

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES AGENDA - REGULAR MEETING  
Wednesday, December 7, 2011 - 5:00 PM  
Mendocino College - 1000 Hensley Creek Road – Ukiah CA 95482  
Board Room, Room 1060, MacMillan Hall**

**CALL TO ORDER /PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

This time is set aside for general public comments. Additionally, comments may be made at time of discussion of any item. After being recognized by the Chair, those wishing to make comments are asked to stand at the podium, give their name, place of residence and affiliation, if any, and address their comments to the Board President. Trustees may ask questions of the speaker for clarification but will not discuss items that are not on the agenda. If appropriate, the Board may choose to 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 Agenda Approval
- 1.2 Approval of Minutes for the regular meeting held November 2, 2011.

**RECOGNITION OF RETIREES**

Jim Mastin and Pat Trenholm to be recognized by the Board

**PUBLIC HEARING - TIME CERTAIN ITEM - 5:15 PM**

Public Hearing on Transfer of Categorical funds as authorized by ABX4 2

**2. ANNUAL ORGANIZATIONAL MEETING**

- 2.1 Oath of Office
  - Oath of Office will be administered to Trustees Ubelhart, Eriksen, Clark, and Geck
- 2.2 Resolution No. 12-11-01, Declaration of Trustee Candidates Appointed
  - Adoption of a resolution to declare candidates appointed
- 2.3 Election of Officers
  - Board of Trustees will elect officers for 2012
- 2.4 Meeting Dates and Times
  - Board of Trustees will set their meeting dates/times for 2012

**3 & 4 CONSENT AGENDA**

**3. Personnel**

- 3.1 Employment – Short-Term Employees
  - Recommendation to ratify a list of short-term employees
- 3.2 Employment – Part-Time Faculty
  - Recommendation to ratify a list of part-time faculty
- 3.3 Volunteers
  - Recommendation to approve a list of volunteers
- 3.4 Proposed Side Letter and District Response, 2011-12 - Mendocino-Lake Community College Classified Bargaining Unit (MLCCCBU)
  - Recommendation to receive the initial collective bargaining proposal
- 3.5 Mendocino College Federation of Teachers (MCFT) Side Letter
  - Recommendation to be made at the meeting

**4. Other Items**

- 4.1 Fiscal Report as of October 31, 2011
  - Recommendation to accept the report as presented
- 4.2 Transfer of Categorical Funds
  - Recommendation to approve the transfer of \$1,000

**5. ACTION ITEMS**

- 5.1 2010-11 Audit Report  
Recommendation to receive the Audit Report presented by Steve Pittman of Matson and Isom
- 5.2 Strategic Planning – Mission/Vision/Values/Goals  
Recommendation to approve revisions to Board Policy 103
- 5.3 Library/Learning Center – Change Order No. 13  
Recommendation to ratify Change Order No. 13 in the amount of <\$4173>
- 5.4 Lake Center – Change Order #1  
Recommendation to ratify Change Order No. 1 in the amount of \$103,899

**6. INFORMATIONAL REPORTS**

- 6.1 President’s Report  
Superintendent/President informational report
- 6.2 Education and Student Services Report  
Education and Student Services Department informational report
- 6.3 Administrative Services Report
  - 6.3.1 Administrative Services Department informational report
  - 6.3.2 Measure W Bond Report
- 6.4 Mendocino College Foundation, Inc.  
Mendocino College Foundation informational report
- 6.5 Constituent Groups Reports  
Constituent groups informational reports
- 6.6 Health Benefits Report  
Submitted as information

**7. TRUSTEE COMMUNICATIONS**

- 7.1 Trustee Reports  
Written and oral reports from Trustees are presented as information
- 7.2 Future agenda items

**8. TIME CERTAIN ITEM – PRESENTATION 6:00 PM**

- 8.1 Sustainable Technology  
Presentation by Orion Walker

**9. CLOSED SESSION**

- 9.1 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(a) 2 cases  
Case names unspecified: Disclosure would jeopardize existing settlement negotiations
- 9.2 Collective Bargaining/Meet and Confer - GC 54957.6  
Designated Representatives: Lehner, Randall, Perryman, Chaty  
Employee Organizations: MCFT, MPFA, Management/Supervisory/Confidential, MLCCCBU

**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](http://www.mendocino.edu).**

***Future Board Meetings: Tentative - Regular Meeting – January 11, 2012, 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, November 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 5:03 PM.

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

*Secretary* Kathy Lehner, Superintendent/President

*Support Staff* Gwen Chapman, Executive Assistant II Superintendent/President

*Staff* 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 (absent)
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Sue Goff, President

*Public Comments* Two students from the Dance Program invited the Board to the upcoming Dance performance.

*Agenda Approval* M/S/C (Geck/Haynes) To approve the agenda as amended. Item 3.2 Part-Time Faculty was removed from the agenda.

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

**CONSENT AGENDA**

M/S/C (Chaniot/Geck) 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.

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

*Retirement/  
Resignation -  
Classified* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Pat Trenholm, effective December 30, 2011.

*District Response  
to MCFT Proposed  
Side Letter* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby present the District's response to MCFT; and directs the Superintendent/President to receive public comments for the next ten days; and directs its representatives to begin negotiations after that time.

#### **Other Items**

*Fiscal Report –  
September 30,  
2011* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.

*Quarterly Fiscal  
Status Report –  
September 30,  
2011* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the Quarterly Fiscal Status Reports – AB 2910 as submitted.

*2011-12 Advisory  
Committees-  
DRC and EOPS* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby appoint the community members as listed for the Disability Resource Center and Extended Opportunity Programs and Services Advisory Committees.

*Donation of  
Automobile* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the automobile donated to Mendocino College by Mike Dwyer.

#### **ACTION ITEMS**

*Library/Learning  
Center – Change  
Order No. 12* Mike Adams responded to questions from Board members about specific items on the Change Order.

M/S/C (Tomkins/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 12 for the Library/Learning Center project to Midstate Construction in the amount of \$15,894.  
Trustee Haynes voted “no.”

#### **INFORMATIONAL REPORTS**

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

- Monday, November 7, the Northern California Community College CEOs will be meeting at Mendocino College.
- Superintendent/President Lehner thanked Trustees for their involvement in the recent planning retreats.
- Superintendent/President Lehner reported that serving as chair of the Accreditation team for Solano College gave her insights that will be helpful for Mendocino College's next accreditation visit.
- The Board further discussed the continuing challenges of class scheduling. They discussed how to respond to public comments made about reductions in class scheduling. The Board does not want to micromanage by being involved in areas that are not in their purview such as curriculum or the day

to day work of staff in developing the schedule of classes. While the Board fosters an atmosphere of free speech, they don't want to encourage anyone who is concerned about a program to bypass the process by coming to the Board asking for special consideration.

- Superintendent/President Lehner gave further information to the Board on the Alert U system.

*Education and Student Services Report*

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

*Distance Education Report*

A written report was submitted by Meridith Randall and Vivian Varela, Distance Education Coordinator.

*Administrative Services Report*

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

*Measure W Bond Report*

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

*Mendocino College Foundation, Inc.*

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

*Constituents Report*

Written reports were submitted by the Management/Supervisory/Confidential Group and the Academic Senate.

*Health Benefits Report*

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

*TLCD Architecture*

**PRESENTATION – TIME CERTAIN ITEM 6:00 PM**

Brian Wright of TLCD Architecture gave a PowerPoint presentation on the new Willits Center project which included preliminary plans and a timeline for completion.

*Trustee Reports*

**TRUSTEE COMMUNICATION**

A written report was submitted by Trustee Eriksen, Chaniot and Student Trustee Evans.

*Trustee Participation in the Adopt-A-5<sup>th</sup> Grader Program*

M/S/C (Eriksen/Chaniot) RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby make a commitment to participate in the Adopt-A-5<sup>th</sup> Grader program with a total donation of \$700.

