

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

**Wednesday, January 11, 2012 - 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**

1.1 Agenda Approval

**2. APPROVAL OF MINUTES**

2.1 Approval of Minutes for the regular meeting held on December 7, 2011

**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 Resignation/Retirement - Classified

Recommendation to ratify the resignations of Geraldine Dutton and Marsha Sisneros

3.5 Mendocino-Lake Community College Classified Bargaining Unit

Recommendation to ratify a side letter regarding a 4% salary increase effective January 1, 2012

3.6 Management/Supervisory/Confidential Employees - Agreement

Recommendation to ratify an agreement for a 4% salary increase effective January 1, 2012

3.7 Contract Amendment – Vice Presidents

Recommendation to approve a salary increase of 4% effective January 2, 2012

3.8 Reclassifications

Recommendation to approve a reclassification for the positions held by Lois O'Rourke and Steve Oliveria

**4. Other Items**

4.1 Fiscal Report as of November 30, 2011

Recommendation to accept the report as presented

4.2 Non Resident Tuition Fee

Recommendation to adopt the fee as presented

4.3 Contracts and Agreements – Quarterly

Recommendation to ratify the contracts and agreements as presented

4.4 Board of Trustees Budget Parameters

Recommendation to adopt the parameters as presented

**5. ACTION ITEMS**

- 5.1 Board Policy Revisions – Initial Reading
  - Board Policy 713 Industrial Accident and Illness Leave - delete
  - Board Policy 708 Employment and Assignment of Relatives of Employees (Nepotism) – revise
- 5.2 California Community College Trustees (CCCT) Board - Nominations
  - Trustees may choose to nominate a member of the Board to run for the CCCT Board

**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.
  - Report on the monthly activities of the Foundation
- 6.5 Constituent Groups Reports
  - Reports from constituent groups are presented as information
- 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 SB 1440 – Student Transfer Achievement Reform Act
  - Presentation by Dean Virginia Guleff and faculty member Debra Polak regarding transfer degrees to the California State University (CSU) system

**9. CLOSED SESSION**

- 9.1 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(a) 1 case
  - 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: Regular Meeting – February 1, 2012, 5:00 PM, Ukiah Campus, Room 1060***  
***Workshop – February 15, 2012, 9:00 AM - 3:00 PM, Ukiah Campus, Room 1060***

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

**(Approved – Revised Minutes)**

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, December 7, 2011, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

**GENERAL MATTERS**

*Call To Order* Trustee Clark, Board President, called the meeting to order at 5:01 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 Representatives* Meridith Randall, Vice President of Education and Student Services  
Larry Perryman, Vice President of Administrative Services

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

*Public Comments* There were no comments from the public.

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

*Minutes/Approval* M/S/C (Geck/Tomkins) To approve the minutes of the regular meeting held on November 2, 2011 as submitted.

**PUBLIC HEARING - TRANSFER OF CATEGORICAL FUNDS**

The Board opened a Public Hearing at 5:15 PM.  
There were no comments from the public.  
The Public Hearing was closed at 5:16 PM.

**RECOGNITION OF RETIREES**

The Board recognized retirees Jim Mastin and Pat Trenholm. Pat Trenholm was unable to attend the meeting. Jim Mastin spoke briefly about his time at Mendocino College and his plans for retirement.

**ANNUAL ORGANIZATIONAL MEETING**

*Oath of Office* M/S/C (Haynes/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve administering the Oath of Office to Trustees Clark, Eriksen, Geck, and Ubelhart.

Trustee Haynes, Clerk of the Board, administered the Oath of Office to Trustees Clark, Eriksen, Geck, and Ubelhart.

*Declaration of Candidates Appointed* M/S/C (Chaniot/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby declare Trustees Clark, Eriksen, Geck, and Ubelhart appointed.

Roll Call vote: All Trustees were present and voted yes.

*Board Officers* RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby take the following actions for officers for 2012:  
M/S/C (Eriksen/Geck) To elect Trustee Clark as President.  
M/S/C (Tomkins/Geck) To elect Trustee Ubelhart as Vice President.  
M/S/C (Geck/Eriksen) To elect Trustee Tomkins as Clerk.

*Meeting Dates and Times* M/S/C (Tomkins/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby set the meeting dates and times as submitted.

**CONSENT AGENDA**

M/S/C (Chaniot/Haynes) 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 list of Short-Term Employees as presented at the meeting.

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

*MLCCCBU Proposed Side Letter and District Response, 2011-12* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby receive the initial 2011-12 collective bargaining proposal, a side letter, from the Mendocino - Lake Community College Classified Bargaining Unit (MLCCCBU) and the District's response.

*MCFT Side Letter* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the November 30, 2011 side letter between the District and Mendocino College Federation of Teachers (MCFT) to increase the Full-Time Faculty Salary Schedule by 4% effective January 1, 2012.

**Other Items**

*Fiscal Report –  
October 31, 2011*

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

*Transfer of  
Categorical Funds*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the proposed transfer of \$1,000 from Matriculation to Disabled Students Programs.

**ACTION ITEMS**

*2010-11 Audit  
Report*

Steve Pittman, representing Matson and Isom accounting firm, presented the 2010-11 audit. He spoke briefly about the firm’s experience with community college auditing. In addition, Pittman discussed periodically changing auditing firms and the regular rotation of audit partners in order to implement a fresh perspective to each report. He reported on a study done on audit firm rotation that showed the first two years of a firm’s engagement are when there is more likely to be reporting errors. Since this shows that auditing firms need to have an intellectual understanding of their audit client, Pittman believes it is better to change audit partners rather than to change audit firms frequently.

The audit report contained a clean opinion and there were no findings for 2010-11.

Vice President Perryman thanked Eileen Cichocki, Director of Fiscal Services, and her staff for their work. The Board added their thanks and commended Vice President Perryman.

M/S/C (Haynes/Tomkins) 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.

*Strategic Plan –  
Mission/Vision/  
Values/Goals*

M/S/C (Tomkins/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revisions to Board Policy 103, Mission/Vision/Values/Goals as submitted.

