

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Wednesday, March 14, 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 AND APPROVAL OF MINUTES

- 1.1 Agenda Approval
- 1.2 Approval of Minutes for the regular meeting held on February 1, 2012 and the workshop held on February 15, 2012.

2. PUBLIC HEARING – TIME CERTAIN 5:15 PM

- 2.1 Public comments on energy conservation facilities contract and a facilities financing agreement for energy efficiency upgrade of current energy management system.

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 (may be presented at the meeting)
- 3.3 Volunteers
Recommendation to approve a list of volunteers
- 3.4 Professional Development Leave
Recommendation to ratify Professional Development Leave for Jody Gehrman
- 3.5 Non-Renewal of Faculty Contract
Recommendation to not renew a temporary, non-tenure track faculty contract for Nora Danning
- 3.6 Faculty Contracts
Recommendation to approve contracts for probationary faculty
- 3.7 Faculty Contract – Categorically Funded
Recommendation to approve a non-tenure track, categorically-funded contract for Alicia Mendoza
- 3.8 Administrator Contracts
Recommendation to approve administrator contracts
- 3.9 Staffing Changes
Recommendation to ratify changes for Laboratory Technicians in Chemistry and Automotive Technology
- 3.10 Reclassification
Recommendation to approve a reclassification for Director of Fiscal Services

4. Other Items

- 4.1 Fiscal Report as of January 30, 2012
Recommendation to accept the report as presented
- 4.2 Donation – Electrical Training Tool Sets
Recommendation to accept donation from PLATT Electric Supply
- 4.3 Board Policy Revision – Second Reading
Recommendation to adopt Board Policy 322 Prevention of Workplace Violence

5. ACTION ITEMS

- 5.1 Board Policy Revision – Initial Reading
Revised Policy 718 Teaching Assignments for Staff
- 5.2 Award of Audit Contract for Fiscal Year Ending June 30, 2012
Recommendation to award contract to Certified Public Accounting firm Matson and Isom
- 5.3 Change Order No. 15 – Library/Learning Center
Recommendation to ratify Change Order No. 15 in the amount of \$79,517
- 5.4 Change Order No 2 – Lake County Center
Recommendation to ratify Change Order No. 3 in the amount of <\$356,710>
- 5.5 Resolution 03-12-01 Conservation Contract and Financing Agreement
Recommendation to adopt Resolution 03-12-01

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
 - Trustee Chaniot report on CCCT Subcommittee on K12 relations
- 7.2 Future agenda items

8. TIME CERTAIN ITEM – PRESENTATION 6:00 PM

- 8.1 English as a Second Language (ESL)
Presentation by Dean Virginia Guleff and faculty member Sarah Walsh

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
- 9.3 Public Employment GC 54957
Title: Superintendent/President

10. ADJOURNMENT

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

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

Future Board Meetings: Regular Meeting – April 4, 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, February 1, 2012, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

Call To Order Trustee Ubelhart, Board Vice President, called the meeting to order at 5:00 PM.

| | | | |
|----------------------|-----------------|-----------------|---------|
| <i>Board Members</i> | President | Joel Clark | absent |
| | Vice President | Paul Ubelhart | present |
| | Clerk | John Tomkins | present |
| | Trustee | Edward Haynes | 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 (Chaniot/Geck) To approve the agenda as amended. Closed Session was removed from the agenda.

Minutes Approval M/S/C (Tomkins/Haynes) To approve the minutes of the regular meeting held on January 11, 2012 as submitted.

CONSENT AGENDA

M/S/C (Tomkins/Eriksen) To approve the Consent Agenda as submitted.

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

Personnel

Employment Short-Term Employees *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the Short-Term Employees as presented at the meeting.

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.

*Resignation/
Retirement -
Classified* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Leslie Humphrey effective December 30, 2012.

Other Items

*Fiscal Report –
December 31,
2011* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.

*Quarterly Fiscal
Status Report* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the quarterly fiscal status report as submitted.

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

*Donation of
Automobile* RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donation of a 2000 Honda Civic from Robert Hamilton.

ACTION ITEMS

*Board Policy
Manual Revisions* Superintendent/President Lehner commented on the time and work that has gone into this policy and procedure regarding prevention of workplace violence. She reminded the Board that the policy is presented for their review and approval but the procedure is presented as information only.

One Trustee questioned the wording in the last sentence in the first paragraph regarding the reporting of criminal behavior.

M/S/C (Tomkins/) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve new Policy 322 Prevention of Workplace Violence as submitted and allowing for the Superintendent/President to revise the wording in the last sentence of the first paragraph.

There was no second and the motion failed. The Superintendent/President will revise the wording and the policy will come to the next meeting for adoption.

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

*Lake County
Center – Change
Order No. 2* VP Perryman reminded the Board that an added cost on this job of around \$100,000 will be offset by a savings of about \$300,000.

M/S/C (Haynes/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 2 for the Lake County Center project to Wright Contracting in the amount of <\$58,838.>

INFORMATIONAL REPORTS

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

- Program review documents will be completed online this year.
- Staff are continuing to do work on restructuring of the Trustee Areas. A meeting of the Board's Ad Hoc subcommittee will be scheduled soon.
- The Student Success Task Force report will be a topic for the Feb 15th Board workshop.

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:

- Vice President Randall mentioned several upcoming events.

Administrative Services Report

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

Measure W Bond Report

The Quarterly Bond report was submitted by Larry Perryman, Vice President of Administrative Services.

Mendocino College Foundation, Inc.

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

Constituents Report

No written reports were submitted. Oral reports were given by John Koetzner and Sue Goff.

Health Benefits Report

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

Financial Aid Update

PRESENTATION – TIME CERTAIN ITEM 6:00 PM

Assistant Dean Jacque Bradley gave a PowerPoint presentation on Financial Aid.

Trustee Reports

TRUSTEE COMMUNICATION

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

Trustee Eriksen commented on Leslie Humphrey's retirement.

Future Agenda Items

- Trustee areas
- Recommendations from Trustee Chaniot's sub-committee of CCCT to improve relationships between K12 boards, county office of education boards, and community college boards.

ADJOURNMENT

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

Submitted by:

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

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

A Workshop of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, February 15, 2012, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 9:38 AM.

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

Secretary Kathy Lehner, Superintendent/President

Support Staff Gwen Chapman, Executive Assistant II Superintendent/President

Staff Representatives Meridith Randall, Vice President of Education and Student Services
Larry Perryman, Vice President of Administrative Services

Public Comments There were no comments from the public.

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

ACTION/DISCUSSION ITEMS

Trustee Goals and Objectives Board President Clark reminded Trustees that this time was set aside for Trustees to review the Board's Goals and Objectives for 2011-12 and determine what has been accomplished to date.

Trustees reviewed the 2011-12 Goals and Objectives for the Board. Trustees discussed objectives which have been accomplished and will be listed on the Goals and Objectives document under "Activities Completed."

It was determined that no discussion would take place regarding individual goals but that each Trustee would review their own.

Annual Review of Board Responsibilities Board President Clark reported on discussions that took place at the Board Chair Workshop which were part of the recent Community College League of California conference. How the Board can work together and the importance of having a Trustee Code of Ethics were two of the topics. After hearing of difficulties that had occurred on other boards, he complimented this Board for being aware of individual responsibilities including supporting decisions of the Board when you were not in agreement.

The Board reviewed the documents presented including the Board's policies on Duties and Authority and Delegation of Authority. The Board also reviewed a

document from the Community College League of California on Board duties and responsibilities as compared to CEO duties and responsibilities.

*Integrated
Planning Timeline*

Superintendent/President Lehner reviewed the Integrated Planning Timeline which is used and updated by the Planning and Budgeting Committee (PBC).

She reported on the current discussion in PBC regarding the timing for completing Program Reviews and how Program Reviews are used in decision making. PBC is trying to make the process more timely for responding to requests made through Program Review.

The Integrated Planning Timeline has been shared with all staff at more than one Inservice along with the chart showing the committees responsible for planning. In addition the Shared Governance Guidelines and the Board's policy on shared governance have been shared with all staff.

Superintendent/President Lehner reviewed with the Trustees the Board's responsibilities as listed on the Timeline.

LUNCH BREAK – The Board adjourned for lunch break at 11:30 AM and returned to Open Session at 12:20 PM.