*Student Survey*

**“THE BIG PICTURE”**

Director of Institutional Research, Dr. Charles Duffy, gave a PowerPoint presentation on the Student Survey he conducted in the spring of 2011.

*Future Agenda Items*

Trustees offered the following topics as future agenda items:

- Mendocino College Business/Entrepreneurship programs, as related to Economic Development.
- Sustainable Technology certificates.

**CLOSED SESSION**

Trustees adjourned to Closed Session at 7:34 PM. Board President Clark announced that only item 10.2 Collective Bargaining will be discussed and no action will be taken.

*ADJOURNMENT* M/S/C (Haynes/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:35 PM.

Submitted by:

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

SUBJECT: OATH OF OFFICE

SYNOPSIS:

Oath of Office to Trustees Ubelhart, Eriksen, Clark, and Geck is required.

RECOMMENDATION:

The Superintendent/President recommends approval of administering the Oath of Office.

ANALYSIS:

In accordance with Government Code Section 1360, before any officer enters into the duties of his/her office, he/she shall take and subscribe the oath or affirmation set forth in Section 3 of Article XX of the Constitution of California. Furthermore, the District shall file Oaths of Office in the Office of County Clerk whenever an election or appointment of new officers takes place.

Trustee Geck was elected and will serve a four year term. Trustees Eriksen, Ubelhart and Clark ran unopposed and will serve a four year term.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve administering the Oath of Office to Trustees.

**RESOLUTION NO. 12-11-01  
MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
DECLARATION OF TRUSTEE CANDIDATES APPOINTED**

WHEREAS, A notice of election was filed to fill four trustee seats on the Mendocino-Lake Community College District Board of Trustees for an election to be held on November 8, 2011; and,

WHEREAS, Paul Ubelhart was unopposed in Trustee Area No. 1, and Joan M. Eriksen was unopposed in Trustee Area No. 3, and Joel Clark was unopposed in Trustee Area No. 4, and Dave Geck was elected in Trustee Area No. 7,

NOW THEREFORE BE IT RESOLVED,

That the following persons are declared appointed to the following trustee areas:

Paul Ubelhart	Trustee Area No. 1	(Four year term)
Joan M. Eriksen	Trustee Area No. 3	(Four year term)
Joel Clark	Trustee Area No. 4	(Four year term)
Dave Geck	Trustee Area No. 7	(Four year term)

PASSED AND ADOPTED this 9th day of December, 2009, by the following vote:

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

AYES:\_\_\_\_NAYES:\_\_\_\_ABSENT:\_\_\_\_ABSTAIN:\_\_\_\_

I hereby certify that the foregoing is a true and accurate copy of a Resolution which was duly and regularly adopted at a meeting of the Board of Trustees, Mendocino-Lake Community College District, on December 7, 2011.

\_\_\_\_\_  
Kathryn G. Lehner, Secretary  
Board of Trustees  
Mendocino-Lake Community College District



SUBJECT: ANNUAL ORGANIZATIONAL MEETING – BOARD OFFICERS

SYNOPSIS:

The annual organizational meeting of the Board of Trustees includes selection of President, Vice-President and Clerk from among its members.

ANALYSIS:

In accordance with Education Code Section 72000 (2) (A), the annual organizational meeting of the Board of Trustees shall be held on a day within a 15-day period that commences with the first Friday in December.

Included in the organizational meeting is the election of a President, Vice President and Clerk of the Board from its members. The Superintendent/President serves as Secretary to the Board.

A history of past officers includes:

Officers who served in 2008:

Paul Ubelhart, President  
Janet Chaniot, Vice President  
John Hancock, Clerk  
Kathryn G. Lehner, Secretary

Officers who served in 2009:

Janet Chaniot, President  
Gerald DeChaine, Vice President  
John Hancock, Clerk  
Kathryn G. Lehner, Secretary

Officers who served in 2010:

Janet Chaniot, President  
Gerald DeChaine., Vice President  
Joan M. Eriksen, Clerk  
Kathryn G. Lehner, Secretary

Officers who service in 2011:

Joel Clark, President  
Paul Ubelhart, Vice President  
Ed Haynes, Clerk  
Kathryn G. Lehner, Secretary

Prior to the November Board meeting Trustees expressed their interest in serving as an officer.

MOTION/ACTION:

The vote shall take place sequentially by officer position. The President shall be elected first, followed by the Vice President, then the Clerk.

**SUBJECT:** ANNUAL ORGANIZATIONAL MEETING – MEETING DATES/TIMES

**SYNOPSIS:**

The annual organizational meeting of the Board of Trustees includes selection of day and time of Trustee meetings and the election of a President, Vice-President and Clerk from among its members.

**ANALYSIS:**

In accordance with Education Code Section 72000 (2) (A), the annual organizational meeting of the Board of Trustees shall be held on a day within a 15-day period that commences with the first Friday in December.

Included in the organizational meeting is the setting of the day and time of the Board’s monthly meetings for 2012

In prior years, the Board has set the first Wednesday of each month at the hour of 5:00 PM for its regular meetings, unless the first Wednesday conflicts with College holidays/breaks. Typically, the Board holds the September meeting on the second Wednesday of the month to allow for the inclusion of the Adopted Budget. The Board meets in Room1060, MacMillan Hall, Ukiah Campus, 1000 Hensley Creek Road, Ukiah, with the June meeting being held at the Lake Center and the August meeting being held at the Willits Center.

**Suggested dates for regular meetings for the year 2012:**

January 11	February 1	March 14	April 4
May 2	June 6	July 11	August 1
September 12	October 3	November 7	December 12 (Organizational Meeting)

**Following are the Suggested Dates/Times for Board Workshops:**

- Wednesday February 15, 2012, 9:00 AM -3:00 PM, Ukiah Campus Board Room
- Wednesday August 29, 2012, 9:00 AM -3:00 PM, Ukiah Campus Board Room

**MOTION/ACTION:**

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the meeting dates and times as presented/revised at the meeting.

SUBJECT: EMPLOYMENT – SHORT-TERM EMPLOYEES

SYNOPSIS:

Approval of employment of short-term employees is requested.

RECOMMENDATION:

The Superintendent/President recommends that this item be ratified 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
Brumback	Bobby	Crew Member	Dance	11/11/2011	6/30/2012
Cash	Kyra	Instructional Assistant	Foster/Kinship Care	12/1/2011	6/30/2012
Davis	Terri	Trainer	Foster/Kinship Care	12/1/2011	6/30/2012
Flores	Bob	Trainer	Foster/Kinship Care	12/1/2011	6/30/2012
Lawrence	Cathy	Associate Teacher - Sub	Child Development	10/21/2011	6/30/2012
Munoz	Amber	Trainer	Foster/Kinship Care	12/1/2011	6/30/2012
Preston	Phyllis	Trainer	Foster/Kinship Care	12/1/2011	6/30/2012
Ransom	Barbara	Trainer	Foster/Kinship Care	12/1/2011	6/30/2012
Ratliff	Diana	Library Assistant	Library	12/1/2011	6/30/2012
Stoepler	Jim	Trainer	Foster/Kinship Care	12/1/2011	6/30/2012
Walsh	Christina	Associate Teacher - Sub	Child Development	11/29/2011	6/30/2012

SUBJECT: EMPLOYMENT - PART-TIME FACULTY

SYNOPSIS:

Employment of Part-Time Faculty for the Spring Semester, 2012

RECOMMENDATION:

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

ANALYSIS:

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

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the attached list of Part-Time Faculty for the Spring Semester, 2012.