*Library/Learning  
Center – Change  
Order No. 13*

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

*Lake County  
Center – Change  
Order No. 1*

Vice President Perryman stated that although the amount of this change order is large, it will be offset by a savings of approximately \$300,000.

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

**INFORMATIONAL REPORTS**

*President’s Report*

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

- Superintendent/President Lehner and the Board discussed the report from the Chancellor's Office Student Success Task Force. Some of the proposals from the Task Force, such as the requirement that all students have an Ed Plan and the proposal to change community college funding to be based on performance are of concern. Following discussion of the best way to for the Board to express their concern, the Board asked Superintendent/President Lehner to contact the Chancellor's Office on their behalf. The Board's consensus was that more time and resources are needed to implement the Task Force's ideas. Superintendent/President Lehner advised the Board that individual Trustees can make comments on the Task Force Report on the Chancellor's Office website.

*Education and Student Services Report*

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

*Administrative Services Report*

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

*Measure W Bond Report*

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

- Vice President Perryman reviewed the proposed budget reallocation for the bond projects. He commended the members of the Bond Implementation Planning Committee (BIPC) for their work in reviewing each project and developing a reallocation that maintains the original intent of the bond measure.

*Mendocino College Foundation, Inc.*

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

*Constituents Report*

No written reports were submitted. The following oral reports were given:

- John Koetzner reported on the recent activities of the Academic Senate.
- Sue Goff reported that the Management/Supervisory/Confidential Group, in order to keep more informed, will be receiving reports from the all areas represented by the group. Recently reports were received from Human Resources, the Foundation, and Student Services.
- Larry Lang reminded the Board about the Classified FunRaiser which raises money for scholarships and will be held December 8 in the Board Room.

*Health Benefits Report*

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

*Sustainable Technology*

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

Dean Sue Goff introduced Orion Walker who gave a brief presentation on the Sustainable Technology Program/Certificate at Mendocino College.

*Trustee Reports*

**TRUSTEE COMMUNICATION**

A written report was submitted by Trustee Chaniot and Student Trustee Evans. Oral reports were given by Trustees Chaniot, Ubelhart, Tomkins, and Student Trustee Evans.

*Future Agenda  
Items*

- A report from the Ag Department regarding their programs and connection to the local agriculture community.
- A report on what activities are available for enhancing the student learning experience.

**CLOSED SESSION**

Trustees adjourned to Closed Session at 7:45 PM. Board President Clark announced that no action will be taken in Closed Session.

*ADJOURNMENT*

M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:25 PM.

Submitted by:

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

ITEM NO: 3.1  
DATE: January 11, 2012

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
Barling	Bridget	Instructional Aide	Willits Center	1/23/2012	6/30/2012
Rhodes	Nick	Instructional Aide	Automotive Lab	1/2/2012	6/30/2012

ITEM NO: 3.2  
DATE: January 11, 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 approved as presented.

ANALYSIS:

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

MOTION/ACTION:

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

## Part-time Faculty Spring 2012

Name	Position	Location
Alarie, Lynne	Nursing - Registered Nursing Instructor	Ukiah
Bartolomie, Jill	Nursing - Registered Nursing Instructor	Ukiah
Boghosian, Joyce	Nursing - Registered Nursing Instructor	Ukiah
Dippel, Doug	Computer Science - Instructor	Ukiah
Espy, Maybin	Physical Ed - General Instructor	Ukiah
Goodman, Nancy	Nursing - Registered Nursing Instructor	Ukiah
Grigsby, Channing	English Instructor	Lake Center
Guleff, Virginia	ESL Instructor	Ukiah
Hoomalu, Michelle	Nursing - Registered Nursing Instructor	Ukiah
Horiguchi, Jaclyn	Physical Ed - General Instructor	Ukiah
Howson, Beth	Physical Ed - General Instructor/Head Coach - Volleyball	Ukiah
Jordan, Richard	Sustainable Technologies Instructor	Ukiah
Kelley, Thomas	Mathematics Instructor	Ukiah
Long, Christopher	Administration of Justice Instructor	Ukiah
Lynds, Arthur	Physical Ed - General Instructor	Ukiah
Meehl, Scott	Nursing - Registered Nursing Instructor	Ukiah
Monti, Kristine	Nursing - Registered Nursing Instructor	Ukiah
Padilla, Michael	Mathematics - Instructor	Ukiah
Paige, Stephanie	Bussiness Accounting - Instructor	Ukiah
Prado, Xochitl	Business Accounting Instructor	Ukiah
Rhodes, Naomi	Physical Ed - General Instructor	Ukiah
Rosoff, Catherine	Counselor, Part-Time Hourly	Ukiah
Samuelson, Robert	Sustainable Technologies Instructor	Ukiah
Saxton, Cora	Sustainable Technologies Instructor	Ukiah
Scott, Remie	Chemistry Instructor	Ukiah

## Part-time Faculty Spring 2012

Name	Position	Location
Sousa, Antoinette	Librarian, Part-Time Hourly	Ukiah
Spencer, Sandra	Librarian, Part-Time Hourly	Ukiah
Spinas, George	Librarian, Part-Time Hourly	Ukiah
Stewart, Carolyn	English Instructor	Ukiah
Trafton, Alea	Chemistry Instructor	Ukiah
Valencia, Michelle	Astronomy Instructor	Ukiah
Vicory, Christopher	Physical Ed - General Instructor	Ukiah
Waters, Melinda	Health-Paramedic Instructor	Ukiah
Webb, Jonathan	Sustainable Technologies Instructor	Ukiah
Wingate, Eliza	Librarian, Part-Time Hourly	Ukiah

ITEM NO: 3.3  
DATE: January 11, 2012

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>
John Bothwell	Instructional Aide for Math Lab - 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: January 11, 2012

SUBJECT: RESIGNATION/RETIREMENT - CLASSIFIED

SYNOPSIS:

Resignations from Geraldine Dutton and Marsha Sisneros

RECOMMENDATION:

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

ANALYSIS:

Geraldine Dutton  
Financial Aid Technician  
Effective: December 30, 2012

Geri was first employed by the college as a temporary employee. In 2004, she was employed on a permanent basis as a Financial Aid Specialist and later as a Financial Aid Technician.