*Student Success
Task Force Report*

Vice President Randall introduced the following staff who gave brief presentations and participated in a discussion with the Board on how the Student Success Task Force (SSTF) recommendations may be implemented at Mendocino College.

- Virginia Guleff, Mark Rawitsch, and Sue Goff, Deans
- Jacquie Bradley, Assistant Dean Financial Aid
- Jean Stirling, Counselor
- Candie Dickenson, Career and Transfer Center Counselor
- Margaret Sanchez, Director of MESA and the Learning Center
- Kristie Anderson, Director of Admission and Records

Jean Stirling and Candie Dickinson discussed the role of counselors.

- SSTF recommendations back up what counselors already believe.
- Counselors need assessment scores, financial aid status, transcripts, the student's major, prerequisites, and catalog year in order to create an Ed Plan.
- Ed Plans can be created independently online but Mendocino College doesn't have the program to for that yet.
- Students need to be prepared before they come see a counselor. Some students don't have the tools they need or the vocabulary needed to be able to talk with a Counselor. The majority of Mendocino College students are first generation college attendees.
- Outreach to District feeder schools is important in helping students determine career paths prior to coming to Mendocino College.
- Access to counselors is another problem as the student to counselor ratio (approx 700) is high. Counselors have been developing ways to work with students in group situations such as focused workshops for specific areas.
- Counselors have been visiting English classes and speaking about services available.

- Counselors have been getting “best practices” information from other colleges and professional development opportunities.

Vice President Randall offered that one of the more difficult recommendations of the SSTF is that all students have Ed Plans. With only three full-time counselors it will be difficult to meet this requirement.

Margaret Sanchez talked about the Learning Center and MESA. She mentioned that Mendocino College is known for its math and science courses.

- The assessment program used at Mendocino College is a pre-packaged program.
- The Learning Center has collaborated with MESA students who have written a program to help student with self-diagnostics.
- A Math Institute, a two-week intensive math class, is offered during the winter and summer breaks in Ukiah. The plan is to expand these offerings to Willits and Lake this summer.

Kristie Anderson discussed the registration priorities in SSTF.

- Currently there are six days of priority registration, then it is open to everyone.
- The last day of priority registration is given to students who have attended orientation.
- The law also requires prioritization for veterans and foster students.
- Any changes will not be implemented until the recommendations have become law.

Dean Virginia Guleff reported on the Foundation Skills Teaching and Learning Communities Committee. The Committee:

- Coordinates with all parts of the College and supports the math institute, writing workshops, math lab (with tutors), and college guidance classes because basic skills students are in all classes.
- Provides professional development opportunities for staff. Teacher institutes are provided in the fall and spring.
- Provides workshops on sharing and networking to get best practices from other colleges.
- Will be providing a Native American summer bridge program.

Dean Mark Rawitsch talked about the need for retraining for existing staff to learn how to offer the student support proposed in the SSTF recommendations.

Superintendent/President Lehner reminded the Board that the SSTF recommendations have not yet been put into place. Some of the recommendations will become law, some of them will be written into Title 5 by the Board of Governors, and some of them will just become best practices.

The Trustees listed their possible issues with the task force recommendations:

- How to measure success?
- How to create Ed Plans for all students?
- How is it possible to coordinate with financial aid to see if everyone is taking

their classes in their Ed Plan?

- What will be the impact on scheduling?
- How to implement Priority registration?
- How to record the types of successes for those who need job skills or just one class?
- How to handle the impacts to student services staff?

Trustees agreed that they would like to adopt a resolution on the SSTF. Superintendent/President Lehner will write a draft to be presented at a future meeting.

The Board offered thanks to the staff and complimented them on their professionalism and knowledge.

*Future Agenda
Items*

- Meetings with other Boards
- Board Professional development
- Resolution on SSTF

CLOSED SESSION

Board President Clark announced that no action will be taken in Closed Session. Trustee adjourned to Closed Session at 2:30 PM.

ADJOURNMENT

M/S/C (Chaniot/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 3:00 PM.

Submitted by:

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

ITEM NO: 3.1
DATE: March 14, 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 |
|--------------|------------|-------------------------|---------------------|------------|-----------|
| Crofoot | Jessica | Administrative Support | Career/Transfer Ctr | 2/1/2012 | 6/30/2012 |
| Gardiner | Luke | Instructional Aide | Astronomy | 2/6/2012 | 6/30/2012 |
| Knight | Anya | Associate Teacher - Sub | Child Development | 2/1/2012 | 6/30/2012 |
| Lieberknecht | Rebecca | Art Model | Art | 1/23/2012 | 6/30/2012 |
| Platt | Gilly | Art Model | Art | 1/23/2012 | 6/30/2012 |
| Richards | Alex | Art Model | Art | 1/23/2012 | 6/30/2012 |
| Tolles | Amanda | Clerical | Career/Transfer Ctr | 2/15/2012 | 6/30/2012 |

ITEM NO: 3.2
DATE: March 14, 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.

ITEM NO: 3.3
DATE: March 14, 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:

| Name | Assignment |
|--------------------------------|-----------------------------------|
| Remeliano Gonzaga | Driver for away games - Baseball |
| Rachel Massey | Assist students in Automotive Lab |
| Steven Abba, Anthony Rodriguez | Monitor Student Lounge |

MOTION/ACTION:

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

ITEM NO: 3.4
DATE: March 14, 2012

SUBJECT: PROFESSIONAL DEVELOPMENT LEAVE

SYNOPSIS:

Professional Development Leave request for 2012-13

RECOMMENDATION:

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

ANALYSIS:

Jody Gehrman, English Instructor, has requested a Professional Development Leave from her 2012-13 instructional assignment, as follows:

Purpose of Leave:

Research innovative techniques for teaching grammar

Conduct a study of English departmental practices at other Northern California Community Colleges and our most popular transfer schools including placement exams, freshman composition, and transfer student writing skills

Research the best use of Mendocino College's new and improved Learning Center

Research Communications Degree Programs for a smoother implementation of the new SB1440 AAT Communications Degree

Objectives of Leave:

Improved methods of teaching composition

Update and improve the English Department's mechanisms for teaching composition/placing students in English classes while simultaneously creating strong ties with neighboring community colleges and universities.

Create a fully functioning and flourishing Communication Studies transfer degree

This leave was approved by the Superintendent/President pursuant to District requirements.

MOTION/ACTION:

RESOLVED, That the Board of Trustees hereby ratifies a 2012-13 Professional Development Leave for Jody Gehrman.

ITEM NO: 3.5
DATE: March 14, 2012

SUBJECT: NON-RENEWAL OF FACULTY CONTRACT

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

It is unknown at this time if the categorical funding for 2012-13 will be available to support the categorically-funded, non-tenure track faculty contract for Nora Danning, Instructor-Nursing. Therefore, a March 15th notice for contract non-renewal is necessary. If funding is later confirmed, the Governing Board will be asked to approve a contract at that time.

(Ed Code 87470)

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby not renew a temporary, non-tenure track faculty contract for Nora Danning for 2012-13.

SUBJECT: FACULTY CONTRACTS

SYNOPSIS:

Contract status for tenure-track (probationary) faculty

RECOMMENDATION:

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

ANALYSIS:

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

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

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

Permanent Status

Sarah Walsh, English as a Second Language
Tascha Whetzel, Learning Disability Specialist

(Third Contract) Two-year contract for 2012-13 and 2013-14

Timothy Beck, Astronomy and Physics
Jeffery Bergamini, Computer Science
Doug Boswell, Automotive Technology
Rhea Hollis, Counselor/Coordinator-Disability Resource Center
Vivian Varela, Sociology Instructor/Distance Education Coordinator

(Second contract) One-year contract for 2012-13

Leslie Banta, Mathematics
Rodney Grisanti, Music
Nicholas Petti, Culinary Arts
Eric Stadnik, Business Office Technology

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves permanent status for Sarah Walsh and Tascha Whetzel; two-year contracts for 2012-13 and 2013-14 for Timothy Beck, Jeffery Bergamini, Doug Boswell, Rhea Hollis and Vivian Varela; and one-year contracts for 2012-13 for Leslie Banta, Rodney Grisanti, Nicholas Petti, and Eric Stadnik.