## Part-time Faculty Spring 2012

Name	Position	Location
Adam, David	Geology Instructor	Lake Center
Adams, Kathlyne	English Instructor	Online
Ahders, Heidi	Mathematics Instructor	Online
Albuquerque, Liliã	English as a Second Language Instructor	Ukiah
Alverio, Bernadette	Theatre Arts - Dancing Instructor	Ukiah
Anchordoguy, Rosalie	Health-Continuing Ed Instructor	Willits
Anderson, David	Philosophy Instructor	Ukiah
Arrington, Deborah	Health-Paramedic Instructor	Lake Center
Ashby, Rosalyn	History Instructor	Ukiah
Bailey, Jeffrey	Art Instructor	Lake Center
Banks, Jennifer	Health-Continuing Ed Instructor	Ukiah
Bartow, Robert	Welding Instructor	Ukiah
Bayer, Lucille	English Instructor	Ukiah
Beale, Edward	Geology Instructor	Willits
Beck, Rosemary	Chemistry Instructor	Ukiah
Bell, Kenneth	Automotive Technology Instructor	Ukiah
Bird, Charles	Mathematics Instructor	Willits
Bishop, Roswell	Computer Science Instructor	Lake Center
Blake, Cheryl	Child Development Instructor	Lake Center
Boyd, Christine	Theatre Arts - Dancing Instructor	Ukiah
Brady-Arthur, Lorraine	Art - Painting, Drawing Instructor	Lake Center
Braider, Justin	English Instructor	Lake Center
Brandt, Floyd	Mathematics Instructor	Lake Center
Brunner, Jeffrey	English Instructor	Ukiah
Bushway, Ginger	Business Office Technology Instructor	Online
Buzzell, Nancy	Child Development Instructor	Online
Byard, Gregory	Art - Ceramics Instructor	Ukiah
Cartwright, Tammy	Business Office Technology Instructor	Willits
Cetani, Bryan	Computer Science Instructor	Ukiah

## Part-time Faculty Spring 2012

Name	Position	Location
Chapman, Janel	Business Office Technology Instructor	Lake Center
Chapman, Kelvin	Physical Ed - General Instructor	Ukiah
Chaudrue, Vicki	Nursing - Registered Nursing Instructor	Ukiah
Chavez, Howard	History Instructor	Ukiah
Churchill, Jabez	Spanish Instructor	Lake Center
Clendennin, Donna	American Sign Language Instructor	Ukiah
Collins, Jeanne	American Sign Language Instructor	Ukiah
Colt, Herbert	Mathematics Instructor	Lake Center
Cordell, Susan	English Instructor	Lake Center
Corippo, John	Fire Science Instructor	Ukiah
Cortez, Cristobal	Child Development Instructor	Ukiah
Cox, Kathleen	Spanish Instructor	Ukiah
Crofoot, Jessica	Career and College Success Instructor	Willits
Daugherty, Janet	Learning Center Assistant	Ukiah
DeVries, Virginia	English Instructor	Lake Center
Dingman-Katz, Kathy	Theatre Arts - Technical Theater Instructor	Ukiah
Doering, Debra	Spanish Instructor	Ukiah
Dwyer, Molly	English Instructor	Ukiah
Easter, Lorraine	Mathematics Instructor	Lake Center
Ehrhardt, Debra	Speech Instructor	Lake Center
Falandes, Helen	Alcohol and Other Drugs Instructor	Ukiah
Farris, Linda	English Instructor	Lake Center
Finnegan, Matthew	Administration of Justice Instructor	Ukiah
Flaim, David	Biology Instructor	Ukiah
Flores, Minerva	Spanish Instructor	Ukiah
Ford, Aaron	Physical Ed - General Instructor	Ukiah
Fry, Joseph	Philosophy Instructor	Ukiah
Garcia, Luz	English as a Second Language Instructor	Ukiah
Gervase, Tom	Agriculture Instructor	Ukiah

## Part-time Faculty Spring 2012

Name	Position	Location
Gibson, Gail	Health-Continuing Ed Instructor	Ukiah
Gilmore, Karen	English as a Second Language Instructor	Ukiah
Glenn, Michael	Mathematics Instructor	Ukiah
Glossenger, Bessie	Child Development Instructor	Ukiah
Gonzalez, Ignacio	Real Estate Instructor	Ukiah
Gordon, Matt	Physical Ed - General Instructor	Ukiah
Grebil, Dan	Fire Science Instructor	Ukiah
Greene, Janet	Child Development Instructor	Ukiah
Griffith, Robert	Computer Science Instructor	Online
Groo, Abigail	Computer Science Instructor	Online
Gross, Susan	Art - Painting, Drawing Instructor	Ukiah
Guebert, Linda	English as a Second Language Instructor	Lake Center
Guleff, Michael	Music Instructor	Ukiah/Online
Guyer, Rodney	Art - Ceramics Instructor	Ukiah
Hanson, Norma	Spanish Instructor	Willits
Harris, Sissa	Sociology Instructor	Lake Center
Headrick, Donna	Business Office Technology Instructor	Online
Hellman, Steven	English Instructor	Willits
Hogan, Dennis	Mathematics Instructor	Willits
Holl, Merie	EOPS Counselor, Part-Time Hourly	Ukiah
Horiguchi, Naoto	Physical Ed - General Instructor	Ukiah
Hoyt, Schuyler	Agriculture Instructor	Lake Center
Huff, Shane	Physical Ed - Major Instructor	Ukiah
Hutton, Dina	English as a Second Language Instructor	Willits
Ineich, Chris	Biology Instructor	Ukiah
Jacobson-Todd, Karen	Art - Painting, Drawing Instructor	Ukiah
Jenkins, Alese	Human Services Instructor	Ukiah
Jennings, Kevin	Fire Science Instructor	Ukiah
Jernigan, Jeremy	Music Instructor	Lake Center



## Part-time Faculty Spring 2012

Name	Position	Location
Johnson, Cameron	English As a Second Language Non-Credit	Ukiah
Johnson, Cassandra	Child Development Instructor	Lake Center
Johnson, Clifford	Music Instructor	Lake Center
Johnson, Deborah	Computer Science Instructor	Ukiah
Johnson, Lynn Dee	Political Science Instructor	Willits
Jones, Christopher	English Instructor	Willits
Jones, Michael	Welding Instructor	Lake Center
Jones, Richard	History Instructor	Lake Center
Kammer, Bradley	Psychology Instructor	Ukiah
Kauffman, Kenneth	Mathematics Instructor	Ukiah
Killian, Rose	Clothing Instructor	Ukiah
Kirkpatrick, Kathleen	Art - Painting, Drawing Instructor	Willits
Krasts, Pauls	English Instructor	Ukiah
Landers, Joshua	English Instructor	Ukiah
Lanier, Kathryn	Learning Skills Instructor	Ukiah
Larsen, Erick	Mathematics Instructor	Lake Center
Lee, Victoria	English as a Second Language Instructor	Ukiah
Lipke, Stephen	Art Instructor	Lake Center
Lockart, Daniel	Administration of Justice Instructor	Ukiah
Lovejoy, Leslie	Health-Continuing Ed Instructor	Lake Center
MacDougall, Elizabeth	Music Instructor	Ukiah
Magratten, Anne	Art - Painting, Drawing Instructor	Ukiah
Mangan, Karen	Agriculture Instructor	Ukiah
Mari, Michael	Physical Ed - Major Instructor	Ukiah
McGarvey, Loren	Alcohol and Other Drugs Instructor	Ukiah
McKay, Carol	Child Development Instructor	Ukiah/Online
Metzler, Sandra	Theatre Arts - Dancing Instructor	Willits
Mills, Christopher	Physical Ed - General Instructor	Ukiah
Mitchell, Rodney	Administration of Justice Instructor	Lake Center

