

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

**Wednesday, February 1, 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 January 11, 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 (may be presented at the meeting)

3.4 Resignation/Retirement - Classified

Recommendation to ratify the resignation of Leslie Humphrey

**4. Other Items**

4.1 Fiscal Report as of December 31, 2011

Recommendation to accept the report as presented

4.2 Quarterly Fiscal Status Reports - AB 2910

Recommendation to accept the report as presented

4.3 Donation – Solar Equipment

Recommendation to accept solar equipment from Gaia Energy Systems

4.4 Donation - Automobile

Recommendation to accept a 2000 Honda Civic donated by Robert Hamilton

**5. ACTION ITEMS**

5.1 Board Policy Manual Revisions - Initial Reading

New Board Policy 322 Prevention of Workplace Violence

5.2 Change Order No. 14 – Library/Learning Center

Recommendation to ratify Change Order No. 14 in the amount of \$45,691

5.3 Change Order No 2 – Lake County Center

Recommendation to ratify Change Order No. 2 in the amount of <\$58,838>

**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 (Quarterly 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 Financial Aid Update  
Presentation by Assistant Dean Jacque Bradley

**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: Workshop – February 15, 2012, 9:00 AM - 3:00 PM, Ukiah Campus, Room 1060  
Regular Meeting – March 14, 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, January 11, 2012, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

**GENERAL MATTERS**

*Call To Order* Trustee Clark, Board President, called the meeting to order at 5:00 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	absent
	Student Trustee	Jennifer Evans	absent

*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	Virginia Guleff, Vice President

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

*Agenda Approval* M/S/C (Haynes/Chaniot) To approve the agenda as amended. Items 3.4 Resignation/Retirement – Classified, 4.2 Nonresident Tuition Fee, and 4.4 Board of Trustees Budget Parameters were removed from the Consent Agenda.

*Minutes/Approval* M/S/C (Eriksen/Chaniot) To approve the minutes of the regular meeting held on December 7, 2011 as amended. Trustee Haynes requested a revision to page three, Lake County Center – Change Order No. 1. A sentence will be added stating that while the amount of this change may seem large, it will be offset by a savings of approximately \$300,000.

**CONSENT AGENDA**

M/S/C (Tomkins/Haynes) To approve the Consent Agenda as amended.

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

**Personnel**

*Employment –  
Short-Term  
Employees* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the Short-Term Employees as submitted.

<i>Employment Part-Time Faculty</i>	*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 submitted.
<i>Volunteers</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of volunteers as presented at the meeting.
<i>Resignation/ Retirement - Classified</i>	Trustee Haynes requested this item be removed from the Consent Agenda to initiate a discussion regarding possible recognition of all the pioneer employees. Superintendent/President Lehner suggested honoring them during next year's 40th anniversary celebration which has not yet been planned.  M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignations of Geraldine Dutton and Marsha Sisneros, Financial Aid Technicians, effective December 30, 2012.
<i>MLCCCBU – Side Letter</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the side letter of December 8, 2011 between the District and the Mendocino-Lake Community College Classified Bargaining Unit (MLCCCBU/SEIU-Local 1021) regarding a four percent salary increase effective January 1, 2012.
<i>M/S/C - Agreement</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the December 12, 2011 agreement between the District and the Management/Supervisory/Confidential Employees (M/S/C) for a four percent salary increase effective January 1, 2012.
<i>Contract Agreement – Vice Presidents</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a four percent salary increase for the Vice-Presidents effective January 1, 2012.
<i>Reclassifications</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve reclassifications for Lois O'Rourke to Computer Support Technician II and Steve Oliveria to Director of Maintenance and Operations effective January 1, 2012.
	<b><u>Other Items</u></b>
<i>Fiscal Report – November 30, 2011</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as presented.
<i>Proposed 2012-13 Nonresident Tuition Fee</i>	Trustee Eriksen requested this item be removed from the Consent Agenda to propose that the fee be the same as the average cost per semester unit, \$223. Vice President Perryman presented a comparison of fees with contiguous districts. Following discussion of other aspects such as nonresidents not qualifying for in-state financial aid and comparisons between the costs for an in-state resident student and nonresident student, the Board made the following motion.

M/S/C (Tomkins/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2012-2013 nonresident tuition fee at \$200.

*Contracts and  
Agreements-  
Quarterly  
Ratification*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as submitted.

*Budget Parameters  
for 2012-13*

Trustee Haynes requested this item be removed from the Consent Agenda to propose a higher targeted ending fund balance than the 7% recommended by the Superintendent/President.

Superintendent/President Lehner and Vice President Perryman stated that the 7% figure is an increase from the 5% in previous year's budget parameters and is currently used in budget projections. Historically, the District's ending fund balance has never been below 10%.

M/S/C (Eriksen/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2012-2013 Budget Parameters as submitted.