ITEM NO: 3.7
DATE: March 14, 2012

SUBJECT: FACULTY CONTRACT – CATEGORICALLY FUNDED

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

A categorically-funded contract for Alicia Mendoza, Counselor-CAMP, was originally approved in 2010-11. Funding has continued since that time.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves a temporary, non-tenure track, categorically-funded, full-time faculty contract (EC 87470) for Alicia Mendoza, Counselor-CAMP, for 2012-13.

ITEM NO: 3.8
DATE: March 14, 2012

SUBJECT: ADMINISTRATOR CONTRACTS

SYNOPSIS: Approval of administrator contracts

RECOMMENDATION:

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

ANALYSIS:

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

Three year contracts:

Larry Perryman, Vice-President of Administrative Services
Educational Administrator Contract, 7/1/12-6/30/15

Meridith Randall, Vice-President of Education and Student Services
Educational Administrator Contract, 7/1/12-6/30/15

Two-year contracts:

Jacqueline Bradley, Assistant Dean of Financial Aid/EOPS
Educational Administrator Contract, 7/1/12-6/30/14

Karen Christopherson, Director of Information Technology
Classified Administrator Contract, 7/1/12-6/30/14

Eileen Cichocki, Director of Fiscal Services
Classified Administrator Contract, 7/1/12-6/30/14

Charles Duffy, Director of Institutional Research
Classified Administrator Contract, 7/1/12-6/30/14

Sue Goff, Dean of Career and Technical Education
Educational Administrator Contract, 7/1/12-6/30/14

Virginia Guleff, Dean of Instruction
Educational Administrator Contract, 7/1/12-6/30/14

Steve Oliveria, Director of Maintenance and Operations
Classified Administrator Contract, 7/1/12-6/30/14

Mark Rawitsch, Dean of Instruction
Educational Administrator Contract, 7/1/12-6/30/14

Margaret Sanchez, Director of MESA/Learning Center
Educational Administrator Contract, 7/1/12-6/30/14

Pat Thygesen, Director of Child Development Center
Classified Administrator Contract, 7/1/12-6/30/14, 11 months/year

Katie Wojcieszak, Executive Director-Mendocino College Foundation, Inc.
Classified Administrator Contract, 7/1/12-6/30/13

One-year contracts:

Minerva Flores, Program Manager-CAMP
Classified Administrator Contract, 7/1/12-6/30/13

MOTION/ACTION:

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

SUBJECT: STAFFING CHANGES

SYNOPSIS:

Ratification of staffing changes recently authorized by the Superintendent/President

RECOMMENDATION:

The Superintendent/President recommends that the staffing changes be ratified as presented.

ANALYSIS:

In follow up to the 2/1/12 President's Report to the Board which addressed PBC and staffing decisions, the following changes to permanent staff which impact the budget are presented for Board ratification:

Increase in weekly hours:

Laboratory Technician-Chemistry, Joan McDowell, 5 hrs/wk, 10 mo/yr

New position:

Laboratory Technician-Automotive Technology, 20 hrs/wk, 10 mo/yr

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the following staffing changes, effective 7/1/12:

- Joan McDowell, Laboratory Technician-Chemistry, 25 to 30 hrs/wk, 10 mo/yr
- New position, Laboratory Technician-Automotive Technology, 20 hrs wk, 10 mo/yr

ITEM NO: 3.10
DATE: March 14, 2012

SUBJECT: RECLASSIFICATION

SYNOPSIS:

Reclassification of Director of Fiscal Services

RECOMMENDATION:

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

ANALYSIS:

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

With the retirement of the Director of Auxiliary Services, the responsibility for supervising and directing the District's duplicating and mail services has been reassigned to the Director of Fiscal Services, with a reclassification to the next level on the management salary schedule.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the reclassification for Eileen Cichocki, Director of Fiscal Services, as presented, effective 1/1/12.

ITEM NO: 4.1
DATE: March 14, 2012

SUBJECT: FISCAL REPORT AS OF JANUARY 30, 2012

SYNOPSIS:

A report on District fiscal data as of January 30, 2012.

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of January 30, 2012 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 January 31, 2012

| | 2011/12 Working Budget | Year-to-date Actuals | Balance | % |
|---------------------------------------|---------------------------|-------------------------|---------------------|------------|
| | | | | Rec/Exp |
| REVENUE | | | | |
| Beginning Fund Balance | \$3,619,575 | | | |
| FEDERAL | | | | |
| Federal Forest Reserve | \$50,000 | | \$50,000 | 0% |
| Federal Work Study | 54,762 | 19,123 | 35,639 | 35% |
| CAMP | 413,540 | 183,932 | 229,608 | 44% |
| 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% |
| TOTAL FEDERAL SOURCES | \$929,090 | \$371,986 | \$557,104 | 40% |
| STATE | | | | |
| State General Apportionment | \$11,748,565 | \$6,455,897 | \$5,292,668 | 55% |
| Board of Governors Grant | 19,322 | 10,205 | 9,117 | 53% |
| Basic Skills | 180,000 | 144,000 | 36,000 | 80% |
| Part-time Faculty Office Hours | 3,000 | 1,759 | 1,241 | 59% |
| Part-time Faculty Compensation | 56,315 | 34,389 | 21,926 | 61% |
| Other Categorical Apportionments | 740,133 | 651,639 | 88,494 | 88% |
| TANF | 43,292 | | 43,292 | 0% |
| DSPS | 296,379 | 142,596 | 153,783 | 48% |
| CALWORKS | 136,847 | 75,350 | 61,497 | 55% |
| BFAP | 170,680 | 102,408 | 68,272 | 60% |
| Matriculation | 142,549 | 81,250 | 61,299 | 57% |
| EOPS | 284,822 | 162,349 | 122,473 | 57% |
| EOPS CARE | 39,838 | 22,708 | 17,130 | 57% |
| MESA | 50,500 | 37,875 | 12,625 | 75% |
| Other Categorical Program Allowances | 106,087 | 3,400 | 102,687 | 3% |
| State Subventions | 109,764 | 31,677 | 78,087 | 29% |
| Lottery | 450,000 | 143,216 | 306,784 | 32% |
| Mandated Cost Reimbursements | 0 | 3,570 | -3,570 | 0% |
| Other State Revenue | 22,850 | 11,600 | 11,250 | 51% |
| TOTAL STATE SOURCES | \$14,600,943 | \$8,115,889 | \$6,485,054 | 56% |
| LOCAL | | | | |
| Property Taxes | \$5,697,313 | \$3,275,615 | \$2,421,698 | 57% |
| Local Contributions/Grants/Donations | 152,220 | 52,220 | 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 | 8,704 | -1,704 | 124% |
| Community Extension | 45,000 | 8,855 | 36,145 | 20% |
| Student Fees | 1,169,059 | 778,060 | 390,999 | 67% |
| Bookstore Commission | 60,000 | 29,553 | 30,447 | 49% |
| Other Local Revenue | 232,624 | 167,961 | 64,663 | 72% |
| Transfer in from Other Funds | 62,524 | 22,524 | 40,000 | 36% |
| TOTAL LOCAL SOURCES | \$7,457,830 | \$4,360,343 | \$3,097,487 | 58% |
| TOTAL REVENUES | \$22,987,863 | \$12,848,218 | \$10,139,645 | 56% |
| TOTAL RESOURCES AVAILABLE | \$26,607,438 | | | |
| EXPENDITURES | | | | |
| Certificated Salaries | \$8,524,203 | \$4,813,229 | \$3,710,974 | 56% |
| Classified Salaries | 4,978,455 | 2,859,876 | 2,118,578 | 57% |
| Benefits | 5,636,420 | 3,272,505 | 2,363,914 | 58% |
| Subtotal Personnel Costs | \$19,139,077 | \$10,945,611 | \$8,193,466 | 57% |
| Supplies | \$840,657 | \$325,664 | \$514,994 | 39% |
| Services | 2,225,231 | 1,110,741 | 1,114,489 | 50% |
| Capital Outlay | 252,862 | 33,173 | 219,689 | 13% |
| Transfers/Other Outgo | 530,648 | 115,338 | 415,311 | 22% |
| TOTAL EXPENDITURES | \$22,988,476 | \$12,530,527 | \$10,457,949 | 55% |
| Ending Fund Balance | \$3,618,962 | | | |
| TOTAL EXPENDITURES/CONTINGENCY | \$26,607,438 | | | |

ITEM NO. 4.2
DATE: March 14, 2012

SUBJECT: DONATION OF ELECTRICAL TRAINING TOOL SETS

SYNOPSIS:

Board of Trustees acceptance of donation of electrical training tool sets

RECOMMENDATION:

The Superintendent/President recommends acceptance of this donation.