## Part-time Faculty Spring 2012

Name	Position	Location
Molina, Michele	English as a Second Language Instructor	Lake Center
Monti, Maria	Theatre Arts - Dancing Instructor	Ukiah
Moore, Dawna	Business Office Technology Instructor	Ukiah
Morgan, Heidi	Psychology Instructor	Online
Myklebust, Martha	Child Development Instructor	Willits
Nagel, Linda	Health-Transfer Instructor	Ukiah
Nishiyama, Robert	Administration of Justice Instructor	Ukiah
Offill, William	Physical Ed - Major Instructor	Ukiah
O'Neill, Magdalena	Computer Science Instructor	Willits
O'Rourke, Lois	Computer Science Instructor	Ukiah
Orozco, Elizabeth	Business Office Technology Instructor	Ukiah/Online
Orpustan-Love, Denise	Sociology Instructor	Online
Otten, Marc	Physical Ed - General Instructor	Ukiah
Paine, Kristy	Administration of Justice Instructor	Online
Pegan, John	Administration of Justice Instructor	Ukiah
Phelps, Barbara	Art - Painting, Drawing Instructor	Ukiah
Phillips, Nancy	Business Office Technology Instructor	Ukiah
Phillips, Thomas	Mathematics Instructor	Ukiah
Post, Ezra	English as a Second Language Instructor	Ukiah
Prather, Douglas	Anthropology Instructor	Lake Center
Price, Christine	Alcohol and Other Drugs Instructor	Ukiah
Rickansrud-Young, Rebel	English Instructor	Online
Rose, Marsh	Psychology Instructor	Ukiah
Rumfelt, Robert	Health-Continuing Ed Instructor	Lake Center
Rush, Terry	Automotive Technology Instructor	Ukiah
Sammel, David	Spanish Instructor	Ukiah/Online
Sanchez, Margaret	Education Instructor	Lake Center
Schmidt, Victoria	Psychology Instructor	Lake Center
Schuman, Edwin	English Instructor	Willits

## Part-time Faculty Spring 2012

Name	Position	Location
Scully, Michelle	Biology Instructor	Lake Center
Sears, Christina	Psychology Instructor	Covelo/Round Valley
Shimada, Machiko	Mathematics-Basic Skills Instructor	Ukiah
Siegel, William	Music Instructor	Ukiah
Simms, Thomas	Business Instructor	Ukiah
Simpson, Marilyn	Music Instructor	Ukiah
Smith, Marius	Mathematics Instructor	Willits
Snider, Michelle	Mathematics Instructor	Online
Steliga, Jody	Physical Ed - General Instructor	Ukiah
Stocker, Ricardo	Psychology Instructor	Ukiah
Stubbs, Janis	Child Development Instructor	Lake Center
Taylor, Riba	English Instructor	Online
Taylor, Trent	Administration of Justice Instructor	Ukiah
Thomas, Alexander	Economics Instructor	Online
Thygesen, Patricia	Child Development Instructor	Ukiah
Timmen, Melissa	English Instructor	Ukiah
Todd, Timothy	Computer Science Instructor	Ukiah
Tovell, Anthony	Art Instructor	Covelo/Round Valley
Turner, Jacob	Music Instructor	Ukiah
Tweedie, Norine	Business Office Technology Instructor	Ukiah
Vaccaro, Erin	Biology Instructor	Willits
Varkevisser, Brian	Chemistry Instructor	Ukiah
Vazquez, Yolanda	Computer Science Instructor	Ukiah
Veiga, Nancy	English Instructor	Ukiah
Veno, Kathryn	Anthropology Instructor	Online
Vetzmadian, Shushan	English as a Second Language Instructor	Lake Center
Wagschal, Kathleen	Psychology Instructor	Lake Center
Wagschal, Peter	Computer Science Instructor	Lake Center
Walker, Orion	Sustainable Technologies Instructor	Ukiah

## Part-time Faculty Spring 2012

Name	Position	Location
Wandrei, Karin	Psychology Instructor	Willits
Warda, Valerie	English Instructor	Ukiah
Waterbury, Walter	Business Instructor	Ukiah
Watson-Krasts, Dena	Theatre Arts - Dancing Instructor	Ukiah
Webster, William	Health-Paramedic Instructor	Ukiah
Weiss, Elizabeth	Business Instructor	Lake Center
Whipple, Andrea	English Instructor	Covelo/Round Valley
Wicks-DeMartino, Verna	Music Instructor	Lake Center
Wilson, Patrick	History Instructor	Ukiah
Wong, Wilson	Mathematics Instructor	Ukiah
Yates, Norman	Fire Science Instructor	Ukiah
Zhang, Min	Mathematics Instructor	Ukiah
Zotter, Frank	Business Instructor	Ukiah

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:

<b>Name</b>	<b>Assignment</b>
William H. Offill	Driver - Men's Basketball out of town games

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: December 7, 2011

SUBJECT: MLCCCBU PROPOSED SIDE LETTER & DISTRICT RESPONSE, 2011-12

SYNOPSIS:

Initial proposal from the Mendocino-Lake Community College Classified Bargaining Unit (MLCCCBU) and the Mendocino-Lake Community College District

RECOMMENDATION:

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

ANALYSIS:

Pursuant to Article 8, Section 3547, of the Public Employees Relations Act, a proposed side letter from the MLCCCBU and the District's response are attached. The Board directs the Superintendent/President to receive any public comments. Negotiations will begin next week.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2011-12 collective bargaining proposal, a side letter, from the Mendocino-Lake Community College Classified Bargaining Unit and the District's response.

# MEMO

TO: Karen Chaty and Larry Perryman  
Mendocino-Lake Community College District

FROM: Gregory Byard, Larry Lang, Kevin Morrill and Dean Vickers  
Mendocino-Lake Community College Classified Bargaining Unit, SEIU/Local 1021

DATE: November 2, 2011

SUBJECT: **PROPOSED SIDE LETTER**

The Mendocino-Lake Community College Classified Bargaining Unit proposes the following:

## **SALARY**

- a 3% salary increase to the Classified Salary Schedule, effective 7/1/11, and an additional 3% 7/1/12 and 7/1/13

## **BENEFITS**

- a child care subsidy for classified employees who have children enrolled in the Mendocino College Child Development Center

## **DURATION**

- extend the contract through 6/30/13

November 29, 2011

To: Mendocino-Lake Community College District  
Larry Lang and Kevin Morrill

From: Mendocino-Lake Community College District Collective Bargaining Team  
Karen Chaty and Larry Perryman

Re: District Response to MLCCCBU Proposed Side Letter, 11/2/11

The Board of Trustees acknowledges and appreciates the fact that the classified staff (along with the full-time faculty, management, supervisory and confidential employees) recognized the serious and unprecedented budget deficit the District was facing two years ago when they willingly accepted a salary reduction for 2009-10 and 2010-11.

In response to the 11/2/11 proposal from MLCCCBU, the Board is willing to consider a salary increase for 2011-12 either on-schedule or off-schedule, or possibly a combination of the two. The Board also looks forward to resolving the other issues to be discussed.



ITEM NO: 3.5  
DATE: December 7, 2011

SUBJECT: MENDOCINO COLLEGE FEDERATION OF TEACHERS (MCFT) SIDE LETTER

SYNOPSIS:

Side letter between the District and the Mendocino College Federation of Teachers/MCFT (Full-Time Faculty)

RECOMMENDATION:

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

ANALYSIS:

The District and MCFT representatives recently agreed to the attached side letter to increase the Full-Time Faculty Salary Schedule by 4% on 1/1/12. It will be voted on by MCFT prior to the Board meeting, and if approved, a recommended motion will be presented at the Board meeting. The District cost to implement the side letter for 2011-12 is approximately \$90,000.

MOTION/ACTION:

A motion will be made at the meeting.