**ACTION ITEMS**

*Board Policy  
Revisions*

M/S/C (Chaniot/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the deletion of Policy 708 Industrial Accident and Illness Leave.

M/S/C (Tomkins/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revisions to Policy 714 Employment and Assignment of Relatives of Employees (Nepotism) as submitted.

*California  
Community  
College Trustees  
(CCCT)  
Nominations to  
Board*

The Board thanked Trustee Chaniot for her dedication and work on the CCCT Board.

M/S/C (Eriksen/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby nominate Janet Chaniot to run for re-election to the CCCT.

**INFORMATIONAL REPORTS**

*President's Report*

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

- The Policy on Prevention of Workplace Violence is currently in process through the President's Policy Advisory Committee.
- Two donations have been received – one for \$10,000 for student success and another for \$3,000 for the Sustainable Technology program.
- The Inservice agenda was shared with Trustees.

*Education and Student Services Report*

A written report was submitted by Meridith Randall, Vice President of Education and Student Services. The following was offered in addition:

- The recommendations from the Student Success Task Force have been adopted by the Board of Governors. Staff have already begun discussion on implementing some of these recommendations.

*Administrative Services Report*

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

- VP Perryman reported on the recently released Governor's budget including changes in Redevelopment funds (RDA).

*Measure W Bond Report*

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

- An interest free loan of \$500,000 has been obtained from PG&E for the upgrading of the HVAC system. The loan is to be repaid over 10 years out of energy savings.

*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.

*Health Benefits Report*

A written report on Health Benefits was submitted as information.

*SB 1440*

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

Dean Virginia Guleff and Faculty member Debra Polak gave a PowerPoint presentation on Mendocino College's curriculum developed to comply with SB 1440, the Student Transfer Achievement Reform Act.

*Trustee Reports*

**TRUSTEE COMMUNICATION**

A written report was submitted by Trustee Chaniot. An oral report was given by Trustee Chaniot.

*Future Agenda Items*

Student Success Task Force recommendations for discussion in February.

**CLOSED SESSION**

Board President Clark announced that none of the items on the agenda for Closed Session will be discussed.

*ADJOURNMENT*

M/S/C (Chaniot/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:07 PM.

Submitted by:

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

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
Buckley	Mary	Tutor	Learning Center	1/23/2012	6/30/2012
Chapman	Brett	Asst Softball Coach	Athletics	1/2/2012	6/30/2012
Miller	Mike	Technician	Theater	1/29/2012	6/30/2012
Neely	Lucy	Art Model	Art	1/23/2012	6/30/2012
Permenter	Fernanda	Art Model	Art	1/23/2012	6/30/2012
Spears	Dan	Technician	Theater	1/29/2012	6/30/2012
Trouette	Jeff	Asst Baseball Coach	Athletics	1/2/2012	6/30/2012



ITEM NO: 3.2  
DATE: February 1, 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
Orozco, Jackeline	Spanish Instructor	Ukiah
Watts, Jennifer	Mathematics Instructor	Willits

ITEM NO: 3.3  
DATE: February 1, 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>
-------------	-------------------

MOTION/ACTION:

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

ITEM NO: 3.4

DATE: February 1, 2012

SUBJECT: RESIGNATION/RETIREMENT - CLASSIFIED

SYNOPSIS:

Resignation from Leslie Humphrey

RECOMMENDATION:

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

ANALYSIS:

Leslie Humphrey  
Programmer/Analyst, Sr.  
Effective: December 30, 2012

Leslie was employed by Mendocino College on January 3, 1995, and will be retiring after seventeen years of service. Her letter of resignation states, "I cannot believe that time has flown so quickly and that I am on the edge of a new chapter in my life. It is hard to believe all of the changes in technology since I started here at the College..."

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Leslie Humphrey, Programmer/Analyst, Sr., effective 12/30/12.

ITEM NO: 4.1  
DATE: February 1, 2012

SUBJECT: FISCAL REPORT AS OF DECEMBER 31, 2011

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of December 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 December 31, 2011