ANALYSIS:

The Sustainable Technology Program Coordinator solicited a donation of electrical training tool sets from PLATT Electric Supply of Ukiah for use in the Intro to Residential Electrical Systems course. PLATT Electric Supply has agreed to donate 20 electrical training tool sets. The Dean of Career and Technical Education approved solicitation of this donation.

A thank you letter will be sent to PLATT Electric Supply.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept with appreciation the donation of electrical training tool sets from PLATT Electric Supply.

SUBJECT: BOARD POLICY MANUAL REVISIONS

SYNOPSIS:

New Board Policy on Prevention of Workplace Violence is presented for discussion/action -
SECOND 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.

Board members reviewed this policy at the February 1, 2012 Board meeting. A suggested change in wording was offered for the last sentence in the first paragraph. That change is incorporated in the policy as presented.

MOTION/ACTION:

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



BOARD POLICY

| 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~~ **Any possible** criminal acts 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)

ITEM NO. 5.1
DATE: March 14, 2012

SUBJECT: BOARD POLICY REVISION

SYNOPSIS:

Revised Board policy presented for discussion/action - FIRST reading

ANALYSIS:

As part of the ongoing effort to revise all policies in the Board Policy Manual, Board Policy 718 Teaching Assignments for Staff is submitted for revision.

These revisions were done after thorough research, with input from the Director of Human Resources. This policy has been through the participatory governance process. Policy 718 was presented and discussed at the January meeting of the President's Policy Advisory Committee (PPAC). The policy was then shared with constituents and comments were received at the February meeting.

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 February Board meeting for adoption.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revision of Policy 718 Teaching Assignments for Staff and the deletion of Procedure 718.1 Staff Teaching During Their Assigned Workday.



BOARD POLICY

No. 718

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

~~STAFF TEACHING DURING THEIR ASSIGNED WORK DAY~~

~~The District recognizes that quality teaching may be performed by those other than regular teaching or non-teaching personnel (counselors/librarians/classified or management staff). Therefore, College personnel, classified and management/confidential, may accept a teaching assignment if:~~

- ~~1. The assignment is not during the employee's normal work day.~~
- ~~2. The assignment does not interfere with the employee's lunch hour, in accordance with the Labor Code.~~
- ~~3. The normal scheduling process involving the Instruction Office has been followed.~~

~~The only time an employee may accept an assignment during his/her regularly assigned day hours is under extenuating circumstances which include:~~

- ~~1. Inability of the Instruction Office to find any other qualified person to teach the course, or~~
- ~~2. Other emergency situations which necessitate last minute changes to the schedule e.g., the teacher originally scheduled to teach the class becomes unavailable.~~

~~In this instance, the employee's immediate supervisor and all other intervening supervisors, including the Executive Vice President of Academic Affairs, must approve of the assignment and a plan which the potential teacher of the course would offer which would demonstrate how the assignment would least interfere with regularly assigned duties and the normal work day.~~

TEACHING ASSIGNMENTS FOR STAFF

The Board of Trustees recognizes that qualified non-teaching personnel accepting teaching assignments can be beneficial to both the employee and the District.

Classified, Management, Supervisory and Confidential staff who meet minimum qualifications may accept part-time teaching assignments during non-work hours.

When necessary, a teaching assignment can be scheduled during the regular work hours if the employee and the employee's supervisor develop a written plan including how the normal work hours will be adjusted and/or vacation leave will be used. The plan shall be signed by the employee, the supervisor and the respective Vice President. The plan shall be submitted to Human Resources with a copy to the Superintendent/President.

ITEM NO: 5.2
DATE: March 14, 2012

SUBJECT: AWARDING OF AUDIT CONTRACT FOR
FISCAL YEAR ENDING JUNE 30, 2012

SYNOPSIS:

Awarding the District's audit contract for the fiscal year ending June 30, 2012.

RECOMMENDATION:

The Superintendent/President recommends awarding the audit contract to the Certified Public Accounting firm Matson and Isom.

ANALYSIS:

Nystrom & Company performed the District and Foundation audits for 2005-2006 through 2009-2010. They merged with Matson and Isom who then performed the audits for 2010-2011.

Matson and Isom, located in Redding and Chico, currently performs the audits for the following community colleges and their foundations:

- Butte-Glenn
- Kern
- Lassen
- Shasta-Tehama-Trinity
- College of the Siskiyous
- Chabot-Las Positas
- College of the Redwoods

The firm's services are offered for \$51,200. Since the Mendocino College Foundation and Proposition 39 financial and performance audits are included as part of the District audit, the Foundation and the Bond program will be asked to participate in the cost. The District portion will be \$38,200; the Foundation portion will be \$7,600; and the Bond program portion will be \$5,400. The price includes the annual Financial, State Compliance, and Federal Single Audit Act Compliance audits.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby award the 2011-2012 audit contract for a not-to-exceed price of \$51,200 to the Certified Public Accounting firm Matson and Isom.

SUBJECT: LIBRARY/LEARNING CENTER – CHANGE ORDER NO. 15

SYNOPSIS:

Board of Trustees consideration of Change Order No. 15 for the Library/Learning Center project to Midstate Construction.

RECOMMENDATION:

The Superintendent/President recommends ratification of this Change Order.

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 14 were approved by the Board of Trustees in prior board action, totaling \$277,495. The current adjusted contract is \$15,266,495.

Change Order No. 15 consists of nine items:

| | | | |
|------|---|-----|----------|
| 15.1 | Revise visual display boards in Room 209 (CR 038/COP 067) Reason: Minor size adjustment required. | Add | \$0 |
| 15.2 | Provide extension collars at FP1 light fixtures (COP 072r1) Reason: Extension collar required to allow fixtures to be installed into soffit panel material. | Add | \$2,017 |
| 15.3 | Provide water vapor emission control system at epoxy terrazzo (COP 073) Reason: Moisture tests indicate moisture levels exceeds manufacturer's recommendations at installation areas. | Add | \$17,836 |
| 15.4 | Provide additional stainless steel railings (COP 074r1) Reason: Grading revisions and revisions to ramps require installation of additional railings. | Add | \$37,712 |
| 15.5 | Provide drywall ceiling in elevator machine room 119 (COP 082) Reason: Elevator inspector required drywall ceiling. | Add | \$833 |
| 15.6 | Revise lighting in Lobby 203 (CR 046/COP 083) Reason: Because of utility placement, the specified light fixture could not be installed. | Add | \$12,560 |

| | | | |
|--------------------------------------|---|-----|--------------|
| 15.7 | Revise wood trim in corridor 102 (CR 047/COP 084) Reason: Thicker wood trim is required to protect the acoustical wood panels. | Add | \$413 |
| 15.8 | Revise wood paneling attachment detail 102 (COP 085) Reason: Revised attachment was required to provide a more secure detail. | Add | \$5,310 |
| 15.9 | Install secondary tap with isolation valve to existing 2 inch irrigation main (COP 86) Reason: Provided in lieu of metered connection to water district service. | Add | \$2,836 |
| TOTAL CHANGE ORDER NO. 15 | | | \$79,517 |
| New Contract Price | | | \$15,346,012 |
| Total percent of Change Order No. 15 | | = | .5% |
| Total of all changes | | = | 2.4% |

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby ratify Change Order No. 15 for the Library/Learning Center project to Midstate Construction in the amount of \$79,517.

SUBJECT: LAKE COUNTY CENTER – CHANGE ORDER NO. 3

SYNOPSIS:

Board of Trustees ratification of Change Order No. 3 to Wright Contracting for the Lake County Center project.

RECOMMENDATION:

The Superintendent/President recommends ratification of this Change Order.

ANALYSIS:

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

Change Orders No. 1 and 2 were approved by the Board of Trustees in prior board action, totaling \$45,061. The current adjusted contract is \$10,220,061.