Marsha Sisneros  
Financial Aid Technician  
Effective: December 30, 2012

Marsha is the College's "most senior" employee (in terms of service) and the last remaining "pioneer." She was employed on 9/3/73 as a Clerk II for Admissions and Records, transferring years later in 2004 to the Financial Aid Office.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignations Geraldine Dutton and Marsha Sisneros, Financial Aid Technicians, effective 12/30/12.

ITEM NO: 3.5  
DATE: January 11, 2012

SUBJECT: MLCCCBU-SIDE LETTER

SYNOPSIS:

Side letter between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Classified Bargaining Unit (MLCCCBU/SEIU-Local 1021)

RECOMMENDATION:

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

ANALYSIS:

The District and MLCCCBU/SEIU-Local 1021 recently agreed to the attached side letter regarding a 4% salary increase effective 1/1/12.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the attached side letter of 12/8/11 between the District and MLCCCBU/SEIU-Local 1021.

**MEMO**

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

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

DATE: December 8, 2011


SUBJECT: Mendocino-Lake Community College District Response to MLCCCBU Proposed Side Letter

Regarding 2011-12 salaries, the District proposes that the Classified Salary Schedule be increased by 4% effective 1/1/12.

The remaining issues proposed by MLCCCBU on 11/2/11 are yet to be discussed and any agreement will be included in a separate side letter.

Agreed:

  
MLCCCD 12/9/11  
Date

  
MLCCCBU 12-9-2011  
Date



ITEM NO: 3.6  
DATE: January 11, 2012

SUBJECT: MANAGEMENT/SUPERVISORY/CONFIDENTIAL EMPLOYEES-AGREEMENT

SYNOPSIS:

Agreement between the District and the Management, Supervisory, Confidential (M/S/C) Employees

RECOMMENDATION:

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

ANALYSIS:

The District and M/S/C Employees recently agreed to a 4% salary increase effective 1/1/12, as attached.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 12/12/11 agreement between the District and the M/S/C Employees as presented.

**MEMO**

TO: Management, Supervisory and Confidential Employees

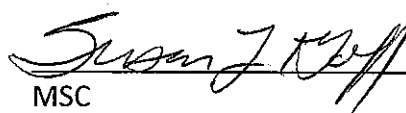
FROM: Kathryn G. Lehner, Superintendent/President  
Mendocino-Lake Community College District

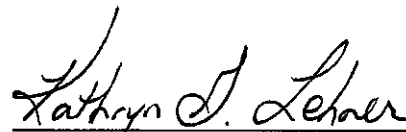
DATE: December 8, 2011

SUBJECT: PROPOSED INCREASE TO SALARIES

Regarding 2011-12 salaries, the District proposes that the Management, Supervisory, and Confidential Salary Schedule be increased by 4% effective 1/1/12.

Agreed:

 12/12/11  
MSC Date

 12-12-11  
MLCCD Date

ITEM NO: 3.7  
DATE: January 11, 2012

SUBJECT: CONTRACT AMENDMENT - VICE-PRESIDENTS

SYNOPSIS:

A 4% salary increase for the Vice-Presidents

RECOMMENDATION:

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

ANALYSIS:

The recommended salary increase is consistent with the increase recommended for Management, Supervisory and Confidential Employees.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves a salary increase of 4% for the Vice-Presidents, effective 1/1/12.

ITEM NO: 3.8  
DATE: January 11, 2012

SUBJECT: RECLASSIFICATIONS

SYNOPSIS:

Reclassifications of two positions

RECOMMENDATION:

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

ANALYSIS:

Due to recent program changes, downsizing, reassignments, etc., a number of positions have been under review to determine if a reclassification is appropriate due to increased work responsibilities. At this time, the following reclassifications are recommended:

From: Computer Support Technician I  
To: Computer Support Technician II  
Employee: Lois O'Rourke

From: Maintenance and Operations Supervisor  
To: Director of Maintenance and Operations  
Employee: Steve Oliveria

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves reclassifications for Lois O'Rourke to Computer Support Technician II and Steve Oliveria to Director of Maintenance and Operations, effective 1/1/12.

ITEM NO: 4.1  
DATE: January 11, 2012

SUBJECT: FISCAL REPORT AS OF NOVEMBER 30, 2011

SYNOPSIS:

A report on District fiscal data as of November 30, 2011.