	2011/12 Working Budget	Year-to-date Actuals	Balance	%
				Rec/Exp
<b>REVENUE</b>				
Beginning Fund Balance	\$3,619,575			
<b>FEDERAL</b>				
Federal Forest Reserve	\$50,000		\$50,000	0%
Federal Work Study	54,762	8,698	46,064	16%
CAMP	413,540	151,768	261,772	37%
HEP	164,787	118,256	46,531	72%
PELL Grant Administration	7,500	1,060	6,440	14%
CTEA	207,110	18,237	188,873	9%
Other Federal Revenue	31,391	31,378	13	100%
<b>TOTAL FEDERAL SOURCES</b>	<b>\$929,090</b>	<b>\$329,397</b>	<b>\$599,693</b>	<b>35%</b>
<b>STATE</b>				
State General Apportionment	\$11,748,565	\$6,109,395	\$5,639,170	52%
Board of Governors Grant	19,322	8,844	10,478	46%
Basic Skills	180,000	136,800	43,200	76%
Part-time Faculty Office Hours	3,000	1,525	1,475	51%
Part-time Faculty Compensation	56,315	29,804	26,511	53%
Other Categorical Apportionments	740,133	651,320	88,813	88%
TANF	43,292		43,292	0%
DSPS	296,379	123,583	172,796	42%
CALWORKS	136,847	65,304	71,543	48%
BFAP	170,680	88,754	81,926	52%
Matriculation	142,549	70,418	72,131	49%
EOPS	284,822	140,702	144,120	49%
EOPS CARE	39,838	19,680	20,158	49%
MESA	50,500	37,875	12,625	75%
Other Categorical Program Allowances	106,087		106,087	0%
State Subventions	109,764	10,471	99,293	10%
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>\$7,521,751</b>	<b>\$7,079,193</b>	<b>52%</b>
<b>LOCAL</b>				
Property Taxes	\$5,697,313	\$2,029,320	\$3,667,993	36%
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	4,664	10,337	31%
Interest	7,000	4,443	2,557	63%
Community Extension	45,000	6,294	38,706	14%
Student Fees	1,169,059	674,242	494,817	58%
Bookstore Commission	60,000	28,037	31,963	47%
Other Local Revenue	227,018	155,994	71,024	69%
Transfer in from Other Funds	62,524	22,524	40,000	36%
<b>TOTAL LOCAL SOURCES</b>	<b>\$7,451,224</b>	<b>\$2,988,926</b>	<b>\$4,462,298</b>	<b>40%</b>
<b>TOTAL REVENUES</b>	<b>\$22,981,257</b>	<b>\$10,840,073</b>	<b>\$12,141,184</b>	<b>47%</b>
<b>TOTAL RESOURCES AVAILABLE</b>	<b>\$26,600,832</b>			
<b>EXPENDITURES</b>				
Certificated Salaries	\$8,522,636	\$4,086,383	\$4,436,253	48%
Classified Salaries	4,975,831	2,442,833	2,532,998	49%
Benefits	5,636,396	2,789,610	2,846,787	49%
Subtotal Personnel Costs	\$19,134,863	\$9,318,825	\$9,816,038	49%
Supplies	\$839,716	\$281,326	\$558,390	34%
Services	2,226,809	1,007,365	1,219,444	45%
Capital Outlay	251,715	31,209	220,506	12%
Transfers/Other Outgo	528,768	107,489	421,279	20%
<b>TOTAL EXPENDITURES</b>	<b>\$22,981,870</b>	<b>\$10,746,214</b>	<b>\$12,235,656</b>	<b>47%</b>
Ending Fund Balance	\$3,618,962			
<b>TOTAL EXPENDITURES/CONTINGENCY</b>	<b>\$26,600,832</b>			

ITEM NO: 4.2

DATE: February 1, 2012

SUBJECT: QUARTERLY FISCAL STATUS REPORTS - AB 2910

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

MOTION/ACTION:

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

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-31 IQ

[VIEW QUARTERLY DATA](#)

[CHANGE THE PERIOD](#)

Fiscal Year: 2011-2012

District: (140) MENDOCINO-LAKE

Quarter Ended: (Q2) Dec 31, 2011

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-2012
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	20,136,691	19,439,908	19,577,317	19,708,328
A.2	Other Financing Sources (Object 8900)	14,602	0	0	62,524
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	20,151,293	19,439,908	19,577,317	19,770,852
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	19,486,847	18,370,306	18,759,042	19,476,266
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	260,863	895,396	267,044	283,663
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	19,747,710	19,265,702	19,026,086	19,759,929
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	403,583	174,206	551,231	10,923
D.	<b>Fund Balance, Beginning</b>	2,279,696	2,683,279	2,857,485	3,408,720
D.1	Prior Year Adjustments + (-)	0	0	-6	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	2,279,696	2,683,279	2,857,479	3,408,720
E.	<b>Fund Balance, Ending (C. + D.2)</b>	2,683,279	2,857,485	3,408,710	3,419,643
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	13.6%	14.8%	17.9%	17.3%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	3,133	2,931	3,114	2,651
-----	---	-------	-------	-------	-------

**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2008-09	2009-10	2010-11	2011-2012
H.1	Cash, excluding borrowed funds		2,118,534	2,827,585	3,206,360
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	-124,937	2,118,534	2,827,585	3,206,360



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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	19,643,642	19,708,328	9,076,347	46.1%
I.2	Other Financing Sources (Object 8900)	40,000	62,524	22,524	36%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	19,683,642	19,770,852	9,098,871	46%
J.	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	19,399,057	19,486,267	9,531,407	48.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	283,663	283,663	0	
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	19,682,720	19,769,930	9,531,407	48.2%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	922	922	-432,536	
L	Adjusted Fund Balance, Beginning	3,403,861	3,408,720	3,408,720	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	3,404,783	3,409,642	2,976,184	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	17.3%	17.2%		

V. Has the district settled any employee contracts during this quarter? **NO**

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

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

\* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

**NO**

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

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

**This year?  
Next year?**

**NO  
YES**

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

District will have significant fiscal challenges in 12/13 and beyond if, according to the Governor's budget, his tax initiative in November does not pass and his trigger cuts are applied as proposed.