Change Order No. 3 consists of 14 items:

| | | | |
|-----|---|--------|------------|
| 3.1 | Install water line cross connector (PCO 002) Reason: Enable contractor to pressurize and test onsite lines. There will be a deduction from the Water Main project. | Add | \$1,603 |
| 3.2 | Acoustical panel ceiling revision (PCO 008) Reason: Cost savings | Deduct | <\$7,150> |
| 3.3 | Tree drainage at planters (PCO 009-1) Reason: Addition of storm drain connections to avoid wet planting bed area at rear of building B. | Add | \$2,500 |
| 3.4 | Replace rigid 90 to PVC Schedule 80 in the slab (PCO #010) Reason: Cost savings | Deduct | <\$7,990> |
| 3.5 | RWL routing around columns and cobble drains Reason: Alternative routing and drainage at cobble planters worked better than planned. (PCO #11.1) | Add | \$1,428 |
| 3.6 | Change columns from wood to steel (PCO #007) Reason: Steel columns required to support steel ridge beam | Add | \$1,849 |
| 3.7 | Metal panel ceiling revisions (PCO #012) Reason: Cost savings | Deduct | < \$5,032> |
| 3.8 | Additional RWL connections (PCO #013) Reason: Missing RWL connections added | Add | \$6,528 |

| | | | |
|------|---|--------|-------------|
| 3.9 | Premium time for Saturday work – rebar (PCO #014) Reason: Weekend work to avoid schedule impacts | Add | \$600 |
| 3.10 | Pre-Cast Concrete Pavers (PCO #018) Reason: Cost savings | Deduct | <\$24,344> |
| 3.11 | HVAC Revisions (PCO #016.1) Reason: Cost savings | Deduct | <\$296,605> |
| 3.12 | Thermal Insulation (PCO #017) Reason: Cost savings | Deduct | <\$39,880> |
| 3.13 | Flashing at Curb (PCO #019) Reason: Avoid future maintenance issue. | Add | \$7,544 |
| 3.14 | Steel Header Supports at Bldg. C (PCO #020) Reason: Steel supports required to support header. Span required this to avoid sagging of the beam. | Add | \$2,239 |

TOTAL CHANGE ORDER NO. 3 <\$356,710 >

New Contract Price \$9,863,351

Total percent of Change Order No. 3 = <3.6>%

Total of all changes = <3.2>%

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby ratify Change Order No. 3 for the Lake County Center project to Wright Contracting in the amount of <\$356,710>.

SUBJECT: RESOLUTION 03-12-01 ENERGY CONSERVATION FACILITIES
CONTRACT AND FACILITIES FINANCING AGREEMENT

SYNOPSIS:

This is a recommendation to enter into an agreement to replace and upgrade the current energy management system, air system and controls.

RECOMMENDATION:

The Superintendent/President recommends approval to proceed with an energy conservation facilities agreement with Trinity EMCS and a facilities financing agreement for the replacement and upgrade of an energy management system and controls.

ANALYSIS:

This energy project is for the replacement and upgrade of the HVAC system on the Ukiah campus. The current system is over twenty years old and has failed many times. It is no longer supported by the original vendors, is highly energy inefficient, and very expensive to maintain. This project will replace the energy management system and air supply and controls through an agreement with Trinity EMCS, a leader in building automation design and technologies. The chillers and boilers will be bid out separately.

This energy project is projected to save utility costs; estimated savings are projected to exceed \$8 million over 25 years. These projections meet the requirements of Government Code 4217.13, which states that the District must find “that the anticipated cost to the public agency for thermal or electrical energy or conservation services provided by the energy conservation facility under the contract will be less than the anticipated marginal cost to the public agency of thermal, electrical, or other energy that would have been consumed by the public agency in the absence of those purchases.”

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve Resolution 03-12-01 and authorize staff to enter into an energy conservation agreement and a facilities financing agreement for the upgrade of the energy management system and controls.

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

| | |
|----------------------------------|---------------------|
| In the Matter of Entering Into) | R E S O L U T I O N |
| An Energy Conservation) | NO. 03-12-01 |
| Facilities Contract and a) | |
| Facilities Financing Agreement) | |
| For Energy Efficiency Upgrade) | |
| of Current Energy Management | |
| System and Controls) | |

WHEREAS, the Mendocino-Lake Community College District is a public agency authorized by Government Code sections 4217.10 et seq. to enter into agreements to develop energy conservation, cogeneration and alternate energy supply sources at its facilities; and

WHEREAS, in order to enter into an energy conservation facilities contract together with a facilities financing agreement necessary to finance such facilities, notice must be given and this Board must make specific findings; and

WHEREAS, this Board has held a regularly scheduled public hearing, public notice of which was given at least two (2) weeks in advance; and

WHEREAS, this Board has reviewed and received information sufficient to allow it to make the requisite findings set forth below.

NOW, THEREFORE, the Board of Trustees of the Mendocino-Lake Community College District does hereby resolve, determine and order as follows:

1. The Board of Trustees of the Mendocino- Lake Community College District makes the following findings:

(a) All of the recitals set forth above are true and correct and this Board so finds and determines.

(b) The anticipated costs of the energy conservation facility is less than the anticipated marginal cost to the College of standard energy services as evidenced in the attached Exhibit A.

(c) Funds for the repayment of financing for the energy conservation facility are projected to be available from funding that otherwise would have been used for the purchase of electrical, thermal or other energy in absence of the energy conservation facility.

(d) Trinity EMCS is a recognized leader in the area of building automation design and technologies with the requisite experience to provide the College with state of the art energy controls and management system.

(e) It is in the best interest of Mendocino-Lake Community College District to enter into an energy conservation facilities contract together with a facilities financing agreement for energy management system and controls upgrade.

2. The Mendocino-Lake Community College District Board of Trustees does hereby find that the District may enter into all necessary agreements for the purchase and financing of such energy management system and controls upgrades, pursuant to Government Code sections 4217.10 et seq.

The foregoing Resolution was passed and adopted upon motion of Trustee _____, seconded by Trustee _____, at a properly noticed meeting of the Governing Board of the Mendocino-Lake Community College District on the 14th day of March, 2012, by the following vote:

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

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

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

Superintendent/President
Mendocino-Lake Community College District

So Certified:

Clerk of the Board

ENERGY/HVAC PROJECT FUNDING AND DEBT SERVICE ANALYSIS

DRAFT 3/9/12

EXHIBIT A - Page 1

| | Therms | kWh | Dollars | Rate | Per |
|--------------------------------------|---------|-----------|-------------------|-------------|-------|
| Current energy costs (annual) | | | | | |
| Gas | 223,745 | | 37,810.02 | 0.168987106 | therm |
| Electric | | 2,450,187 | 321,778.46 | 0.131328123 | kWh |
| Total | | | 359,588.48 | | |

| | | | | | |
|-----------------------------------|--------|-----------|---------------------|--|--|
| Projected Savings (annual) | | | | | |
| Gas | 51,297 | | 8,668.53 | | |
| Electric | | 2,075,431 | 272,562.46 | | |
| Total | | | 281,230.99 | | |
| Project Costs | | | 2,900,000.00 | | |

| | | | | | |
|---------------------------|--|--|---------------------|--|--|
| Funding Sources | | | | | |
| PG&E interest free loan | | | 500,000.00 | | |
| PG&E Incentive | | | 549,400.44 | | |
| Savings Bank of Mendocino | | | 1,850,599.56 | | |
| Total | | | 2,900,000.00 | | |

| | | | Duration | Interest |
|-------------------------------------|--|-------------------|----------|----------|
| PG&E | | 83,333.00 | 6 years | 0.0% |
| Savings Bank of Mendocino | | 189,083.99 | 12 years | 3.5% |
| Total @ 3.5% | | 272,416.99 | | |
| Net annual savings year 1-6 | | 8,814.00 | | |
| Net annual savings year 7-12 | | 92,147.00 | | |
| PG&E | | 83,333.00 | 6 years | 0.0% |
| Savings Bank of Mendocino | | 199,866.57 | 12 years | 4.5% |
| Total @ 4.5% | | 283,199.57 | | |
| Net annual savings year 1-6 | | (1,968.58) | | |
| Net annual savings year 7-12 | | 81,364.42 | | |

| Amortization 12 years @4.5% | Interest | Principal | Total |
|-----------------------------|-------------|--------------|------------|
| 2012 | \$80,842.01 | \$119,024.56 | 199,866.57 |
| 2013 | \$75,374.04 | \$124,492.53 | 199,866.57 |
| 2014 | \$69,654.87 | \$130,211.69 | 199,866.56 |
| 2015 | \$63,672.97 | \$136,193.59 | 199,866.56 |
| 2016 | \$57,416.26 | \$142,450.30 | 199,866.56 |
| 2017 | \$50,872.12 | \$148,994.44 | 199,866.56 |
| 2018 | \$44,027.34 | \$155,839.22 | 199,866.56 |
| 2019 | \$36,868.12 | \$162,998.45 | 199,866.57 |
| 2020 | \$29,379.99 | \$170,486.57 | 199,866.56 |
| 2021 | \$21,547.87 | \$178,318.69 | 199,866.56 |