MENDOCINO COLLEGE FEDERATION OF TEACHERS  
AFT/CFT LOCAL 6322

TO: Meridith Randall and Karen Chaty  
MLCCD Negotiators

FROM: Rebecca Montes <sup>R.M.</sup> and Catherine Indermill <sup>CI</sup>  
MCFT Negotiators

SUBJECT: Side-Letter (Article 10 – Salaries) --- Response to 11/8/11 MLCCD Proposal

DATE: November 30, 2011

**In response to MLCCD proposal of November 8, 2011, Mendocino College Federation of Teachers agrees to accept a 4% increase in the Full-Time Faculty Salary Schedule effective January 1, 2012, pursuant to approval of the membership.**

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Mendocino College Federation of Teachers – AFT/CFT Local 6322

Catherine Indermill, President  
(707) 468-3001  
[cindermi@mendocino.edu](mailto:cindermi@mendocino.edu)

Jody Gehrman, Vice President  
(707) 468-3150  
[jgehrman@mendocino.edu](mailto:jgehrman@mendocino.edu)

Roger Ahders, Treasurer  
(707) 468-3136  
[rahders@mendocino.edu](mailto:rahders@mendocino.edu)

ITEM NO: 4.1  
DATE: December 7, 2011

SUBJECT: FISCAL REPORT AS OF OCTOBER 31, 2011

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of October 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  
2011/12 Fiscal Report as of October 31, 2011

		2011/12	Year-to-date	Balance	%
		Working Budget	Actuals		Rec/Exp
<b>REVENUE</b>					
	Beginning Fund Balance	\$3,619,575			
FEDERAL	Federal Forest Reserve	\$50,000		\$50,000	0%
	Federal Work Study	54,762	3,796	50,966	7%
	CAMP	413,540	109,493	304,047	26%
	HEP	164,787	90,946	73,841	55%
	PELL Grant Administration	7,500	1,060	6,440	14%
	CTEA	209,165		209,165	0%
	Other Federal Revenue	31,391	31,378	13	100%
	<b>TOTAL FEDERAL SOURCES</b>	<b>\$931,145</b>	<b>\$236,673</b>	<b>\$694,472</b>	<b>25%</b>
STATE	State General Apportionment	\$11,748,565	\$4,464,558	\$7,284,007	38%
	Board of Governors Grant	19,322	6,463	12,859	33%
	Basic Skills	180,000	124,200	55,800	69%
	Part-time Faculty Office Hours	3,000	1,114	1,886	37%
	Part-time Faculty Compensation	56,315	21,780	34,535	39%
	Other Categorical Apportionments	740,133	650,761	89,372	88%
	TANF	43,292		43,292	0%
	DSPS	296,379	90,311	206,068	30%
	CALWORKS	136,847	47,722	89,125	35%
	BFAP	170,680	64,858	105,822	38%
	Matriculation	142,549	51,458	91,091	36%
	EOPS	284,822	102,821	182,001	36%
	EOPS CARE	39,838	14,382	25,456	36%
	MESA	50,500	37,875	12,625	75%
	Other Categorical Program Allowances	101,087		101,087	0%
	State Subventions	109,764		109,764	0%
	Lottery	450,000	12,106	437,894	3%
	Mandated Cost Reimbursements	0	3,570	-3,570	0%
	Other State Revenue	22,850	11,600	11,250	51%
	<b>TOTAL STATE SOURCES</b>	<b>\$14,595,943</b>	<b>\$5,705,579</b>	<b>\$8,890,364</b>	<b>39%</b>
LOCAL	Property Taxes	\$5,697,313	-\$16,637	\$5,713,950	0%
	Local Contributions/Grants/Donations	151,220	51,220	100,000	34%
	Contract Instructional Services	13,772	10,587	3,185	77%
	Rents/Leases (Facilities Use)	15,000	4,304	10,697	29%
	Interest	7,000	4,443	2,557	63%
	Community Extension	45,000	6,286	38,714	14%
	Student Fees	1,169,059	537,906	631,153	46%
	Bookstore Commission	60,000	27,239	32,761	45%
	Other Local Revenue	218,167	130,189	87,977	60%
	Transfer in from Capital Projects Fund	62,524	22,524	40,000	36%
	<b>TOTAL LOCAL SOURCES</b>	<b>\$7,439,055</b>	<b>\$778,061</b>	<b>\$6,660,994</b>	<b>10%</b>
	<b>TOTAL REVENUES</b>	<b>\$22,966,143</b>	<b>\$6,720,313</b>	<b>\$16,245,831</b>	<b>29%</b>
<b>TOTAL RESOURCES AVAILABLE</b>		<b>\$26,585,718</b>			
<b>EXPENDITURES</b>					
	Certificated Salaries	\$8,515,023	\$2,441,960	\$6,073,063	29%
	Classified Salaries	4,979,886	1,573,123	3,406,763	32%
	Benefits	5,635,196	1,769,416	3,865,780	31%
	<b>Subtotal Personnel Costs</b>	<b>\$19,130,106</b>	<b>\$5,784,500</b>	<b>\$13,345,606</b>	<b>30%</b>
	Supplies	\$829,866	\$187,246	\$642,620	23%
	Services	2,237,193	652,510	1,584,682	29%
	Capital Outlay	249,608	14,664	234,944	6%
	Transfers/Other Outgo	519,983	96,829	423,154	19%
	<b>TOTAL EXPENDITURES</b>	<b>\$22,966,756</b>	<b>\$6,735,749</b>	<b>\$16,231,006</b>	<b>29%</b>
	Ending Fund Balance	\$3,618,963			
<b>TOTAL EXPENDITURES/CONTINGENCY</b>		<b>\$26,585,718</b>			

SUBJECT: TRANSFER OF CATEGORICAL FUNDS

SYNOPSIS:

Board of Trustees approval of the proposed transfer of funds in categorical programs.

A public hearing on the proposed transfer of categorical funding will be held at 5:15 PM on December 7, 2011 at the regular meeting of the Board of Trustees.

RECOMMENDATION:

The Superintendent/President recommends the transfer of categorical funds as presented.

ANALYSIS:

In order to help manage the steep reductions in categorical program funding contained in the State Budget, budget language was included to allow community college districts to redirect funds from certain categorical programs to support any other categorical program funded in the state budget. Doing so will provide the District additional flexibility in the use of categorical funds.

It is recommended that the District transfer \$1,000 from Matriculation to Disabled Student Programs and Services.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the proposed transfer of \$1,000 from Matriculation to Disabled Student Programs and Services.

ITEM NO: 5.1  
DATE: December 7, 2011

SUBJECT: 2010-2011 AUDIT REPORT

SYNOPSIS:

The independent Auditor will present the annual audit report for fiscal year 2010-2011.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees formally receive the Mendocino-Lake Community College District Audit Report for the year ended June 30, 2011, as presented by Matson and Isom.

ANALYSIS:

Steve Pitman, representing Matson and Isom, will present the 2010-2011 fiscal year audit of all District funds and accounts to the Board of Trustees.

Following Board of Trustees receipt of the 2010-2011 Audit Report presentation, copies will be made available for public review at the Office of the Superintendent/President, Office of Business Services, and the Library.

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby formally receive the Mendocino-Lake Community College District Audit Report for the year ended June 30, 2011.

SUBJECT: STRATEGIC PLAN – MISSION/VISION/VALUES/GOALS

SYNOPSIS:

Adoption of the College Mission/Vision/Values/Goals – Board Policy 103

RECOMMENDATION:

The Superintendent/President recommends adoption of the Mission/Vision/Values/Goals.

ANALYSIS:

Attached is a copy of the current Mission/Vision/Values/Goals adopted as Board Policy 103 and a copy of the proposed revision.

The proposed revision to the Mission/Vision/Goals was developed as a result of the work done at the October 14 Planning Retreat. All constituent groups including the Board of Trustees had representatives at that Planning Retreat.

Please note that no changes are proposed for the Core Values at this time.

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Board Policy 103, Mission/Vision/Values/Goals as presented.



# BOARD POLICY

No. 103

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## MISSION, VISION, VALUES AND GOALS

### **Our Mission**

Mendocino College is a dynamic community of learners in which faculty and staff partner with students to help them achieve their educational goals. Informed by research, reflection and dialogue, we meet community needs through learning opportunities in lower division programs in Basic Skills, Transfer Preparation and Career and Technical Education as well as Workforce Improvement.

### **Our Vision**

Mendocino College faculty, staff and students inspire each other to engage in quality educational experiences to achieve student success.

