to ensure efficient and effective Board meetings. The goal is for meetings to be orderly and to be a good use of time for everyone participating.

Recognize that Trustees have authority only as a Board making decisions in an open, public meeting. Remember that this is a meeting of the Board IN PUBLIC, not a meeting of the Board WITH THE PUBLIC. Discussion should remain amongst board members.

Prior to Meetings

1. Put all trustee reports in writing and submit in time to be included in agenda packet.
2. In keeping with the “No Surprises” rule, apprise the Superintendent/President of agenda items you may want to remove from the consent calendar and other items with which you have concerns.
3. Prepare for meetings by thoroughly reading Board agendas.
4. Ask questions of the Superintendent/President during scheduled one-on-one conversations prior to the meeting.
5. Re-ask questions at the meeting only when you and the Superintendent/President agree that it is pertinent to ALL Board members.
6. Ensure requests that involve staff time are important to the college decision-making process and justify staff time involved.

During the Meeting

7. Prior to speaking, request permission from the Board President.
8. Actively participate in meetings, listen to others, add appropriate input.
9. Limit discussion to items on the agenda and restrict comments and questions to topics relating to the District.
10. Respect others views; consider issues, not personalities.
11. Be objective. Consider what is best for the institution as a whole, not what will benefit a particular department or individual.
12. Don’t take a position just to avoid offending a fellow board member or member of the public.
13. Advocate for positions based upon thorough study and objective reflection.
14. Table or postpone an item if information is insufficient.
15. Help the Board President to conclude debate when all sides have been fully explored.
16. Questions should be asked of the Superintendent/President who will call on staff as needed.
17. Board members are required by law to vote “yes” or “no” and abstain only for financial conflicts.

Following the Meeting

18. Publicly support the decisions of the Board.

Closed Sessions

19. Do not discuss closed session matters outside of the meeting room.
20. Return personal and confidential material to the Superintendent/President at the conclusion of the closed session.
21. Ensure the safekeeping of notes related to closed session matters.
22. Only the Superintendent/President may update an absent trustee about closed session discussions.



BOARD POLICY

No. 205

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

MEETINGS OF THE BOARD OF TRUSTEES

Regular Meetings of the Board

Regular meetings of the Board shall normally be held on the first Wednesday of the month at the Ukiah Campus, 1000 Hensley Creek Road, Ukiah, California. Annually, one meeting shall be held at the Lake Center and one meeting shall be held at the Willits Center. An annual schedule of meetings shall be developed at the December Organizational meeting and shall be available on the District's website.

All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Ralph M. Brown Act provisions, except as required or permitted by law.

Conduct of Meetings

Conduct of the meetings shall be by Roberts Rules of Order, Newly Revised for "small body" accommodations and by the Board's adopted list of meeting protocols.

Special and Emergency Meetings

Special meetings may be called from time to time by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disaster, and other activity that severely impairs public health or safety.

Quorum and Voting

A quorum of the Board shall consist of a majority of board members. The Board shall act by majority vote of all of the membership of the Board, except as noted below.

The following actions require a two-thirds majority of all members of the Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;

- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property.

The following actions require an unanimous vote of all members:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

No action shall be taken by secret ballot.

Agendas

The Board Agenda is a primary tool for carrying on the Board of Trustee's business. The development and preparation of the Agenda is the responsibility of the Superintendent/President in consultation with the Board President. See also Board Policy 204 Organization.

Agendas shall be posted and distributed in accordance with the requirements of the Brown Act.

The order of business may be changed by consent of the Board. The Board may act only on posted agenda items and shall not deliberate on items which are not on the posted agenda.

See Policy 206 regarding public participation in board meetings.

Closed Session shall be held as permitted by law. All matters discussed or disclosed during a lawfully held closed session are confidential. Violations of confidentiality shall be addressed by Policy 302 District Code of Conduct and Policy 208 Board Code of Ethics. Trustees who are absent from Closed Session shall be updated at their request solely by the Superintendent/President.