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of November 30, 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 November 30, 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	18,237	190,928	9%
	Other Federal Revenue	31,391	31,378	13	100%
	<b>TOTAL FEDERAL SOURCES</b>	<b>\$931,145</b>	<b>\$254,910</b>	<b>\$676,235</b>	<b>27%</b>
STATE	State General Apportionment	\$11,748,565	\$5,521,953	\$6,226,612	47%
	Board of Governors Grant	19,322	7,994	11,328	41%
	Basic Skills	180,000	132,300	47,700	74%
	Part-time Faculty Office Hours	3,000	1,378	1,622	46%
	Part-time Faculty Compensation	56,315	26,938	29,377	48%
	Other Categorical Apportionments	740,133	651,120	89,013	88%
	TANF	43,292		43,292	0%
	DSPS	296,379	111,700	184,679	38%
	CALWORKS	136,847	59,024	77,823	43%
	BFAP	170,680	80,220	90,460	47%
	Matriculation	142,549	63,647	78,902	45%
	EOPS	284,822	127,173	157,649	45%
	EOPS CARE	39,838	17,788	22,050	45%
	MESA	50,500	37,875	12,625	75%
	Other Categorical Program Allowances	106,087		106,087	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>\$14,600,943</b>	<b>\$6,866,386</b>	<b>\$7,734,557</b>	<b>47%</b>
LOCAL	Property Taxes	\$5,697,313	\$127,192	\$5,570,121	2%
	Local Contributions/Grants/Donations	151,220	51,220	100,000	34%
	Contract Instructional Services	17,090	12,187	4,903	71%
	Rents/Leases (Facilities Use)	15,000	4,304	10,697	29%
	Interest	7,000	4,443	2,557	63%
	Community Extension	45,000	7,156	37,844	16%
	Student Fees	1,169,059	534,922	634,137	46%
	Bookstore Commission	60,000	27,239	32,761	45%
	Other Local Revenue	218,167	145,195	72,972	67%
	Transfer in from Capital Projects Fund	62,524	22,524	40,000	36%
	<b>TOTAL LOCAL SOURCES</b>	<b>\$7,442,373</b>	<b>\$936,381</b>	<b>\$6,505,992</b>	<b>13%</b>
	<b>TOTAL REVENUES</b>	<b>\$22,974,461</b>	<b>\$8,057,677</b>	<b>\$14,916,784</b>	<b>35%</b>
<b>TOTAL RESOURCES AVAILABLE</b>		<b>\$26,594,036</b>			
<b>EXPENDITURES</b>					
	Certificated Salaries	\$8,517,210	\$3,264,399	\$5,252,811	38%
	Classified Salaries	4,968,972	2,011,338	2,957,634	40%
	Benefits	5,634,173	2,279,796	3,354,377	40%
	<b>Subtotal Personnel Costs</b>	<b>\$19,120,355</b>	<b>\$7,555,533</b>	<b>\$11,564,822</b>	<b>40%</b>
	Supplies	\$835,499	\$222,904	\$612,595	27%
	Services	2,237,464	711,631	1,525,834	32%
	Capital Outlay	251,108	26,954	224,154	11%
	Transfers/Other Outgo	530,648	103,309	427,339	19%
	<b>TOTAL EXPENDITURES</b>	<b>\$22,975,074</b>	<b>\$8,620,330</b>	<b>\$14,354,743</b>	<b>38%</b>
	Ending Fund Balance	\$3,618,963			
<b>TOTAL EXPENDITURES/CONTINGENCY</b>		<b>\$26,594,036</b>			

ITEM NO: 4.2  
DATE: January 11, 2012

SUBJECT: PROPOSED 2012-2013 NONRESIDENT TUITION FEE

SYNOPSIS:

Board of Trustees adoption of a nonresident tuition fee for fiscal year 2012-2013 is requested.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees adopt a 2012-2013 nonresident tuition fee of \$200.

ANALYSIS:

In accordance with Education Code Section 76140, the Board of Trustees is required to establish a nonresident tuition fee for the 2012-2013 fiscal year by February 1, 2012. Attachment "A", the nonresident tuition fee worksheet provided by the Chancellor's Office, indicates that the District cost for the next fiscal year would be \$223 per semester unit, based on Mendocino-Lake Community College District's expense of education per FTES.

The Board of Trustees has the option of adopting a fee based on the statewide average cost; the district average cost; the district average cost with 10% or more noncredit FTES; the average cost of any contiguous district; no more than the district average cost and no less than the statewide average cost; the statewide average cost from 2009-2010 (\$190 per semester unit); or no more than average tuition of 12 states with cost of living comparable to California. For 2012-2013 the rate choices are:

A) Statewide average cost per semester unit	\$179
B) M-LCCD average cost per semester unit	\$223
C) District average cost with 10% or more noncredit FTES	N/A
D) Rate of any contiguous district (contiguous district rate data will be provided at meeting)	\$ _____
E) No more than district average cost; no less than statewide average cost	
F) Statewide average cost from 2009-2010	\$190
G) Comparable 12 state average	\$331

The Board of Trustees established the 2011-2012 nonresident tuition fee at \$195 per semester unit on January 12, 2011.

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does adopt the 2012-2013 nonresident tuition fee at \$200 based on rate choice E above.

**Attachment "A"**

**CALIFORNIA COMMUNITY COLLEGES**  
*Nonresident Tuition Fee (ECS 76140) for 2011-2012 Fiscal Year*

	<u>STATE</u>	<u>DISTRICT</u>
A) Expense of Education for Base Year (2010-2011 CCFS-311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	\$6,582,664,734	\$20,642,390
B) Annual Attendance FTES (Recal 2010-11)	1,276,020	3,196
C) Average Expense of Education per FTES (A ÷ B)	\$5,159	\$6,459
D) U.S. Consumer Price Index Factor (2 years)	1.038	1.038
E) Average Cost per FTES for Tuition Year (C x D)	\$5,355	\$6,704
F) Average Per Unit Nonresident Tuition Cost Semester System Colleges (E ÷ 30)	\$179	\$223

**Prior year calculations:**

*Facsimile Worksheet*  
*Nonresident Tuition Fee (ECS 76140) for 2011-2012 Fiscal Year*

	<u>STATE</u>	<u>DISTRICT</u>
A) Expense of Education for Base Year (2009-2010 CCFS-311, Expenditures by Activity Report, AC 0100-6700, Cols 1,2,3)	\$6,572,810,163	\$20,719,838
B) Annual Attendance FTES (Recal 2009-2010)	1,309,138	3,012
C) Expense of Education per FTES (A ÷ B)	\$5,021	\$6,879
D) USCPI Factor (2 years)	1.053	1.053
E) Cost per FTES for Tuition Year (C x D)	\$5,287	\$7,244
F) Per Unit Non-resident Tuition Fee: Semester System Colleges (E ÷ 30)	\$176	\$241



ITEM NO: 4.3  
DATE: January 11, 2012

SUBJECT: CONTRACTS AND AGREEMENTS – QUARTERLY RATIFICATION

SYNOPSIS:

Board of Trustees review and ratification of contracts and agreements for goods and services for fiscal year 2011-2012 is requested.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees review and ratify those 2011-2012 contracts and agreements which have been approved at the administrative level, as presented in the attached summary document.

ANALYSIS:

In accordance with Education Code Sections 85230-85233, the Board of Trustees may choose to delegate authority to sign contracts and agreements on behalf of the District. Historically the Mendocino-Lake Community College District Board of Trustees has delegated such authority to the Superintendent/President and the Vice President of Administrative Services by Board resolution. This agenda item provides, in summary form, a compilation of those contracts and agreements that have administrative approval for the current fiscal year.