Within this partnership, all members share a mutual accountability for student success. Faculty and staff serve as the catalyst for students actively engaged in the learning process; students accept their responsibility to define their goals and to work actively toward them.

### **Our Core Values**

*Student Success:* We are committed to helping students achieve their educational goals.

*Collaboration:* We participate in our communities to become informed about and engaged in local and global issues. We work and communicate collegially, both on campus and in our communities.

*Respect:* We recognize the worth of individuals by encouraging active participation, open exchange of ideas and collaborative decision making.

*Integrity:* We maintain public trust by being honest, fair and equitable and by honoring our commitments to our students, staff and communities.

*Diversity:* We respect the dignity of each individual; we value the creativity and insight that emerge from individual differences; and we recognize the importance of diversity in achieving our goals.

*Responsiveness:* We respond to requests and concerns in a timely and helpful manner. We listen to our students and our communities and institute changes based on identified needs.

*Continuous Improvement:* We work to integrate the best practices in education and to ensure progress toward achieving our goals by operating in a culture of evidence.

*Sustainability:* We embrace sustainable practices and recognize our responsibility as global citizens.

### **Our Strategic Goals**

Within our learner-centered partnership:

1. Cultivate student success as measured by learning outcomes.
2. Ensure student access to college programs and services.
3. Build a vibrant, student-centered campus experience within and beyond the classroom.
4. Maximize the efficient use of financial, human, physical and technology resources.
5. Develop new and strengthen existing relationships with educators, business, public agencies and other constituents of our communities.





# BOARD POLICY

No. 103

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## MISSION, VISION, VALUES AND GOALS

### Our Mission

Mendocino College provides opportunities to our students and our communities by offering academic programs, transfer preparation, career and technical education, lifelong learning and student support programs that are dedicated to the achievement of Student Learning Outcomes.

### Our Vision

Mendocino College is a major contributor to the vitality of our communities by inspiring student learning and motivating personal development. We provide excellent, innovative educational and support programs that are accessible to all and result in student success.

### Our Core Values

*Student Success:* We are committed to helping students achieve their educational goals.

*Collaboration:* We participate in our communities to become informed about and engaged in local and global issues. We work and communicate collegially, both on campus and in our communities.

*Respect:* We recognize the worth of individuals by encouraging active participation, open exchange of ideas and collaborative decision making.

*Integrity:* We maintain public trust by being honest, fair and equitable and by honoring our commitments to our students, staff and communities.

*Diversity:* We respect the dignity of each individual; we value the creativity and insight that emerge from individual differences; and we recognize the importance of diversity in achieving our goals.

*Responsiveness:* We respond to requests and concerns in a timely and helpful manner. We listen to our students and our communities and institute changes based on identified needs.

*Continuous Improvement:* We work to integrate the best practices in education and to ensure progress toward achieving our goals by operating in a culture of evidence.

*Sustainability:* We embrace sustainable practices and recognize our responsibility as global citizens.

### Our Strategic Goals

In order to fulfill our mission and realize our vision, Mendocino College faculty and staff will concentrate on the following five long-term goals:

- Ensure student success within a learner-centered environment
- Improve student access to college programs and services
- Enhance the student learning experience by providing educational, cultural and social opportunities beyond the classroom
- Maximize the acquisition and efficient use of financial, human and physical resources
- Build new and stronger relationships with businesses, educators, agencies and other constituents of our communities

SUBJECT: LIBRARY/LEARNING CENTER – CHANGE ORDER NO. 13

SYNOPSIS:

Change Order No. 13 for the Library/Learning Center project to Midstate Construction.

RECOMMENDATION:

The Superintendent/President recommends ratification of this Change Order for the Library/Leaning Center project.

ANALYSIS:

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

Change Orders No. 1 through 12 were approved by the Board of Trustees in prior Board action, totaling \$235,977. The current adjusted contract is \$15,224,977.

Change Order No. 13 consists of four items:

- |      |   |        |           |
|------|---|--------|-----------|
| 13.1 | Revise finishes at library light coves and wood lockers (CR033/COP 053r1)<br>Reason: Finishes were simplified with no change to the overall look. | Deduct | <\$9,665> |
|      | Requested by: District  |        |           |
| 13.2 | Revise power to irrigation booster pump (CR034/COP 055)<br>Reason: Specified pump requires single-phase power.                                    | Add    | \$130     |
|      | Requested by: District  |        |           |
| 13.3 | Provide plenum divider at access-floor 209 (COP 064)<br>Reason: Plenum divider between supply and return air not clearly defined.                 | Add    | \$3,256   |
|      | Requested by: District  |        |           |
| 13.4 | Add fire-stopping at bridge #2 (COP 065r1)<br>Reason: The quantity of installed conduits in a confined area required additional fire-stopping.    | Add    | \$2,106   |
|      | Requested by: District  |        |           |

TOTAL CHANGE ORDER NO. 13

<\$4,173>

New Contract Price

\$15,220,804

Total percent of Change Order No. 13

= <.02%>

Total of all changes

= 1.5%

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby ratify Change Order No. 13 for the Library/Learning Center project to Midstate Construction in the amount of <\$4,173>.

SUBJECT: LAKE COUNTY CENTER – CHANGE ORDER NO. 1

SYNOPSIS:

Change Order No. 1 to Wright Contracting for the Lake County Center project.

RECOMMENDATION:

The Superintendent/President recommends ratification of this Change Order for the Lake County Center project.

ANALYSIS:

Measure W was approved by the voters of Lake and Mendocino Counties in November 2006. Included in this measure was the Lake County Center project. The project was awarded to Wright Contracting in the amount of \$10,175,000.

The District has initiated a cost savings plan to change the HVAC system to a localized heat pump system. In order to have a main power supply that will meet the needs of future phases, an electrical system upgrade over the specified system needs to be made. Changes to the HVAC system are still in the process of negotiation. The electrical change needs to be finalized now so that there are no delays in the project schedule. This will result in a substantial net savings to the District.

Change Order No. 1 consists of one item:

- |     |   |     |           |
|-----|---|-----|-----------|
| 1.1 | Upgrade main electrical from 800amp to 1600amp<br>In room 239 (CR 015R1/ COP 029.1) | Add | \$103,899 |
|-----|---|-----|-----------|

Reason: HVAC changes from a central plant system to a localized system in order to implement cost savings to the project requires an upgrade of the main electrical system.

Requested by: District

TOTAL CHANGE ORDER NO. 1	\$103,899
--------------------------	-----------

New Contract Price	\$10,278,899
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Total percent of Change Order No. 1	= 1%
-------------------------------------	------

Total of all changes	= 1%
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MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby ratify Change Order No. 1 for the Lake County Center project to Wright Contracting in the amount of \$103,899.

SUBJECT: PRESIDENT'S REPORT

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

ANALYSIS:

**Chancellor's Student Success Task Force**

The draft report of the Student Success Task Force recommendations has been widely circulated and several town hall style meetings have been held across the state to get public feedback. The recommendations have been discussed in depth by both the CEO and CIO boards and at general statewide meetings of chancellors, presidents and vice-presidents. While everyone agrees that we should work on improvement of student success rates, numerous concerns have been expressed about the practicality of some of the task force recommendations and the lack of funding to support them. The Chancellor's dilemma is that certain remedies may be legislatively mandated unless our system initiates self-imposed changes; however, the colleges feel they need more time to review/revise the recommendations to make them operationally feasible. This topic is on the January Board of Governors agenda.

**PBC Update**

The Planning and Budgeting Committee is revising its processes and timelines to improve the integration of our major planning documents (Strategic Action Plan, Educational Master Plan, program reviews) into our budget development process. Discussion is taking place this month about potential new hires for the 2012-13 academic year. When hiring new full-time faculty, it is essential to get the process started in January in order to participate in the "normal" cycle of faculty recruitment in the spring. With the departure of two full-time faculty last summer (Shannon McCulley and Tom Gang) and the upcoming retirement of Susan Janssen, there is a need to replace some or all of these faculty positions. In addition, there is a need for other positions such as a custodian for the new 40,000 square foot Library/Learning Center and instructional aids for several of the programs. As PBC analyzes the cost/benefits of these decisions, we are determining the effect each new hire will have on future budget projections and the 50% law.