| Amortization 12 years @3.5% | Interest | Principal | Total |
|-----------------------------|-------------|--------------|------------|
| 2012 | \$62,757.28 | \$126,326.71 | 189,083.99 |
| 2013 | \$58,264.22 | \$130,819.76 | 189,083.98 |
| 2014 | \$53,611.36 | \$135,472.62 | 189,083.98 |
| 2015 | \$48,793.02 | \$140,290.97 | 189,083.99 |
| 2016 | \$43,803.29 | \$145,280.70 | 189,083.99 |
| 2017 | \$38,636.10 | \$150,447.89 | 189,083.99 |
| 2018 | \$33,285.13 | \$155,798.86 | 189,083.99 |
| 2019 | \$27,743.84 | \$161,340.15 | 189,083.99 |
| 2020 | \$22,005.46 | \$167,078.53 | 189,083.99 |
| 2021 | \$16,062.99 | \$173,021.00 | 189,083.99 |

ENERGY/HVAC PROJECT FUNDING AND DEBT SERVICE ANALYSIS

DRAFT 3/9/12

EXHIBIT A - Page 2

| Year | Savings | Rate increase | Debt service @ 3.5% | Annual savings @ 3.5% | Debt service @ 4.5% | Annual Savings @ 4.5% |
|-------------------------------|---------------|---------------|---------------------|------------------------|---------------------|------------------------|
| 1 | \$ 281,230.99 | 4% | \$ 272,416.99 | \$ 8,814.00 | \$ 283,199.57 | \$ (1,968.58) |
| 2 | \$ 292,480.23 | 4% | \$ 272,416.99 | \$ 20,063.24 | \$ 283,199.57 | \$ 9,280.66 |
| 3 | \$ 304,179.44 | 4% | \$ 272,416.99 | \$ 31,762.45 | \$ 283,199.57 | \$ 20,979.87 |
| 4 | \$ 316,346.62 | 4% | \$ 272,416.99 | \$ 43,929.63 | \$ 283,199.57 | \$ 33,147.05 |
| 5 | \$ 329,000.48 | 4% | \$ 272,416.99 | \$ 56,583.49 | \$ 283,199.57 | \$ 45,800.91 |
| 6 | \$ 342,160.50 | 4% | \$ 272,416.99 | \$ 69,743.51 | \$ 283,199.57 | \$ 58,960.93 |
| 7 | \$ 355,846.92 | 4% | \$ 189,083.99 | \$ 166,762.93 | \$ 199,866.57 | \$ 155,980.35 |
| 8 | \$ 370,080.80 | 4% | \$ 189,083.99 | \$ 180,996.81 | \$ 199,866.57 | \$ 170,214.23 |
| 9 | \$ 384,884.03 | 4% | \$ 189,083.99 | \$ 195,800.04 | \$ 199,866.57 | \$ 185,017.46 |
| 10 | \$ 400,279.39 | 4% | \$ 189,083.99 | \$ 211,195.40 | \$ 199,866.57 | \$ 200,412.82 |
| 11 | \$ 416,290.56 | 4% | \$ 189,083.99 | \$ 227,206.57 | \$ 199,866.57 | \$ 216,423.99 |
| 12 | \$ 432,942.19 | 4% | \$ 189,083.99 | \$ 243,858.20 | \$ 199,866.57 | \$ 233,075.62 |
| 13 | \$ 450,259.87 | 4% | \$ - | \$ 450,259.87 | \$ - | \$ 450,259.87 |
| 14 | \$ 468,270.27 | 4% | \$ - | \$ 468,270.27 | \$ - | \$ 468,270.27 |
| 15 | \$ 487,001.08 | 4% | \$ - | \$ 487,001.08 | \$ - | \$ 487,001.08 |
| 16 | \$ 506,481.12 | 4% | \$ - | \$ 506,481.12 | \$ - | \$ 506,481.12 |
| 17 | \$ 526,740.37 | 4% | \$ - | \$ 526,740.37 | \$ - | \$ 526,740.37 |
| 18 | \$ 547,809.98 | 4% | \$ - | \$ 547,809.98 | \$ - | \$ 547,809.98 |
| 19 | \$ 569,722.38 | 4% | \$ - | \$ 569,722.38 | \$ - | \$ 569,722.38 |
| 20 | \$ 592,511.28 | 4% | \$ - | \$ 592,511.28 | \$ - | \$ 592,511.28 |
| 21 | \$ 616,211.73 | 4% | \$ - | \$ 616,211.73 | \$ - | \$ 616,211.73 |
| 22 | \$ 640,860.20 | 4% | \$ - | \$ 640,860.20 | \$ - | \$ 640,860.20 |
| 23 | \$ 666,494.61 | 4% | \$ - | \$ 666,494.61 | \$ - | \$ 666,494.61 |
| 24 | \$ 693,154.39 | 4% | \$ - | \$ 693,154.39 | \$ - | \$ 693,154.39 |
| 25 | \$ 720,880.57 | 4% | \$ - | \$ 720,880.57 | \$ - | \$ 720,880.57 |
| Total Savings 25 years | | | | \$ 8,943,114.11 | | \$ 8,813,723.15 |

ITEM NO: 6.1
DATE: March 14, 2012

SUBJECT: PRESIDENT'S REPORT

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

ANALYSIS:

Integrated Planning and Budgeting

A new Integrated Planning Timeline was recently approved by PBC and distributed to District employees. In an attempt to shorten the time between when departments/programs request resources and when budget resource allocation decisions are made, it was decided to move the due date for program reviews from the spring to the fall. Therefore, program reviews submitted in October 2012 will be used to make resource allocation decisions for the 2013-14 budget year. Additionally, in order to have a District-wide plan establishing priorities for employees to focus on when writing their program reviews, we are moving our annual planning retreat from fall to spring. We will actually be breaking the retreat down into five two-hour sessions, each focusing on one of the five strategic goals, allowing shared governance committee members to attend any and all of the sessions and have input on all of the goals. This alleviates the problem of some staff with responsibilities in several areas having to choose only one goal to participate in during the annual planning retreat.

Selection Committees for New Faculty and Staff

The selection committee for the Director of Student Life and Athletics has finalized the job description and an announcement will be distributed soon soliciting applications for the position. Similarly, the search for a second full-time Chemistry faculty member is well underway. Next, committees to select candidates for the Automotive Lab Tech and Financial Aid Technician will begin their work.

PBC Budget Discussions

The "February surprise" that Larry talks about in his report this month resulted in an increased deficit of \$585,000 in our General Fund budget. That is a cut of \$585,000 during the middle of the current year that we were not planning on. Luckily, we had healthy enough reserves to handle this mid-year cut. However, if our reserves had been at the 7% minimum level as mandated by the Board's budget parameters, a mid-year cut of this size would have taken us below the State-required 5% reserves. This would have put the District on the Chancellor's "watch list." For this reason, PBC is analyzing what a change in our reserve level from 7% to 8% would look like.

With the February mid-year cut being taken from reserves this year, the amount of reserves carrying over into 2012-13 is reduced, causing us to have a budget deficit of \$200,000 (at a 7% reserve level) or \$400,000 (at an 8% reserve level) for 2012-13. With our experience of decreasing expenditures through retirements, reorganizations, reduced use of supplies and services, we are confident we can weather the 2012-13 budget year. However, with no new revenues being forecast at the State level and many of our costs, such as health care, continuing to rise, the year 2013-14 looks rather dismal. PBC will once again be talking about the potential for major budget cuts and prioritizing the order of possible solutions.

Foundation News

The level of Foundation activity is growing by leaps and bounds, thanks to our Foundation staff and engaged directors. I have been leading monthly tours of the Ukiah campus, hosting numerous community members from both Mendocino and Lake Counties. Each tour ends in the culinary arts classroom where the students serve us consistently delicious lunches!