ITEM NO. 4.3  
DATE: February 1, 2012

SUBJECT: DONATION OF SOLAR EQUIPMENT

SYNOPSIS:

Board of Trustees acceptance of donation of solar equipment

RECOMMENDATION:

The Superintendent/President recommends acceptance of this donation.

ANALYSIS:

The Sustainable Technology Program Coordinator solicited a donation of solar equipment from Gaia Energy Systems of Willits for use in the Intro to Photovoltaics (solar) course. Gaia Energy Systems has agreed to donate solar panels and other needed equipment. The Dean of Career and Technical Education approved solicitation of this donation.

A thank you letter will be sent to Gaia Energy Systems.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept with appreciation the donation of solar equipment from Gaia Energy Systems.

ITEM NO: 4.4  
DATE: February 1, 2012

SUBJECT: DONATION OF AUTOMOBILE

SYNOPSIS:

Acceptance of one automobile donated to Mendocino College as follows:

2000 Honda Civic EX donated by Robert Hamilton

RECOMMENDATION:

The Superintendent/President recommends acceptance of this gift.

ANALYSIS:

This automobile has been donated to Mendocino College for the Auto Tech Club. It will be used for lab activities, components, or repaired and sold with proceeds going to the Auto Tech Club. Auto Tech Club funds are used for book scholarships for on-going auto students and for purchase of automotive tools and supplies.

A thank you letter will be sent to the above donor.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the above automobile generously donated to Mendocino College by Robert Hamilton.

SUBJECT: BOARD POLICY MANUAL REVISIONS

SYNOPSIS:

New Board Policy on Prevention of Workplace Violence is presented for discussion/action - FIRST reading

ANALYSIS:

A policy on Prevention of Workplace Violence has been on the list of policies to be developed along with other policies that need to be written or revised in order to keep the Board's policy manual current. Staff have worked with the Superintendent/President to develop a policy that not only meets legal requirements, but is also specific to Mendocino College.

In writing and revising policies, the Education Code and Title 5 are researched as well as many policies from other community colleges and all available resources from the Community College League of California.

The President's Policy Advisory Committee (PPAC) has reviewed this policy (and procedure) at the meetings on November 3 and December 8, 2011 and January 24, 2012. PPAC, after receiving input from all constituent groups, recommended some revisions which were accepted by the Superintendent/President and are included in what is presented.

The Administrative Procedure 322.1 Procedures for Workplace Violence Prevention and Response, are presented to the Board at this time for information only.

Board members will review this policy, and may offer suggestions for changes if deemed necessary. The Board may choose to adopt this policy at this meeting or refer it to the March Board meeting for adoption.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Board Policy 322 Prevention of Workplace Violence.



# BOARD POLICY

No. 322

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## PREVENTION OF WORKPLACE VIOLENCE

The Board of Trustees of the Mendocino-Lake Community College District is committed to providing a work and learning environment that is free of violence and the threat of violence. Acts of violence or the threat of violence shall not be ignored, condoned nor tolerated. These acts are considered serious misconduct and shall be the basis of disciplinary action, up to and including dismissal. Acts that constitute criminal behavior shall be referred to law enforcement.

The Superintendent/President shall establish administrative procedures that inform employees regarding what actions shall be considered violent acts; require any employee who is the victim of or a witness to any violent conduct in the workplace to report the incident; inform employees that there shall be no retaliation for such reporting; and provide notification and training to employees regarding this policy and related administrative procedures.

### Reference:

Cal/OSHA: Labor Code Sections 6300 et seq.

8 Cal. Code Regs. Sections 3203

“Workplace Violence Safety Act of 1994” (Code of Civil Procedure Section 527.8 and Penal Code Section 273.6)



# ADMINISTRATIVE PROCEDURES

No. 322.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## PROCEDURES FOR WORKPLACE VIOLENCE PREVENTION AND RESPONSE

Violence or the threat of violence, except when acting in self-defense, against or by any District employee or any other person is unacceptable. The following procedures apply to violent actions or threats of violence on District property, including District parking lots, other exterior premises, District vehicles, or during District activities in other locations.

Should an employee engage in or threaten violent acts, except in self-defense, he/she shall be subject to disciplinary action and may be subject to other legal sanctions.

If a non-employee engages in or threatens violent acts, he/she may be subject to criminal prosecution and other appropriate sanctions.