**NSRCCA Meeting**

I hosted the North State Rural Community College Association meeting here at Mendocino College on November 7. Five northern California superintendent/presidents attended, including three new first-time presidents. Our discussion topics included budgets, student success task force, trustee area redistricting and personnel issues. We decided to invite Sierra College to join our group, since they are in the same CEO region as defined by CCLC. All attendees were impressed with our campus and our new construction projects.

**Statewide CEO Meeting**

The statewide CEO meeting last month in San Jose attracted 90 CEOs, the most ever assembled by CCLC in one meeting room. (There are approximately 135 CEOs in the state including the chancellors and presidents of multi-college districts and superintendent/presidents of single-college districts.) The meeting draw was the discussion on the Chancellor's Student Success Task Force.

## **Community Connections**

- Met with three donors/potential donors regarding end-of-year contributions to Mendocino College.
- With Larry Perryman and Mike Adams, met with Scott Yandell, President of SBMC, to discuss potential financing of energy projects.
- Met with Paul Tichinin, Mendocino County Superintendent of Schools.
- Hosted Scott Yandell, Lois Nash (Ukiah Unified School Superintendent) and Dennis Willeford (Ukiah High School Principal) at Rotary meeting regarding “Choices,” a program for high school freshmen.
- Helped coordinate “Guitars for the Troops,” a Rotary fundraiser held on Veteran’s Day. Proceeds of about \$15,000 will be used to buy guitars for active duty servicemen and veterans, with the first guitar being given to the Mendocino College Veterans’ Office.
- Hosted several community members for Foundation organized tour of the College and lunch provided by our culinary students.
- Met with Gwen Matthews, new CEO of Ukiah Valley Medical Center.
- Met with Scott Yandell and Dennis Willeford regarding Chessall scholarship investments.
- Attended regular and board meetings of AAUW and Rotary.
- Met with Charlie Mannon, Chairman of the Board of SBMC.
- Met with Bruce Burton, Mayor of Willits and owner of Willits Redwoods Company, regarding possible involvement with the College and the Foundation.

**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. K-12 Collaboration: Meeting with Ukiah High School**

On November 16, VP Randall, Dean Guleff and MESA/Learning Center Director Margaret Sanchez were invited to speak to the “leadership team” and several faculty at Ukiah High School. The purpose of the meeting was to examine the current English and math placement results for Ukiah graduates and discuss ways to increase the number of those students placing into higher levels of math and English. Some ideas included meetings between college and high school faculty to better align the English curricula; working with students to prepare for the math placement tests, since many do not continue to take math in their last one or two years of high school; and continuing to meet with the leadership team at Ukiah. The college plans to follow up this month with proposals for next steps.

**2. CTE: Career Connections Workshops**

Through the Career and Transfer Center, monthly career panels have been held this semester that have also attracted high school participation. So far, the topics have been Sustainable Technology, Allied Health and Information and Computer Technology (ICT). The presentations include a panel composed of Mendocino College faculty and community members who work in the chosen field; after a presentation, attendees can ask questions. High schools have been included and are now asking for information about future presentations. Given the emphasis on college students having educational plans early, these panels are an excellent way to help them decide on career goals and learn what education is necessary to get there.

**3. Centers: Progress in Completing Lake Center**

Construction for the new Lake Center is now underway in Lakeport. Favorable weather has already allowed for the completion of initial site development including roads, site contouring, parking lot placement, and building pads. The new Foundation affiliate, Lake County Friends of Mendocino College, is now meeting monthly to plan its regional funding ideas in preparation for the completion of the new Lake Center, projected for December of 2012. In addition, the Accrediting Commission has approved the recently-submitted Substantive Change report that asked for approval of all degrees currently offered 50% or more on-site in Lake County.

SUBJECT: ADMINISTRATIVE SERVICES REPORT

SYNOPSIS:

A report from the Vice President of Administrative Services is offered as information.

**Federal Budget**

The co-chairs of the federal Joint Select Committee on Deficit Reduction, also known as the "super committee," announced on November 21, 2011 that they were "unable to bridge the committee's significant differences" to come up with at least \$1.2 trillion in recommended cuts in time to make the committee's November 23 deadline.

This past summer, Congress reached agreement to increase the nation's debt ceiling in exchange for several budget reforms, including the creation of a bipartisan committee charged with reaching agreement on a package to reduce the federal deficit by at least \$1.2 trillion over the next ten years. The agreement stipulated that if Congress fails to pass the plan by Christmas, or if the super committee doesn't produce a plan, then \$1.2 trillion in automatic spending cuts would be triggered beginning January 2013. The cuts would be split equally between domestic and defense programs. Pell Grants (discretionary portion 2013 only), Social Security, and low income programs are exempt; Medicare cuts are limited to 2%.

**State Budget**

On November 16, 2011, Legislative Analyst Mac Taylor released his office's *California Fiscal Outlook* report, including a revised revenue forecast for 2011-12 that anticipates the State will accrue only \$300 million of the \$4 billion in added revenues assumed by the 2011-12 State Budget—a \$3.7 billion shortfall. Based on this estimate, community colleges would be subject to mid-year cuts of \$102 million. Small districts, including Mendocino College, would be subject to trigger 'one' cuts only totaling \$30 million for all community colleges. Mendocino College's portion of that should be less than \$100,000.

The 2011-12 Budget included provisions that would trigger midyear reductions if revenues didn't reach the optimistic levels upon which the budget was based. The higher of the Legislative Analyst's Office (LAO) November forecast or the Department of Finance (DOF) December forecast governs the specific reductions that may occur. The LAO report sets the floor while we now wait for the DOF report and final determination regarding the trigger cuts that will be made by the Director of Finance no later than December 15.

The LAO report also estimates that, even with the trigger reductions, the State will end 2011-12 with a deficit of \$3 billion and will face a nearly \$10 billion operating shortfall in 2012-13. The operating shortfall forecast for the budget year comes largely from bills that are coming due next year—increases in Proposition 98 and funding owed to schools are projected to rise by \$6 billion, and a \$2 billion local government "loan" to the State comes due next year, as well.

Now for some good news: Facebook Inc, the social networking firm, is now targeting a time frame of April to June 2012 for an initial public offering. The company is exploring raising \$10 billion in its IPO—what would be one of the largest offerings ever—in a deal that might assign Facebook a \$100 billion valuation, a number greater than twice that of such companies as Hewlett-Packard Co. and 3M Co. The State is so dependent on the 1% for tax revenues, that the Facebook IPO alone could have a significant impact on the State budget.



DATE: December 7, 2011

SUBJECT: REPORT ON MEASURE W BOND IMPLEMENTATION

SYNOPSIS: This report is offered for information.

ANALYSIS:

The Bond Implementation Planning Committee (BIPC) has been meeting for the last two months to decide how to complete the original bond program with the remaining available bond resources. The original bond program was conceived in a different time (2006) before the great recession. As a result, the expected State matches didn't occur, and \$500,000 in interest earnings were not realized because of low interest rates. On the other hand, we benefited from low construction costs and were able to finance most of the solar/energy project without bond funds. Even then, after considering estimated construction costs for our remaining projects and using most of our unallocated reserves, we still came up approximately \$1.6 million short. At that time, BIPC realized that we would have to reallocate remaining resources among the final projects. After hearing from stakeholders of the six largest remaining projects with balances greater than \$300,000, the committee prioritized them as follows:

1. North County/Willits Center
2. Student Center/Cafeteria
3. Allied Health/Nursing Facility
4. Modernize Vocational Program Facilities and Equipment
5. Enterprise Resource Planning and Network Upgrade
6. Point Arena Field Station

Then BIPC, through a negotiated process, reviewed every project still in progress and made a recommendation as to the disposition of its remaining balance. The final result is shown on the attached worksheet. We felt that we were able to maintain the original intent and integrity of every project with the exception of the Point Arena Field Station. It would require approximately \$500,000 to save as is and close to \$2 million to complete as envisioned by a separate task force for the project. Because of the costs involved and the relatively low number of students served by the project, BIPC assigned it its lowest priority and proposed reallocating most of its remaining balance (350,000) to finish the Student Center, Lake County Center and Willits Center. We will continue to pursue other operating arrangements for the use of Point Arena Field Station including partnerships with other educational institutions and non-profit agencies.