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does ratify the contracts and agreements as provided on the attached compilation.

**MENDOCINO COLLEGE**  
**RATIFICATION OF CONTRACTS AND AGREEMENTS**  
**2011/2012 Fiscal Year**  
**October 1, 2011 through December 31, 2011**

Agreement/Contract	Revenue / <Cost>	College Contact
<u><b>Barra of Mendocino</b></u> March 24, 2012 <i>Annual Athletic Department Hall of Fame dinner and induction ceremony.</i>	\$0	Meridith Randall
<u><b>Bells Ambulance</b></u> November 9, 2011 to November 9, 2014 <i>Field internship experience for EMT-II and EMT-P students.</i>	\$0	Sue Goff
<u><b>Clay Blundell</b></u> Architect notification of commencement and completion of project <i>Project Inspector for the construction of the new Lake Center campus.</i>	<\$101,400>	Mike Adams
<u><b>The Regents of the University of California</b></u> July 1, 2011 through June 30, 2016 <i>UCSF Department of Anatomy Willed Body Program participation.</i>	to be billed	Virginia Guleff

ITEM NO: 4.4

DATE: January 11, 2012

**SUBJECT:** BOARD OF TRUSTEES BUDGET PARAMETERS  
FOR DISTRICT 2012-2013 BUDGETS

**SYNOPSIS:**

Board of Trustees review and adoption of revised budget parameters.

**RECOMMENDATION:**

The Superintendent/President recommends that the Board of Trustees adopt the following budget parameters as a basis for development of the 2012-2013 District budgets.

**ANALYSIS:**

1. **General Fund Budget Parameters**

1.1 Unrestricted Ending Balance - The targeted ending fund balance in the General Fund shall be 7% of total unrestricted expenditures. At no time shall the ending balance go below a minimum of 5%.

1.2 Balanced Budget

1.2.1 The General Fund shall have a balanced budget with total ongoing expenditures and transfers not exceeding total ongoing revenues.

1.2.2 One-time revenues and reserves shall not be used to fund ongoing expenditures but may be considered for current year expenditures that do not create obligations in future years.

2. **Health Fund Budget Parameter**

2.1 The Health Benefit contribution rate shall be set for the next fiscal year so that total annual contributions equal or exceed projected total health care costs as determined by an analysis of historical trends.

**MOTION/ACTION:**

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2012-2013 Budget Parameters as presented.

ITEM NO. 5.1  
DATE: January 11, 2012

SUBJECT: BOARD POLICY REVISIONS

SYNOPSIS:

Revised Board policies presented for discussion/action - FIRST reading

ANALYSIS:

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

- Policy 708 Industrial Accident and Illness Leave. The information in this policy has been included in the collective bargaining agreement.
- Policy 713 Employment and Assignment of Relatives of Employees (Nepotism). This policy needed to be revised to be more current.

In writing and revising these policies, the Education Code and Title 5 were researched as well as many policies from other community colleges and all available resources from the Community College League of California. These policies have been through the participatory governance process. Policy 713 was presented and discussed at several meetings of the President's Policy Advisory Committee (PPAC) after being shared with and receiving input from constituents. Policy 708 was shared with PPAC at the December 2011 meeting with the recommendation that it be forwarded to the Board for deletion.

Board members will review these policies, and may offer suggestions for changes if deemed necessary. The Board may choose to adopt these policies at this meeting or refer them to the February Board meeting for adoption.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the deletion of policy 708 Industrial Accident and Illness Leave and the revisions to Policy 713 Employment and Assignment of Relatives of Employees (Nepotism).



# BOARD POLICY

No. 708

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## ~~INDUSTRIAL ACCIDENT AND ILLNESS LEAVE~~ **DELETE** **FOR CERTIFICATED PERSONNEL**

~~A certificated employee sustaining an industrial accident or illness, and unable to return to work shall be eligible to receive his regular paycheck under the "Industrial Accident or Illness Leave" of up to sixty (60) working days if he has been an employee of the District for three consecutive years. The following regulations shall apply:~~

- ~~a. Allowable leave shall be for sixty (60) days during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in any one fiscal year for the same accident.~~
- ~~b. Allowable leave shall not be accumulated from year to year.~~
- ~~c. Industrial accident or illness leave shall commence on the first day of absence.~~
- ~~d. When a person employed in a position requiring certification qualifications is absent from his duties on account of an industrial accident or illness, he shall be paid such portion of the salary due him for any month in disability indemnity under Division 4 or Division 4.5 of the Labor Code, will result in a payment to him of not more than his full salary.~~
- ~~e. Industrial accident or illness leave shall be reduced by one day for each day or authorized absence regardless of a temporary disability indemnity award.~~
- ~~f. When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him for the same illness or injury.~~
- ~~g. Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided in Sections 13467, 13468, and 13469, and for the purposes of each of these Sections, his absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave, provided that if the employee continues to receive temporary disability indemnity, he may elect to take as much of his accumulated sick leave which, when added to his temporary disability indemnity, will result in a payment to him of not more than his full salary.~~
- ~~h. During any paid leave of absence, the employee shall endorse to the District the temporary disability indemnity checks received on account of his industrial accident or illness. The District, in turn, shall issue the employee appropriate salary and shall deduct normal retirement and other authorized contributions.~~
- ~~i. Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the governing board authorizes travel outside the State.~~



# BOARD POLICY

I 714

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## **EMPLOYMENT AND ASSIGNMENT OF RELATIVES OF EMPLOYEES (NEPOTISM)**

~~No person shall be hired as a certificated employee for an assignment that would cause him/her to directly supervise or to be supervised by a relative.~~

~~No certificated employee shall be reassigned into a position that would cause him/her to directly supervise or to be supervised by a relative.~~

~~"Relative" as used herein shall mean wife, husband, parent, child, grandparent, brother or sister.~~

The District does not prohibit the employment of immediate family members; however, no person shall be employed or reassigned into a regular position that would cause him/her to directly supervise or be supervised by an immediate family member. For temporary position assignments, immediate family members may be employed when supervision is referred to the next level supervisor.