Several of us have been working on Foundation by-laws, which will be shared with the Board when completed, and other policies. Additionally, a consultant in organizational development is working with the Foundation to assess its strengths and weaknesses. He will present his findings prior to the annual Foundation planning workshop so that we can incorporate his recommendations into the Foundation strategic plan.

Community Connections

- Met with Scott Yandell, President of Savings Bank of Mendocino County, to discuss energy financing and Chessall fund investments.
- Met with Charlie Mannon, Chairman of the Board of Savings Bank of Mendocino County, to discuss the Mendocino College Foundation.
- Met with potential donor and led him on tour of campus.
- Met with Marymount College personnel regarding collaboration in Lake County.
- Met with Scott Yandell and Dennis Willeford, Principal of Ukiah High School, regarding Chessall scholarships.
- Met with Jim Brown, search consultant, regarding selection of new Ukiah Unified School District superintendent.
- Met with Paul Tichinin, Superintendent of Mendocino County Schools, regarding mutual educational interests.
- Met with Ann Moorman, Mendocino County Superior Court Judge, regarding joining me as co-treasurer of AAUW.
- Attended regular meetings and board meetings of the Ukiah Rotary Club and the American Association of University Women.

SUBJECT: EDUCATION AND STUDENT SERVICES REPORT

SYNOPSIS:

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

ANALYSIS:

1. Enrollment Management: Summer and Fall 2012

The Enrollment Management Committee continued discussions this month about scheduling ideas in order to reach next year's FTES target; concurrently, the deans met with faculty to prepare the Summer and Fall 2012 schedules for initial release on March 15. Faculty have come up with numerous ideas and been flexible in scheduling in order to meet student needs. At this writing, 200+ student surveys are being compiled and the deans plan to "doublecheck" the class schedules against those results. In addition, the Outreach and Marketing Committee has suggested creating a "What's New for Summer 2012" campaign to alert students to changes in tuition fees, repetition and, most recently, the deadline for withdrawing from class without a W notation. It was the committee's recommendation to attempt to present these changes in a positive way.

2. Accreditation: Finalization of Standards Teams

The college has taken its first significant step toward producing the next comprehensive self-evaluation, due to the Board in January 2014. Ten teams have been identified and have been given a timeline with a few tasks to complete by the end of May 2012, including reading the last self-study section relating to their standard and identifying any weaknesses at the college currently. In the fall, teams will continue their work with new tasks and timelines. In other accreditation news, in light of some recommendations to other colleges, the new Mendocino College catalog will contain program-level SLOs for all degrees and certificates and some student service areas. The college also recently received ACCJC approval for its new 1440 transfer degrees.

3. Athletics: Coach Steliga Honored/Soccer Team Nominated

Jody Steliga, former Mendocino College student and current Women's Basketball Head Coach, received the Bay Valley Conference Coach of the Year award recently for her best-ever school record in her sport (as well as her professionalism). Coach Steliga has a two-page spread in the Ukiah Daily Journal where she praised her players and talked about her coaching philosophy. She recently completed her 5th year coaching for the college, and her honor should help with recruitment for next season. Also, the college has nominated the Women's Soccer team for an award based on their high GPA, as well as the fact that all 15 players were freshmen and many worked during the season.

4. Student Government: Recent and Planned Events

On March 5, about 20 students, chaperoned by Jacque Bradley, took part in the March in March at the capitol in Sacramento. Some of those students also visited congresspeople and received training for their upcoming lobbying trip to Washington, D.C. This year's ASMC has been very active both on and off campus, and several members received letters from the college commending them for their high GPAs in Fall 2011. Congratulations to ASMC President Morgan Shippey and Advisor Phil Warf for leading an exemplary student group.

SUBJECT: ADMINISTRATIVE SERVICES REPORT

SYNOPSIS:

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

ANALYSIS:

February Deficit

The Chancellor's Office has announced unexpected shortfalls in funding for the California Community Colleges due to property taxes and student fees coming in lower than estimated in the 2011-12 Budget Act.

Upon completion of calculations for this year's First Principal apportionment, the Chancellor's Office is estimating the total shortfall to be \$149 million this year—\$107 million of which is due to a shortfall in fee revenues because more students than expected qualified for fee waivers. The balance is due to \$41 million in lower property taxes and \$1 million in miscellaneous adjustments. This equates to a 2.75% reduction in funding, in addition to the \$102 million in cuts already triggered in the middle of this year (\$72 million applied as a workload reduction and \$30 million applied as a deficit to apportionments), which the Chancellor's Office equates to an effective 3.42% deficit for non-basic aid districts.

The Chancellor's Office has already been meeting with the Administration and legislative staff about the severity of this situation and the need to provide a backfill similar to that automatically provided to K-12 education when property taxes fall short of projections. However, the state still has its own shortfalls to deal with, and previous attempts to secure backfill funding for community colleges have largely fallen short.

Tax Initiatives

The Field Poll released its latest survey on the public's views about the three tax increase initiatives that have been cleared for signature gathering by the Secretary of State. In its survey dated February 24, 2012, results indicate the California Federation of Teachers (CFT)-sponsored tax initiative, dubbed the "Millionaire's Tax," has the best chance of passage with 63% of registered voters inclined to vote "yes" and 31% inclined to vote "no," with the rest undecided. This measure would generate \$6 billion by permanently increasing income taxes on wages over \$1 million with the proceeds going to K-14 public education, social services, and public safety.

Governor Jerry Brown's plan to temporarily increase the state sales tax by ½% and state income tax on incomes over \$250,000 annually polled slightly lower than CFT's proposal with registered voter approval coming in at 58% and disapproval rate at 36%. Governor Brown's five-year plan would result in \$7 billion that would be used to prevent millions of dollars in triggered cuts to education in the 2012-13 fiscal year.

Finally, the poll shows that the Our Children, Our Future (OCOF) initiative, funded by wealthy civil rights lawyer Molly Munger and backed by the California Parent Teachers Association has received the lowest level of support with 48% of those polled saying they would vote against it and 45% saying they would support it. This measure would increase the personal income tax rates for all but low-income wage earners over a ten-year period to fund K-12 schools, preschool and child care programs. OCOF does not provide funds to community colleges.

This latest poll comes on the heels of one conducted earlier by Governor Brown, which showed that multiple tax measures on the November ballot "will make it extremely difficult for any one measure to receive over 50% of the vote." Now that all three measures have been cleared for signature gathering, each campaign has 150 days to collect signatures. Governor Brown's proposed constitutional initiative needs 807,615 signatures and both CFT and OCOF's statutory initiatives need 504,760. Proponents will likely need to turn in their collected signatures sometime in early May in order to meet the June 28 deadline to qualify for the November ballot.

SUBJECT: REPORT ON MEASURE W BOND PROGRAM IMPLEMENTATION

SYNOPSIS:

This report is offered for information

ANALYSIS:

Energy Project – the replacement of our HVAC system is finally ready to begin. This project was initially a bond project for which we used bond funds to contract with Costa Engineering to plan and design the project. Estimated cost of this project is approximately \$2.9 million. To save bond funds for other projects, we decided to use a combination of other resources for this project: energy savings, renewable energy credits, and performance based incentives.

To date we have received approval from PG&E for a \$500,000 interest-free loan payable over six years, and \$549,400 in incentives. We are awaiting approval of a municipal lease agreement from the Savings Bank of Mendocino County for the remaining \$1,850,600. The debt service on the two loans would be repaid from the energy savings to be realized from the project. The total cost savings to the district are substantial with a projected 25 year net savings of over \$8 million. Our current electricity usage is 2,450,000 kWh per year; this project is projected to save us 2,075,000 kWh annually. Our current gas usage is 224,000 therms per year; this project is projected to save us 51,000 therms annually.

The project consists of the replacement of the following components of the HVAC system on the Ukiah campus: the energy management system, five boilers (PE, Fine Arts, Lowery Library, MacMillan Hall and Voc/Tech) and two chillers (PE building and Fine Arts), and the air system with pneumatic controls. The energy management system would be supplied by Trinity EMCS who is currently providing the HVAC system for the new library/learning center. They would also replace the air system with pneumatic controls with digital controls. The boilers and chillers would be bid.

The public hearing scheduled for this meeting together with the resolution approving the use of an energy conservation contract and facilities financing agreement will allow us to proceed with this project. We plan to go to bid on the chillers and boilers this month and to award bids at the May 2 board meeting. The loan financing with Savings Bank would come to the Board at your April meeting for approval. It is anticipated that the energy management system would be replaced in May and the rest of the system would be replaced this summer.