It is expected that the bond program will be finished within the next three years and that this will be the last major reallocation of resources between projects that we will have to do.

**Bond Project Budget Reallocation**

11/30/11

Activity	Project Name	Current Budget	Reallocation	Adjusted Project Budget	Total Exp & Enc	Balance
717010	Disabled Access Improvements	\$250,000	(\$132,357)	\$117,643	\$117,643	\$0
717020	Energy Projects	\$380,215	(\$4,502)	\$375,713	\$375,713	\$0
717030	Flooring Replacement	\$400,000	(\$150,000)	\$250,000	\$218,138	\$31,862
717050	Other Campus Infrastructure	\$1,000,000	(\$152,992)	\$847,008	\$847,008	\$0
717060	Point Arena Field Station	\$500,000	(\$350,000)	\$150,000	\$84,052	\$65,948
717070	Renovation for Instructional & Student Service Expansion	\$500,000	(\$47,522)	\$452,478	\$444,857	\$7,621
717100	Technology Upgrades in Classrooms	\$302,550	(\$4,101)	\$298,449	\$298,449	\$0
717170	Allied Health/Nursing Facility	\$3,000,000	(\$300,000)	\$2,700,000	\$18,095	\$2,681,905
717190	Library/Learning Resource Center	\$23,854,950	\$0	\$23,854,950	\$21,840,293	\$2,014,657
717200	Student Center Cafeteria (renovate current Library Bldg.)	\$3,000,000	\$932,409	\$3,932,409	\$465,021	\$3,467,388
717210	Maintenance/Warehouse	\$4,812,064	(\$100,000)	\$4,712,064	\$4,670,670	\$41,394
717240	Modernize Vocational Program Facilities and Equipment	\$530,000	\$0	\$530,000	\$230,983	\$299,017
717270	Enterprise Resource Planning and Network Upgrade	\$5,000,000	(\$200,000)	\$4,800,000	\$4,145,677	\$654,323
717300	Lake County Center	\$13,245,000	\$653,198	\$13,898,198	\$12,370,236	\$1,527,962
717310	Willits/Northern Mendocino County Center	\$4,000,000	\$2,703,619	\$6,703,619	\$1,954,569	\$4,749,050
717320	Bond Project Management	\$3,000,000	(\$900,000)	\$2,100,000	\$1,315,710	\$784,290
<b>Total Projects in Progress</b>		\$63,774,779	\$1,947,752	\$65,722,531	\$49,397,114	\$16,325,417
<b>Total Projects Completed</b>		\$4,234,852		\$4,234,852	\$4,234,853	
<b>Unallocated Program Reserve</b>		\$2,652,869	(\$2,610,251)	\$42,618		
<b>Program Total</b>		\$70,662,500		\$70,000,001	\$53,631,967	
<b>Bond Program Resources:</b>						
Bond Issues A & B		\$67,500,000		\$67,500,000		
Interest Income		\$3,000,000	(\$500,000)	\$2,500,000		
Current Match		\$162,500	(\$162,500)	\$0		
Total		\$70,662,500		\$70,000,000		

ITEM NO: 6.4  
DATE: December 7, 2011

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

Revised Foundation bylaws will be submitted to the Board of Directors for a first reading at the December 6 Foundation board meeting.

The Foundation will host a third tour of Mendocino College with President Lehner as tour guide on Thursday, December 8. The majority of the participants include Lake County friends. Students in the Culinary Arts Program will provide the guests with a light lunch. A fourth tour is in the works for February 2012. These tours are extremely successful and are building awareness of the College and Foundation.

Two grant applications have been submitted on behalf of the Foundation to the charitable giving program at Wells Fargo Bank and to the Google Rise Award program. The grants would fund the summer math institute and academic year workshops and support students in the area of basic skills.

The Foundation's Finance Committee has developed an Adopt-A-Fifth grader program in perpetuity and anticipates rolling out this exciting new opportunity in early 2012.

Our first ever "annual appeal" letter will be distributed to over 1400 homes in Lake and Mendocino Counties over the next several weeks. In addition, newspaper advertisements promoting our charitable gift annuity program will run in the Lake County Record Bee, Willits News and Ukiah Daily Journal.

Thanks to generous donations from the Foundation and a friend of the college, the ESL Book Voucher Program will continue for the Spring 2012 semester. Sarah Walsh and I have been meeting with individuals from the farming community to discuss the ESL program and book awards in order to build awareness and support.

The Foundation will once again partner with Congressman Thompson's Office as a sponsor of the Veteran's History Project in Mendocino County. Local veterans will be interviewed by Mendocino College students regarding their active duty experience, and the audio/video recordings will be kept in the College library and sent to the Library of Congress in Washington DC.

The Athletic Boosters affiliate organization of the Foundation recently elected members and officers. Congratulations to Jerry Ward, Chairperson; Dennis Willeford, Vice Chairperson; and Chris Dewey, Treasurer. The Secretary position remains vacant at this time.

ITEM NO: 6.5  
DATE: December 7, 2011

SUBJECT: CONSTITUENT REPORTS

SYNOPSIS:

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

ANALYSIS:

No written reports are provided this month.

ITEM NO: 6.6  
DATE: December 7, 2011

SUBJECT: HEALTH BENEFITS

SYNOPSIS: Status of the Health Benefit Fund

RECOMMENDATION: Informational report

ANALYSIS:

For the first four months of 2011/12, 7/1/11-10/31/11, the health benefit cost per participant was \$1,187.31 per month, while the budgeted rate was \$1936 per participant.

SUBJECT: TRUSTEES' REPORTS

SYNOPSIS:

Individual Trustees share their Board related activities with the full Board

ANALYSIS:

**Student Trustee Jennifer Evans**

Thanks to the Board Members, staff, and faculty of Mendocino College for their support with the ASMC's scholarship fund raiser last month. We raised almost \$1500 for our scholarship fund and would not have done that without all of the help and support.

On November 18 I helped work concessions at the Body of Art show for the ASMC and we did much better with this show funding wise than the last one. The show was great and we all had fun working the concessions booth over the weekend.

**Janet Chaniot**

CCLC Conference

Attended the CCCT meeting – more later on the meeting.

Participated in the Nominations Committee for CCCT Officers.

Found the following conference events of interest:

Keynote Speakers: Jack Scott – CCC Chancellor; Jeff Duncan-Andrade – SFSU Associate Professor of Raza Studies , author, and high school teacher; and Michael Kirst – Stanford

Jack Scott echoes most of Kathy's message for these times – that we must 'think outside of the box' and design a 'new normal' to maintain quality education and ensure student success.

Jeff Duncan-Andrade is a dynamic speaker and impassioned spokesperson for addressing the basic needs of his high school students to make it possible for them to learn. His comments were relevant to our work with community college students and emphasize the importance of maintaining student support services.

Michael Kirst talked about student success in terms that made me think, "These programs will NOT work until we provide for students' basic needs." (See previous speaker!)

I was able to attend three sessions:

Educating a Prepared Workforce

More Messages/Fewer Resources: Communicate Effectively...

Role of Boards of Trustees/ Presidents/ Middle Managers in Internationalizing the College Campus (Additional information was sent to Trustees regarding this.)