The following actions are considered violent acts:

- Striking, punching, slapping, or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching or touching another person in an unwanted way whether sexually or otherwise.
- Use, or threat of use, of a firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless such use is authorized by law.
- Threatening harm or harming another person.
- Possessing any weapon unless the person is authorized to possess such a weapon pursuant to Board Policy 321, Weapons on Campus.

Any employee who is the victim of any violent, threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her supervisor. Failure to do so may result in disciplinary action being taken. As appropriate, the following should also be contacted:

Emergency - 911  
Campus Security – 468-3155  
Dean of Students – 468-3048

No one acting in good faith who initiates a complaint or reports an incident under this Policy will be subject to retaliation or harassment.

Any employee reported to be a perpetrator of a violent act will be provided due process and representation as required by law to determine the appropriate disciplinary action to be taken. If the initial indication is that an act of violence occurred, the alleged perpetrator shall be placed on administrative leave pending the results of the investigation. An internal investigation of the purported incident shall be initiated within two working days of the incident.

The victim of any violent, threatening or harassing conduct may be eligible to receive counseling or other support services as provided for in Board policy and applicable law. In the event the District is concerned about the safety of the victim or the safety of others, the appropriate law enforcement agency shall be contacted and appropriate action taken.

Upon initial employment with the District, employees shall be provided a copy of the policy and procedures regarding Workplace Violence Prevention. Training shall be provided periodically to all District employees.

References:

Penal Code Sections 273.6, 626.9 and 626.10

Cal/OSHA: Labor Code Sections 6300 et seq.

Title 8, Section 3203

Code of Civil Procedure Section 527.8



SUBJECT: LIBRARY/LEARNING CENTER – CHANGE ORDER NO. 14

SYNOPSIS:

Board of Trustees ratification of Change Order No. 14 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 13 were approved by the Board of Trustees in prior board action, totaling \$231,804. The current adjusted contract is \$15,220,804.

Change Order No. 14 consists of eleven items:

14.1	Provide condensate drains at FC-1, FC-2 and FC-3 (COP 045) Reason: Condensate drains required for fan coil units. Requested by: District	Add	\$ 3,334
14.2	Revise toilet accessories (CR 037/COP 066) Reason: Adjust toilet accessories to comply with Owner's standard supplies. Requested by: District	Add	\$ 0
14.3	Provide trench drain at west walkways (CR 039/COP 068) Reason: To provide additional protection against water flow down the west walkways. Requested by: District	Add	\$ 2,843
14.4	Provide wood finishes at cabinets in Room 230 (COP 069r1) Reason: Cabinets revised to match adjacent cabinets Requested by: District	Add	\$ 2,781
14.5	Provide plywood wall protection in storage Room 208. (CR 043.1/COP 070) Reason: Because the room will be used for storage of tables and chairs on carts, wall will be subject to impact damage Requested by: District	Add	\$ 1,654

14.6	Revise beam/wall closure at east and west elevations (CR 042.1/COP 071.2) Reason: Construction conditions required revision to detail. Requested by: District	Add	\$24,924
14.7	Demolish and remove portion of existing concrete walkway (COP 075) Reason: Demolition required to correct slopes to receive new walkway. Requested by: District	Add	\$4,535
14.8	Grading revisions at west walkway (COP 076) Reason: Additional fill was required to conform to existing grades. Requested by: District	Add	\$ 2,029
14.9	Replace existing valve at domestic water meter (COP 077) Reason: Angle valve required to facilitate future maintenance. Requested by: District	Add	\$ 765
14.10	Install “pick points” to exhaust grate (COP 078) Reason: To provide for easier future access to exhaust valve Requested by: District	Add	\$ 1,289
14.11	Relocate downspout receiver at entry terrace. Provide surface drain in lieu of downspout collector (COP 079) Reason: Surface drain to provide better storm water drainage in one portion of the entry terrace Requested by: District	Add	\$ 1,537
	TOTAL CHANGE ORDER NO. 14		\$45,691
	New Contract Price		\$15,266,495
	Total percent of Change Order No. 14	=	.03%
	Total of all changes	=	1.8%

**MOTION/ACTION:**

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby ratify Change Order No. 14 for the Library/Learning Center project to Midstate Construction in the amount of \$45,691.

SUBJECT: LAKE COUNTY CENTER – CHANGE ORDER NO. 2

SYNOPSIS:

Board of Trustees ratification of Change Order No. 2 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 a project. The project was awarded to Wright Contracting in the amount of \$10,175,000.

Change Orders No. 1 was approved by the Board of Trustees in prior board action, totaling \$103,899. The current adjusted contract is \$10,278,899.