Employees shall not participate in the review and decision-making processes or other matters concerning employment, promotion, evaluation, retention, salary, discipline or termination of another employee who is an immediate family member.

As used herein, an immediate family member means spouse or domestic partner, parent, grandparent, sibling, child, grandchild, in-law, aunt, uncle, niece, nephew, step-relative in any of these categories, or any other relative living in the employee's house. The District retains the right to identify further relationships as being governed by this policy.

The District retains the right to not employ immediate family members in the same department or program and to reassign or transfer employees where such assignments have the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

Government Code Section 12920 et seq., 1090 et. seq.

ITEM NO: 5.2  
DATE: January 11, 2012

SUBJECT: CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT)  
NOMINATION TO BOARD

SYNOPSIS:

Nomination of a Mendocino College Trustee for the California Community College Trustees (CCCT) Board

ANALYSIS:

The California Community College Trustees Board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

From January 1 through February 15, 2012, nominations for membership on the CCCT board will be accepted in the League office. Nominations are to be made by a member district board of trustees; and each district may nominate only members of its board.

Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board.

MOTION/ACTION:

Motion to be made at the meeting.

<u>Election</u>	<u>Group</u>	<u>Seat</u>	<u>First Elected/Appointed</u>	<u>Next Election</u>	<u>Terms Left for Incumbent</u>
<b>2012</b>	I.	Chaniot	2009	2012	2
	I.	Jones (Bernard)	2008	2012	1
	I.	*Mann	2005	2012	0
	I.	Ontiveros	2008	2012	1
	I.	Otto	2009	2012	2
	I.	Stampolis	2009	2012	2
	I.	Zableckis	2009	2012	2
<b>2013</b>	II.	Barreras	2006	2013	1
	II.	Gulassa	2010	2013	2
	II.	Hart	2010	2013	2
	II.	Jaffe	2009	2013	1
	II.	Kinsman	2010	2013	2
	II.	*Singer	2004	2013	0
<b>2014</b>	III.	Casas Frier	2010	2014	1
	III.	Castellanos	2011	2014	2
	III.	Chadwick	2011	2014	2
	III.	*Figueroa	2007	2014	0
	III.	Gomez	2010	2014	1
	III.	Jones (Robert)	2011	2014	2
	III.	Larwood	2011	2014	2
	III.	Moreno	2011	2014	2
* Board member is unable to seek reelection due to three-term limit.					



CALIFORNIA COMMUNITY COLLEGE TRUSTEES  
2011-12 BOARD ROSTER

**ISABEL BARRERAS, 1<sup>st</sup> Vice President**  
State Center CCD

**LAURA CASAS FRIER**  
Foothill DeAnza CCD

**STEPHAN CASTELLANOS**  
San Joaquin Delta CCD

**NANCY CHADWICK**  
Palomar CCD

**JANET CHANIOT**  
Mendocino-Lake CCD

**MARY FIGUEROA**  
Riverside CCD

**PAUL GOMEZ**  
Chaffey CCD

**CY GULASSA**  
Peralta CCD

**JERRY HART**  
Imperial CCD

**FRANCISCO HINOJOSA**  
Contra Costa CCD

**LOUISE JAFFE**  
Santa Monica CCD

**BERNARD "BEE JAY" JONES**  
Allan Hancock Joint CCD

**ROBERT JONES**  
Los Rios CCD

**EVA KINSMAN**  
Copper Mountain CCD

**PAULINE LARWOOD**  
Kern CCD

**JEANETTE MANN, President**  
Pasadena Area CCD

**JIM MORENO**  
Coast CCD

**MANNY ONTIVEROS, 2<sup>nd</sup> Vice President**  
North Orange County CCD

**DOUGLAS OTTO**  
Long Beach CCD

**DONALD L. SINGER**  
San Bernardino CCD

**CHRISTOPHER STAMPOLIS**  
West Valley-Mission CCD

**MARCIA ZABLECKIS**  
Barstow CCD

ITEM NO: 6.1  
DATE: January 11, 2012

SUBJECT: PRESIDENT'S REPORT

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

ANALYSIS:

**Rural College JPA/Consortium**

Several rural colleges in California are exploring the possibility of a new joint powers authority (JPA) to look into regionalizing support services to our colleges. Initial ideas being discussed are technology support, institutional research, online class administration, instructional programming and accounting/human resources/purchasing. In an effort to maximize resources in these trying budget times, there may possibly be some areas where Mendocino College could serve as a service provider and other areas where we may want to purchase support from other colleges in the JPA. This effort is just getting started and we plan to have a meeting during the Legislative Conference at the end of this month.

**Staffing**

Analysis continues on which of our vacant positions should be filled for the upcoming fiscal year. Whenever possible, we are working to reorganize departments and consolidate jobs in order to best serve our students. The deteriorating budget constantly reminds us that we cannot operate as we have in the past and that we must develop new ways of providing necessary services.

**Joint Higher Education Advocacy Day**

The Community College League (CCLC) is helping to organize a Joint Higher Education Advocacy Day with representatives from community colleges joining those from the UCs and CSUs to visit legislators in Sacramento as regional teams. The date has been set for May 1, 2012 and the League will be asking for local trustees' participation.

**Nationally-Recognized Speaker for Inservice**

The Mendocino College Professional Development Committee has arranged for Pamela Cox-Otto to speak at inservice this month on Friday, January 20. The time has tentatively been set for 10:00 a.m. – noon. Cox-Otto is nationally recognized for her work in multigenerational learning and teaching and will be presenting on the different learning styles of our multigenerational students, particularly each generation's use of technology. Vice President Randall, Dean Guleff and I have all heard Cox-Otto present in the past and are confident that her presentation will be both informative and humorous.

SUBJECT: EDUCATION AND STUDENT SERVICES REPORT

SYNOPSIS:

A report from the Vice President of Education and Student Services is offered as information.