ITEM NO: 6.4
DATE: March 14, 2012

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

On Monday, February 27 the Foundation held the annual Emeritus "Thank You" luncheon. Participants were treated to a wonderful luncheon provided by students in the Culinary Arts Program. Student speakers included James Acevedo and Fernando Calderon, recent Eisenhower Awardees and Foundation Scholarship recipients. Student Kristy Hosford, recipient of a nursing scholarship, thanked those in attendance for their support and explained the importance of receiving financial assistance.

Efforts are under way to build the ESL Book Award Program. ESL faculty member Sarah Walsh and I recently presented information to the Farm Bureau and are looking for other opportunities to share information about the ESL program and our desire to build the book award program.

I have completed a six-week course on building a Gift Planning program and once the results of the Foundation's recent development audit are reviewed we will begin to develop our planned giving program.

The Foundation policy sub-committee recently met to discuss revisions to the existing Gift Acceptance Policy and the possible creation of a Legacy Society and Ethics policy.

The Veteran's History Project is moving forward with 15 veterans and 11 Mendocino College student interviewers. The video and audio recordings will be held in the college's recording studio and a celebration will occur sometime in May.

The Foundation Land Committee recently met to discuss the existing parcels owned by the Foundation and our participation on the local road association.

The Adopt-A-Fifth Grader program currently has 25 adoptions. Our goal is to have at least one fifth grade class adopted in every district elementary school in both Lake and Mendocino counties. Currently there are 39 fifth grade classes and with 25 adoptions to date, we need 14 more adoptions to reach the goal. Thank you to the Keeling-Barnes Family Foundation for their recent adoption at Upper Lake Elementary School.

The Scholarship application deadline was March 1, and the Foundation Scholarship Committee will begin reviewing applications on March 9. We have several new scholarships this year, including the Les Gregg Scholarship for Culinary Arts students, Halliday Family, Harry and Joan Bistrin and John Bogner Fine Arts Scholarships.

We are planning events aimed at building the perpetual scholarships for the John Bogner Fine Arts and the Harry and Joan Bistrin Scholarships.

June 23, 2012 is the date for Gala on the Green. Special Events Chair Richard Cooper and Vice Chair Kit Elliott and I secured Campovida for this year's event. Sponsorships and donations are being sought. Last year's attendance was to 312 and we are hoping to increase that number to more than 350 participants this year. Thank you to Mendo-Lake Credit Union and Katherine Elliott and George Husaruk for being the first to sign on as event sponsors.

Watch for upcoming press releases regarding the Yvonne Sligh Book award recipients, ESL book awards, student alumni/scholarship recipient stories and the Veterans History Project.

I attended the following events:

- Wine and Chocolate Festival in Lakeport which benefits the Lake Resource Center
- Saint Mary's annual Mardi Gras fundraiser
- Monthly meetings of the Athletic Boosters and Lake County Friends of Mendocino College affiliate organizations

Mark your calendars for these Important Dates:

- Hall of Fame Dinner honoring athletes, March 24 at Barra Mendocino
- Professional Pianist Concert, March 24 at the Soper Reese Theatre in Lakeport
- Foundation Tours, March 21, April 18, May 16

SUBJECT: CONSTITUENT GROUPS REPORTS

SYNOPSIS:

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

ANALYSIS:

Academic Senate

1. Numerous faculty members volunteered for the upcoming hiring committees, providing more volunteers than were needed. It shows a definite interest in making certain that the college hires the best faculty possible to ensure student success and to have successful college programs.
2. Academic Senate is working on its objectives and goals, most recently beginning a discussion on revising the Academic Senate Constitution, procedures, and timeline. That work should be completed by the end of April. A subcommittee is also working on updating the Committee Handbook, and another subcommittee is looking into possible department/division structures that would go to the faculty for discussion and approval.
3. Some faculty have participated in additional training on using the college library's databases during February, learning how to file share and learning about electronic resources that can save on the cost of duplicating materials. More workshops are scheduled for March, April and May. Other professional development going on includes the Foundation Skills Team hosting the Teachers on Teaching Mini-conference on March 17th from 9 AM to noon.
4. The Chancellor's Office announced that the college library and the IT Department have been given a Technology Focus Award for the Koha library catalog project. It is an open source software product (free) that only cost the college \$7,000 to implement including the cost of a server, three days of staff training, and a year's maintenance contract. John Koetzner will present on the project in Los Angeles on March 20th. (The Chancellor's Office is footing the bill.) Members of the original Koha team include David Bushway, Erik Alfin, Karen Christopherson, & John Koetzner. However, all library personnel were involved in its actual implementation once we were ready to go live.

ITEM NO: 6.6
DATE: March 14, 2012

SUBJECT: HEALTH BENEFITS

SYNOPSIS: Status of the Health Benefit Fund

RECOMMENDATION: Informational report

ANALYSIS:

For the first seven months of 2011/12, 7/1/11-1/31/12, the health benefit cost per participant was \$1,433.01 per month, while the budgeted rate was \$1936 per participant.

ITEM NO: 7.1
DATE: March 14, 2012

SUBJECT: TRUSTEES' REPORTS

SYNOPSIS:

Individual Trustees share their Board related activities with the full Board

ANALYSIS:

Ed Haynes

On the evening of Friday 02/24 Joel Clark, Sue Goff, and I attended the Employers Council of Mendocino County's elected officials reception at the Barra winery. We met with many other local elected officials and businesspersons in an informal social setting. We had numerous discussions about what Mendocino College has, continues, and could do in the future to facilitate CTE in conjunction with the local business community.

On Saturday 03/03 I attended the North American Handmade Bike Show in Sacramento. Of interest to our college was a CTE program at the Canadian University of the Fraser Valley on bicycle frame building.

Janet Chaniot

See attached document

January 28, 2012

Dear CCCT Board members:

Following several weeks of e-mail communications, the "Task Force on Developing Community College and preK-12 Trustee Relations" met by phone on Sunday night, January 23 from 7:00 to 7:50 p.m. The group discussed three categories of outreach: 1) CC Trustees and nested K-12 Trustees; 2) CCCT and CSBA state boards and leaders; 3) CCCT and State Legislatures, Federal Legislators, the elected State Superintendent and the State Board of Education.

The Task Force recommends adoption of action items from the first two categories and follow-up with local boards over the next three months. The Task Force recommends further discussion of category three to create implementable action items.

1) Recommended best practices for each local community college board of trustees to consider in enacting outreach to trustees from their nested school districts:

* At least once a year, each Community College Board of Trustees is encouraged to host a publicly agendaized meeting to which School Board Presidents of each K-8, 9-12 and K-12 (unified) Board of Trustees are invited for discussion, updates and networking.

* Encourage Community College Boards of Trustees to develop a meeting schedule between each Community College Board and selected K-8, 9-12 and K-12 (unified) Boards of Trustees to dive more deeply into the issues and demographics of each local school board's constituencies and demographics.

* Encourage each County Board of Education to convene an annual meeting between the County Board Trustees and College Board Trustees within the County.

2) Recommended best practices for relationships between CCCT and CSBA state boards and leaders:

* Encourage State CCCT Officers and State CSBA Officers to meet at least once a year to share information and to build on common interests.

* Invite CCCT members to sign up to foster communication with one or two CSBA Regional Vice-Presidents. Appointments to be made by CCCT President.

* Where County School Boards Associations exist, encourage CCCT members to reach out to County School Boards Association leaders to encourage communication with Community College Trustees and invitations to participate in local events.

3) CCCT engagement with State Legislators, Federal Legislators, the elected State Superintendent and the State Board of Education

Communication between CC elected Trustees and State Legislators who sit on the Assembly Higher Education Committee, the Assembly Education Committee, the Senate Education Committee (which combines all levels), the State Board of Education, the elected State Superintendent and members of Congress who sit on Education-related committees

- Appoint member(s) of CCCT (and possibly other Trustees-at-large) to liaison to Legislators on Assembly Higher Education and Senate Education

- Develop communications plan for outreach between California Community College Trustees and California elected federal officials.

- Develop plan to enhance communications between California Community College Trustees, the State Board of Education and the State Superintendent, especially related to implementation of Student Success Task Force recommendation #1, the co-development of a common CC assessment tool and new K-12 common core assessments and standards.