Change Order No. 2 consists of four items:

2.1	Building Pad revisions (CR 02/PCO 003) Reason: Cost Savings Requested by: District	Deduct	<\$ 24,894>
2.2	Pavement base revisions (CR 03/PCO 004) Reason: Cost Savings Requested by: District	Deduct	<\$ 21,484>
2.3	Unit skylight change (CR 01/PCO 005) Reason: Cost Savings Requested by: District	Deduct	<\$ 7,460>
2.4	Schedule loading revision, delete requirement for Cost and Resource Loading of Schedule as specified in Section 01 3200 Subsection D.5 Reason: Cost Savings Requested by: District	Deduct	<\$ 5,000>
	TOTAL CHANGE ORDER NO. 2	Deduct	<\$ 58,838 >
	New Contract Price		\$10,220,061
	Total percent of Change Order No. 2	=	<.06>%
	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. 2 for the Lake County Center project to Wright Contracting in the amount of <\$58,838.>

SUBJECT: PRESIDENT'S REPORT

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

ANALYSIS:

**PBC and Staffing Decisions**

After much discussion and deliberation over several weeks, members of PBC have reached consensus about the number and placement of staff positions we need to hire for 2012-13. It is a complicated process which takes into account the priority recommendations that the Staffing Committee submits after its review of all program review documents, along with budget implications, the impact of new hires on the 50% law, and consideration of reconfigurations and departmental reorganizations in order to be more fiscally prudent. The most debated position that we settled on is a combination of portions of the former Dean of Student Services job with the duties of the Athletic Director. We are calling this position a "Director of Student Life and Athletics" and placing it at a mid-management level. This will fulfill our requirement to have an Athletic Director and it will off-load many of the Dean's responsibilities that Meridith has been performing during the last three and one-half years. Other positions we plan to fill are a full-time counselor with responsibilities for Native American student outreach and coordination, a custodian needed because of the opening of our new 40,000 square foot Library/Learning Center, an auto lab technician to assist faculty in the automotive program, an increase in hours for the chemistry lab technician and one new full-time classroom faculty. Yet to be decided at the time of this report is which discipline will be the lucky one to receive the new faculty member. There are numerous needs, but only enough funding to fill one position. Additionally, to meet the 50% law requirements, we will be adding some funds back into the part-time faculty budget in order to offer additional class sections next year.

**Small/Rural College JPA**

Twelve small and/or rural colleges participated in a conference call January 19 to begin discussing the possible formation of a joint powers authority (JPA) to share services and resources in hopes of reducing expenses at all of our colleges. Colleges participating are: Barstow, Feather River, Lake Tahoe, Lassen, Palo Verde, Shasta, Siskiyou, Redwoods, Mendocino, Copper Mountain, Butte and Yuba. Possible joint ventures include off-site data storage, data administration, online learning administration, institutional research, accounting, purchasing, grant writing, joint class offerings and several others. The next step in our process is to develop and complete a survey indicating both the needs at each of our districts and the district assets that we may be able to share with others.

**Conference Attendance**

Larry, Meridith, Eileen and I attended the ACCCA Budget Conference in Sacramento on Friday, January 13. Sessions were presented on pension reform, student success reform and the Governor's budget proposal, as well as a luncheon keynote address by Dan Walters, political columnist for the Sacramento Bee.

I will be attending the Legislative Conference Saturday-Monday, January 28-30, where meetings of both the statewide CEO board and the small/rural college JPA will also be held.

### **Appointments to RDA Successor Agencies**

As Larry discusses in his Administrative Services report, all local Redevelopment Agencies (RDAs) will be dissolved as of February 1, 2012. The successor agencies will each have a seven-member oversight committee, of which one member is to be appointed by the Chancellor of the California Community College System. I have submitted the following names for Chancellor Scott's consideration: Larry Perryman for Mendocino County and City of Ukiah, Mark Rawitsch for City of Willits, Kathy Lehner for Lake County and Mike Adams for City of Lakeport. Some of these agencies are more active than others, and it is important that we protect the District's interests as RDA operations transition to the successor agencies.

### **Community Connections**

- Had lunch with Mari Rodin, Ukiah City Councilwoman and regional director for United Way, to discuss College participation in the United Way campaign.
- Attended regular and board meetings of the Rotary Club of Ukiah and the American Association of University Women.

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. Enrollment: Plans to Increase FTES for 2012-2013**

Regular meetings of the Enrollment Management Committee have been scheduled for this spring, starting on January 30. The immediate concern is the need to generate about 3000 FTES next year after seeing an 8-10% drop in 2011-12, largely due to no longer scheduling a number of recreational classes. The good news is that the college will be able to count two summer sessions (2012 and 2013) in next year's calculation. Some preliminary plans are to increase recruiting for athletic teams; offer different classes for summer, such as some CTE; expand some CTE offerings for the Centers; and market the opening of the L/LC in Ukiah in Fall 2012. There are also plans to have some specialized cohorts in the summer, such as entering Native American students. The committee will develop a plan over the next month.