**1. Enrollments: Spring Semester 2012**

As of January 4, new students continued to arrive at the college hoping to start in Spring 2012, and there are still sufficient classes with space for them. However, many science, history and online classes are fully booked, as well as the automotive program. To boost enrollments, the college has prepared radio ads and press releases, and a new banner was created and hung across State Street the week between Christmas and New Year's Day. Since tuition increases to \$46 a unit this summer and other changes (like BOG restrictions) may occur as well, we are attempting to alert prospective students to get started as soon as possible.

**2. Grants: Title III Progress**

This month, several college staff will step up efforts to complete a Title III grant application given that the federal government is planning to make new awards this summer. The goals have been completed and focus on placing students above basic skills initially; orienting them sufficiently; and creating incentives and opportunities for completion of degrees and certificates. Many of our goals are similar to those of the Student Success Task Force, which we hope will strengthen the application. The timeline for submission and awarding of grants is mid-summer through early fall.

**3. Student Services: Counseling Update**

To counter the loss of one full-time counselor in July 2011 and the cost-saving effort of not hiring part-time counselors, creative counselor scheduling has been the norm for a while. Two full-time Ukiah counselors have traveled to Willits this past fall to meet counseling needs there, which has worked well. The one full-time counselor left in Lake (who is also Articulation Officer) has moved to a drop-in only schedule to maximize efficiency; he recently reported that he sees 13 to 17 students per day. In Ukiah, the week before classes will be entirely drop-in, and there are no other appointments currently available prior to the start of classes. Drop-in counseling appointments eliminate the frustration of "no show" students and also accommodate a variety of student needs, some of which take only a few minutes. However, the counseling staff looks forward to the possibility of hiring another full-time counselor to help meet needs in both Ukiah and Lake.

ITEM NO: 6.3.1  
DATE: January 11, 2012

SUBJECT: ADMINISTRATIVE SERVICES REPORT

SYNOPSIS:

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

**State Budget**

The Department of Finance's (DOF's) revised revenue estimates for 2011-12 were released on December 13, 2011, ending speculation about the level of midyear cuts that will be implemented as a result of the automatic "trigger" reductions included in the 2011-12 Budget. The good news is the DOF revision improves on the Legislative Analyst's Office (LAO) November estimate by nearly \$1.5 billion. Statute requires that trigger cuts be determined based on the higher of the LAO or DOF revised estimate.

Despite the improved revenue forecast, it falls short of the level required to avoid midyear cuts, and all of the trigger reductions enacted as part of this year's Budget will occur. California Community Colleges will face a \$102 million reduction along with a \$10 per unit increase from \$36 to \$46 in the coming year. Because of the small district exemption, Mendocino College's share of this reduction is only approximately \$100,000.

Governor Brown has indicated that more cuts will be forthcoming in January when his annual Budget proposal is delivered to the Legislature to kick-off Budget adoption for 2012-13. He emphasized that another round of midyear trigger cuts will be a part of his Budget, dependent on the passage of his ballot measure in November, which would raise more than \$7 billion in additional revenues through the imposition of temporary tax increases.

As 2011 drew to a close, California's redevelopment agencies (RDAs) were dealt a fatal blow as the State Supreme Court issued its ruling in a case that will have a dramatic impact on the 2011-12 state budget as well as future budgets.

This decision effectively dismantles the 400-plus RDAs throughout California as the Court ruled that Assembly Bill 26 (AB 26X), which dissolved RDAs, was constitutional. Its companion bill, AB 27X was ruled unconstitutional. AB 27X would have allowed the RDA to remain in existence if it provided a payment to the county treasury to support local schools and other agencies, which the state would have used to offset its general fund expenditures.

As a result of the decision though, the state will not recapture the revenues, estimated to be about \$1.7 billion in the first year of implementation and \$400 million each year thereafter. However, with the RDAs termination, local property tax dollars will go back to local government and to local schools. This will effectively allow the state to recapture a smaller portion, roughly \$1 billion each year, according to the Department of Finance. This would create a new hole in the current budget year of about \$700 million, which will likely be carried forward into the 2012-13 budget.

As part of the 2011-12 State of California Budget, a variety of Medi-Cal providers took a 10 percent cut to their reimbursement rates. The proposal would have saved the state over \$600 million. On December 28, 2011, U.S. District Court Judge Christina Snyder issued a preliminary injunction blocking the rate cut. The judge's ruling leaves an approximate \$600 million hole in the current 2011-12 budget with negative fiscal implications for future years.

The Governor's fiscal challenges for development of his 2012-13 budget continue to mount.

ITEM NO: 6.3.2  
DATE: January 11, 2012

SUBJECT: REPORT ON MEASURE W BOND IMPLEMENTATION

SYNOPSIS: This report is offered for information.

ANALYSIS:

The year 2012 promises to be a banner year for the bond program with the completion of the new Library/Learning Center and the Lake County Campus and the start of construction for the North County/Willits Campus and the new Student Center.

The **Library/Learning Center** project is on track with the installation of furniture and equipment scheduled for May, the move of library books and materials from the current library to the new library scheduled for June/July, and the official opening of the new L/LC scheduled for the start of the fall semester 2012.

The **Student Center** project has already received approval from DSA and is expected to be bid in May with construction starting in August and completion in the summer of 2013. This project includes the remodeling of the current Lowery Library building into four areas: bookstore, cafeteria, student area, and atrium which opens to the plaza connecting to the new Library/Learning Center.

The **Lake County Center** project is well underway with major grading, building pads, and infrastructure in progress. Over the holiday break, the foundation for the classroom building was completed and the pour of the foundation for the lab building is scheduled for the week of January 9. This project is scheduled to be completed in November with move-in of furniture and equipment from the current center in December and official opening for the start of the spring semester in January 2013.

The new water line for this project has been bid and a contract has been awarded for \$795,500. According to our agreement with the City of Lakeport, we advance the entire amount and they will repay us for half (\$397,500) over five years starting this year. We budgeted \$500,000 for our part of the project. This project has begun and is scheduled for completion within 45 days.

The **North County/Willits Center** project is awaiting DSA approval. We plan to go to bid in June with construction starting this fall. The project is scheduled to be officially open for the fall semester 2013.

These are the last four major projects left on the District's master facilities plan. Remaining projects are scheduled for completion by the fall of 2014.