Minutes

The Superintendent/President as Secretary of the Board shall cause minutes to be taken in open session. The minutes shall contain a record of all actions taken by the Board. The minutes shall records the names of the Board members present including their arrival to and departure from the meeting.

Reference:

Education Code Section 72000(d), 72023.5, 72121, 72121.5, 72122, 72129, 81310 et seq., 81365, 81511, 81432;

Government Code 6250 et seq., 53094, 54950-54963 (The Ralph M. Brown Act)

Code of Civil Procedure Section 1245.240

Adopted: December 19, 1978

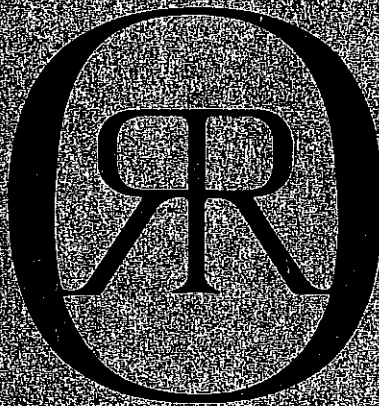
Revised: April 7, 1982

September 8, 2010

ROBERT'S RULES OF ORDER NEWLY REVISED

TENTH EDITION

HENRY M. ROBERT, LL.D., WILLIAM J. EVANS,
DANIEL H. HONEMANN, THOMAS J. BALCH



THE ONLY CURRENT AND AUTHORIZED EDITION OF
THE CLASSIC WORK ON PARLIAMENTARY PROCEDURE

1 regular board meeting in order to become an official act of
the board.

A record of the board's proceedings should be kept by
the secretary, just as in any other assembly; these minutes
5 are accessible only to the members of the board unless the
board grants permission to a member of the society to in-
spect them, or unless the society by a two-thirds vote (or
the vote of a majority of the total membership, or a major-
ity vote if previous notice is given) orders the board's min-
10 utes to be produced and read to the society's assembly.

At regular board meetings the executive committee, if
there is one, should be required to make a report of its ac-
tivities since the last board meeting. No action need be
taken on this report, which is generally intended as infor-
15 mation only.

PROCEDURE IN SMALL BOARDS. In a board
meeting where there are not more than about a dozen
members present, some of the formality that is necessary in
20 a large assembly would hinder business. The rules govern-
ing such meetings are different from the rules that hold in
other assemblies, in the following respects:

- 25 • Members are not required to obtain the floor before
making motions or speaking, which they can do while
seated.
- Motions need not be seconded.
- There is no limit to the number of times a member can
speak to a question, and motions to close or limit de-
30 bate (15, 16) generally should not be entertained.
- Informal discussion of a subject is permitted while no
motion is pending.
- Sometimes, when a proposal is perfectly clear to all pres-
ent, a vote can be taken without a motion's having been
35 introduced. Unless agreed to by unanimous consent,

however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings. 1

- The chairman need not rise while putting questions to vote. 5

- The chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions. 10

EFFECT OF PERIODIC PARTIAL CHANGE IN BOARD MEMBERSHIP. In cases where a board is constituted so that a specified portion of its membership is chosen periodically (as, for example, where one third of the board is elected annually for three-year terms), it becomes, in effect, a new board each time such a group assumes board membership. Consequently, all unfinished business existing when the outgoing portion of the board vacates membership falls to the ground under provision (c) on page 229; and if the board is one that elects its own officers or appoints standing committees, it chooses new officers and committees as soon as the new board members have taken up their duties, just as if the entire board membership had changed. The individual replacement of persons who may occasionally vacate board membership at other times, however, does not have these effects. 15 20 25

§50. COMMITTEES 30

: A committee, as understood in parliamentary law, is a body of one or more persons, elected or appointed by (or by direction of) an assembly or society, to consider, investigate, or take action on certain matters or subjects, or to do 35