**2. Curriculum: The Latest on Repeatability**

Among many other changes that will affect enrollment at the college (most on the negative side), repeatability stands out. "Repeatability" refers to the number of times a student can take a particular class, even if he or she completes it successfully (as opposed to "repetition"). Currently, many art, theater, dance, music and PE classes are repeatable up to 4 times. Statewide meetings are tending toward eliminating repeatability for art and PE classes, but adding repeatability for some CTE classes. Locally, losing repeatability in art and PE classes will lead to a loss in FTES unless faculty move quickly to create a greater variety of classes. Final word on changes will not come for a few months and would be unlikely to take effect until Fall 2013 at the earliest.

**3. Student Services: The Elusive Ed Plan**

Educational plans are gaining greater prominence in the student services area due to changes in financial aid regulations and Student Success Task Force recommendations. However, there is no clear definition of an "ed plan" in ed code, and locally, ed plans are not always entirely consistent. On February 20, counselors and other student services staff will have a half-day inservice that will focus on expectations for ed plans and professional development ideas to make sure they meet student and college needs.

**4. Accreditation: Setting Up Standards Teams**

Suggestions for team leaders for each accreditation sub-standard went to PBC recently so that the college community can start preparing for the next accreditation visit in March 2014. The suggestions included one full-time faculty member and one manager for each sub-standard, but left open the possibility of having additional co-chairs, including classified staff members. The first order of business for teams should be a comprehensive assessment of where the college is in relation to the standard and then a plan to bring up those areas that are weak over the next two years.

**SUBJECT: ADMINISTRATIVE SERVICES REPORT**

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

**Redevelopment Agencies**

On December 29, 2011, the State Supreme Court upheld Assembly Bill 1X 26 (AB 26), and invalidated Assembly Bill 1X 27 (AB 27), resulting in the mandatory dissolution of all California Redevelopment Agencies (RDAs) effective February 1, 2012. The immediate effect of this decision on California local educational agencies (LEAs), including public school districts, community college districts and county offices of education, will depend in part on whether the LEA has pass-through agreements in place with an RDA.

AB 26 comprises two components: the “freeze” component; and the “dissolution” component. The “freeze” component froze RDA activity on new bonds or other indebtedness; new plans or changes to existing plans; new partnerships; and barred cities and counties from creating any new RDAs. Other existing obligations were left intact, such that RDAs could continue making payments and performing other existing obligations until other agencies take over.

The “dissolution” component dissolves all RDAs as of February 1, 2012, transferring control of RDA assets to successor agencies, which will be the city or county that created the respective RDA. The actions of the successor agency will be monitored, and in some cases approved, by a seven-member oversight board. Successor agencies must continue to make payments and perform existing obligations, but unencumbered balances of RDA funds must be remitted to the county auditor-controller for distribution to cities, the county, special districts, and LEAs in proportion to what each agency would have received absent the RDAs. Proceeds from RDA asset sales likewise must go to the county auditor-controller for similar distribution. Finally, tax increment revenues that would have gone to RDAs must be deposited in a local trust fund each county is required to create and administer. All amounts necessary to satisfy administrative costs, pass-through payments, and enforceable obligations will be allocated for those purposes, while any excess will be deemed property tax revenue and distributed in the same fashion as balances and assets.

AB 26 provides that LEAs will receive what they were promised under a pass-through agreement, but only up to the amount it would receive under new Health & Safety Code section 34188 if the pass-through agreement did not exist. What that limitation amount is will have to be calculated and then compared against the revenue promised under the pass-through agreement. Whether this limitation on benefits promised under otherwise valid contracts amounts to an unconstitutional impairment of contract has not been raised in the courts and remains to be seen.

The new code allows LEAs some greater flexibility in using their pass-through revenues. Statutory pass-through payments received by LEAs between fiscal year 2011-2012 and fiscal year 2015-2016 can now be used for land acquisition, construction, reconstruction, remodeling, and maintenance or deferred maintenance of educational facilities.

In the short run, not much will change for LEAs within a former RDA’s territory. Successor agencies will continue to honor and enforce all “enforceable obligations,” however, they will have to do so in a manner that best preserves assets and revenue streams for all taxing entities, including LEAs, within the territory, and brings the RDA’s affairs to a close.

ITEM NO: 6.3.2  
DATE: February 1, 2012

SUBJECT: REPORT ON MEASURE W BOND IMPLEMENTATION

SYNOPSIS: This report is offered for information.

ANALYSIS:

The Quarterly Bond Report is submitted as information.



ITEM NO: 6.4  
DATE: February 1, 2012

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

Eighty-two (82) Yvonne Sligh Book Voucher awards totaling over \$12,000 were distributed to students for the Spring 2012 semester. Six ESL Book Voucher awards will be distributed to students in various ESL classes. These programs are made possible thanks to generous donations by Mendocino College staff, trustees, Foundation board members, the public, and our campus bookstore.