ITEM NO: 6.4  
DATE: January 11, 2012

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

The Special Events/Marketing Committee is gearing up for the annual Gala which will be held on June 23, 2012 at Campovida in Hopland. A fund raiser is planned for March, four campus tours are scheduled to occur over the spring and the annual Emeritus Luncheon is planned for late February.

The Foundation has received a generous donation of \$82,528 from a charitable remainder unitrust from the estate of Joe and Dorothy Halliday. The Hallidays were long time residents of Point Arena and Manchester with ancestral ties that date back to the 1850's. A second charitable remainder trust established by the Hallidays should provide additional revenue in 2019.

A sub-committee of the Foundation Board is currently planning a workshop for local CPAs, estate planners and financial planners. The workshop will provide the participants with some of the latest information in their field along with providing an overview of Foundation and College programs.

The Foundation is in the process of creating an annual calendar of events and activities. This will aid in developing new programs and events and eliminate overlapping.

The Adopt-A-Fifth Grader program is off to a roaring start with over 12 adoptions to date. Our annual goal is to have at least one fifth grade class adopted in every district elementary school in both Lake and Mendocino counties. This program continues to grow thanks to the generous support of our donors.

The Foundation Board held their annual organizational meeting on December 6. Gary Smith was elected President and Richard Cooper Vice President. In addition, the Board welcomed Mr. Gary Nix and is honored to have his expertise and experience as a member of the Board of Directors.

I attended a fundraiser for Mr. Chuck March in Kelseyville and a variety of events and functions. Gary Smith and I participated in a luncheon with members of the Mendocino County Wine Commission where we shared information about Foundation programs and how we might partner in the future.

The Foundation Office is gearing up for the start of the spring semester at which time we anticipate providing over 70 Yvonne Sligh Book Voucher awards to our students. In addition, thanks to generous support, the ESL Book Voucher program will continue into the spring.

ITEM NO: 6.5  
DATE: January 11, 2012

SUBJECT: CONSTITUENT GROUPS 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: January 11, 2012

SUBJECT: HEALTH BENEFITS REPORT

SYNOPSIS: Status of the Health Benefit Fund

RECOMMENDATION: Informational report

ANALYSIS:

For the first five months of 2011/12, 7/1/11-11/30/11, the health benefit cost per participant was \$1,345.25 per month, while the budgeted rate was \$1936 per participant.



ITEM NO: 7.1  
DATE: January 11, 2012

SUBJECT: TRUSTEES' REPORTS

SYNOPSIS:

Individual Trustees share their Board related activities with the full Board

ANALYSIS:

**Janet Chaniot**

CCLC Conference

From the desk of Jeanette Mann, President, CCCT December 13, 2011

It was a great pleasure seeing many of you in San Jose. It was a wonderful League Annual Convention. The theme of "Mission: Possible--access. success. equity" was strongly reflected in our speakers and breakout sessions.

During the convention, your California Community College Trustees board held its regular meeting. I wanted to take a moment to share with you the major topics of this meeting. The most significant issue that we discussed was the deliberations of the system on student success. I have waited to communicate to you following the meeting in order to provide the latest feedback on the task force, which held its final meeting last Wednesday.

Throughout this year, I have served on the Board of Governors Task Force on Student Success. The task force was convened by the Board and Chancellor Jack Scott pursuant to SB 1143 (Liu) to make recommendations to the Legislature before March 1, 2012 on policy and practice changes that can improve student success in our colleges.

On December 7, the twenty-member task force of faculty, administrators, CEOs, students, community members and outside experts unanimously adopted a series of twenty-two recommendations and agreed to forward our report to the Board of Governors for consideration in January. The draft report is in the final editing stage, but the changes that we agreed to are reflected in a December 8 memo from Dr. Peter MacDougall, the task force chair, a member of the Board of Governors and former president of Santa Barbara City College. I know that many trustees are concerned about the implementation and funding of the specific recommendations, but the adoption of the report should not be confused with specific actions that will need to be taken by the Legislature and Board of Governors. Also I continue to hear opposition to recommendations that are no longer (or were never) in the report. I encourage you to read the report and engage in a conversation with your local board on what we can all do to increase student success at our colleges.

The CCCT and our partner board, the Chief Executive Officers of the California Community Colleges, will be very involved in the implementation and will work to gather feedback from the League's member districts before statutory, regulatory or funding changes are made. Here are the other significant issues that were discussed at the November CCCT meeting: State

budget - The board reviewed the Legislative Analyst's five-year fiscal forecast, which had been released the previous day. While the overall state fiscal picture looks much better than it did a year ago, it will take years to rebuild the over \$750 million in general funds reduced from the community college budget over the last three years. Additionally, we now know that our colleges are facing another \$102 million in mid-year cuts and that our students face an increase in fees to \$46/unit effective summer 2012. Pension reform - The board received a report on the Governor Jerry Brown's twelve-point pension reform proposal.

We discussed the mutual obligation of ensuring financial supportable retirement plans for our employees while also upholding promises made in the past. The board did not take a position on the package but will consider individual pieces of legislation as they are introduced next year. On-line trustee education - As the financial woes of our colleges continue while the demands for increased trustee education and leadership development increase, the CCCT has prioritized the establishment of trustee education options over the Internet. We met with Carmen Sandoval, the League's Director of Education Services, and were pleased to hear that the League has already recorded two programs--ethics and fiscal responsibility--and is planning one more on the Brown Act before the end of the fiscal year. The programs are currently being edited into manageable components and will be online in early 2012. Additionally, we received a final legislative report for the year, established a task force to coordinate relations with K-12 school board members, discussed our board goals, and heard about threatened Pell Grant cuts in Washington, DC. As always, our full agenda is available on the League's web site at <http://www.ccleague.org/ccct/>.

These continue to be challenging times for our colleges, but there is a strong sense we are turning the corner. The state's budget is looking a bit better, we have identified the need for more investment in student success, and we are tackling the difficult issues of more seamless transition to community college from K-12. I thank you for your continued support of the California Community College Trustees and the Community College League of California.