I am participating in a six-week course on building a Gift Planning program. The course is sponsored by the Northern California Planned Giving Council and includes such topics as establishing a bequest program, case-centered marketing, estate planning, life income vehicles and building the right program for your organization.

The Foundation Board is in the process of scheduling an Executive Audit which will focus on special events, direct marketing, corporate partnerships, major gifts and planned giving. The audit will provide a comprehensive report which will include any "gaps" in our programs. Additionally, strategies and suggestions for building our program will be provided and discussed. The Executive Committee anticipates having this report for the Strategic Planning Session on March 23 and the consultant has agreed to provide a presentation of his findings at that session.

The Foundations Bylaw sub-committee has made several revisions to the policy which will be taken to the February 7 Foundation Board Meeting for a second reading and approval.

The Mendocino College Foundation currently has three affiliate organizations. The Lake County Friends of Mendocino College (LCFMC), Friends of the Library and Athletic Boosters. The LCFMC holds monthly meetings and has a very active governing council. Their first fundraising event will be held on March 24 at the Soper Reese Theatre in Lakeport and is a Professional Pianist Concert. The Athletic Boosters recently elected officers and is currently focused on a membership drive and the planning for the annual Hall of Fame Induction Ceremony and Dinner to be held on March 24 at Barra Winery. The Friends of the Library will hold their annual Litfest event on May 19.

The Veteran's History Project is actively recruiting Mendocino College student veterans and coaches for video and audio recordings of veteran combat stories. This project is coordinated by Congressman Mike Thompson's Office and sponsored by the Foundation and Mendo Lake Credit Union.

The Adopt-A-Fifth Grader program currently has 24 adoptions. Our goal is to have at least one fifth grade class adopted in every district elementary school in both Lake and Mendocino counties. That goal was reached last year due to the generosity of our donors. The new goal is to

have every 5<sup>th</sup> grade class in our district elementary schools adopted. Currently there are a total of 39 5<sup>th</sup> grade classes and with 24 adoptions to date, we need 15 more adoptions to reach the new goal.

A “Special” Thank You to our Adopt-A-Fifth Grader Donors: Wade & Mary Lou Koeninger, George & Ruth Bradford Foundation, Claudia Smith Hill, Mendocino College Management/Supervisory/Confidential Staff, David & Christy Scollin, Ukiah Valley Medical Center, Ken & Brenda Hoek, Kathy Lehner, Tom & Angie Herman, Ed Haynes, Joel Clark, Joan Eriksen, Paul Ubelhart, David Geck, Janet Chaniot, John Tompkins, Tommy & Ann Thornhill, Mendo Lake Credit Union, Lynne Dodson, Bob & Marlys Blanc, Mendocino College Full Time Faculty, North Shore Business Association in Lake County and to several anonymous donors. Thank you for your support and dedication to student success!

The next edition of the Foundation Newsletter is currently in the production stages and is expected to be completed within the next few weeks.

Lana Eberhard, Scholarship Coordinator Extraordinaire, has numerous Scholarship Workshops coming up in the next four weeks and we anticipate a large pool of applicants for this year’s program. We have several new scholarships this year, including the Les Gregg Scholarship for Culinary Arts students and the Halliday Family Scholarships.

Watch for upcoming press releases regarding the Scholarship program, Halliday gift, alumni scholarship recipients and Adopt-A-Fifth Grader students.

Mark your calendars for these Important Dates:

- Annual Emeritus luncheon, Monday, February 27, noon to 1:30 in the Lobby of the CVPA
- Foundation Tours, February 29, March 21, April 18, May 16

ITEM NO: 6.5  
DATE: February 1, 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: February 1, 2012

SUBJECT: HEALTH BENEFITS

SYNOPSIS: Status of the Health Benefit Fund

RECOMMENDATION: Informational report

ANALYSIS:

For the first six months of 2011/12, 7/1/11-12/31/11, the health benefit cost per participant was \$1,340.65 per month, while the budgeted rate was \$1936 per participant.

ITEM NO: 7.1  
DATE: February 1, 2012

SUBJECT: TRUSTEES' REPORTS

SYNOPSIS:

Individual Trustees share their Board related activities with the full Board

ANALYSIS:

**Paul Ubelhart**

I attended: **Technology at Mendocino College** it was a great update all presenters covered their area of expertise and what they see as the future.

I attended **In-service** in the morning on Friday.

**Joan Eriksen**

I. During a social evening, I was asked about the fees that Mendocino College charges its out-of-state students.

II. I attended a luncheon get-together of a number of people who have travelled on Bob Alto's College trips. We discussed a summer 2012 tour of South Africa. I was also made aware of how unhappy one supporter of the College was with some of our new restrictions. She felt that current senior citizens, the people who had voted to establish the College originally, were now being denied many of the classes and features that make MC a "community" college.