

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

Wednesday, May 2, 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 special meeting held on March 28, 2012 and the regular and special meetings held on April 4, 2012.

RECOGNITION

To be recognized by the Board:

Tenured faculty members Tascha Whetzel and Sarah Walsh and retiring faculty member Susan Janssen

2. CLOSED SESSION

2.1 Public Employment GC 54957

Title: Superintendent/President

2.2 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(a) 2 cases

Case names unspecified: Disclosure would jeopardize existing settlement negotiations

2.3 Collective Bargaining/Meet and Confer - GC 54957.6

Designated Representatives: Lehner, Randall, Perryman, Chaty

Employee Organizations: MCFT, MPFA, Management/Supervisory/Confidential, MLCCCBU

RETURN TO OPEN SESSION – 5:30 PM

3 & 4 CONSENT AGENDA

3. Personnel

3.1 Employment – Short-Term Employees

Recommendation to ratify a list of short-term employees

3.2 Employment – Summer Session Faculty

Recommendation to employ the summer session faculty for 2012

3.3 Volunteers

Recommendation to approve a list of volunteers (may be presented at the meeting)

3.4 District Collective Bargaining Reopeners, MLCCCBU 2012-13

Board presentation of the District's initial 2012-13 collective bargaining proposal

3.5 Resignation – Vice-President of Education and Student Services

Recommendation to ratify the resignation of Meridith Randall

3.6 Employment - Classified

Recommendation may be presented at the meeting for a categorically-funded Financial Aid Technician

4. Other Items

- 4.1 Fiscal Report as of March 31, 2012
Recommendation to accept the report as presented
- 4.2 Quarterly Fiscal Status Report – AB 2910
Recommendation to accept the report as presented
- 4.3 Student Trustee Privileges
Recommendation to maintain the Student Trustee privileges the same as previous years
- 4.4 New Certificates
Recommendation to approve new certificates
- 4.5 Citizens' Bond Oversight Committee Membership (CBOC)
Recommendation to appoint Tami Bartolomei, Al Beltrami, and Matt Cockerton to a second term
- 4.6 District Energy Savings Projects to Replace Boilers
Recommendation to ratify a contract for the replacement of five boilers
- 4.7 North County Center – Authorization to go to Bid
Recommendation to authorize staff to advertise for bids

5. ACTION ITEMS

- 5.1 Resolution 05-12-01
Adoption of a resolution recognizing Kathy Lehner's contributions to the College
- 5.2 Employment – Interim Superintendent/President
Submitted for approval
- 5.3 Signature Authorization – Resolution 05-12-02
Recommendation to grant signature authorization to the Interim Superintendent/President
- 5.4 Superintendent/President Search
Discussion and possible action regarding the search for a permanent Superintendent/President
- 5.5 Library/Learning Center – Change Order #17
Recommendation to ratify Change Order No. 17 in the amount of \$7,397
- 5.6 Lake County Center – Change Order #4
Recommendation to ratify Change Order No. 4 in the amount of \$17,274

6. INFORMATIONAL REPORTS

- 6.1 President's Report
 - Superintendent/President informational report
 - Accountability Reporting for California Community Colleges Report – Dr. Charles Duffy
- 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 6:30 PM

8.1 Update on Veterans' Programs

Presentation by Kristie Anderson, Director of Admissions and Records

9. BIG PICTURE

9.1 Point Arena Field Station

Presentation from faculty and staff followed by Board discussion

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 – June 6, 2012, 5:00 PM, Lake Center, 1005 Parallel Drive, Lakeport

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

Special Meeting

A special meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, March 28, 2012, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 6:02 PM.

<i>Board Members</i>	President	Joel Clark	present
	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 - participated by telephone
	Student Trustee	Jennifer Evans	absent

Secretary Kathy Lehner, Superintendent/President

Support Staff Gwen Chapman, Executive Assistant II Superintendent/President

Public Comments There were no comments from the public.

Agenda Approval M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the agenda as submitted.

Trustees Clark, Ubelhart, Tomkins, Haynes, Eriksen, Chaniot, and Geck – voted “yes.”

OPEN SESSION

Contract with PPL Superintendent/President Lehner advised the Board that the Board does not need to enter into a contract with Professional Personnel Leasing (PPL) for the search for an Interim Superintendent/President. If the Board hires a candidate recommended by PPL or another firm, then that firm would receive a percentage of the negotiated salary as payment for its services.

Board Chair Clark stated that the Board has chosen to look externally for an Interim Superintendent/President. In deciding between an internal and external candidate thought was given to the fact that current staff at the higher management levels are already very stretched. The Board does not want to weaken the structure that is in place.

M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve moving forward with a search for an external candidate for Interim Superintendent/President and authorizes payment of fees to Professional Personnel Leasing upon hiring of any candidate they find.

Trustees Clark, Ubelhart, Tomkins, Haynes, Eriksen, Chaniot, and Geck – voted “yes.”

*Search Process for
Interim S/P*

Karen Chaty reviewed the process, which includes creating an advisory committee consisting of representatives from each of the constituent groups. Creating an advisory committee addresses issues of staff sitting in closed session according to Title 5 and best practice.

The Board ask Dean Sue Goff to speak briefly about what she has learned while writing her dissertation about hiring interim Superintendent/Presidents.

The Board discussed, but were not in agreement, as to whether an interim candidate should be someone who is not interested in the permanent position or could be someone who is interested in applying for the permanent position.

It was suggested that the Board consider formalizing the process for hiring of an interim and permanent Superintendent/President in an administrative procedure.

M/S/C (Tomkins/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the Proposed Selection Process as submitted.

Trustees Clark, Ubelhart, Tomkins, Haynes, Eriksen, Chaniot, and Geck – voted “yes.”

CLOSED SESSION

Trustees adjourned to Closed Session at 6:29 PM.

ADJOURNMENT

Trustees returned to Open Session at 7:07 PM and adjourned the meeting.

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

Trustees Clark, Ubelhart, Tomkins, Haynes, Eriksen, Chaniot, and Geck – voted “yes.”

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

Special Meeting

A special meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, April 4, 2012, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 3:30 PM.

<i>Board Members</i>	President	Joel Clark	present
	Vice President	Paul Ubelhart	present
	Clerk	John Tomkins	present
	Trustee	Edward Haynes	present
	Trustee	Joan M. Eriksen	present
	Trustee	Janet Chaniot	present - arrived at 3:35 PM
	Trustee	Dave Geck	present
	Student Trustee	Jennifer Evans	absent

Secretary Kathy Lehner, Superintendent/President

Support Staff Gwen Chapman, Executive Assistant II Superintendent/President

Staff John Koetzner, Academic Senate President
Representatives Sue Goff, Management/Supervisory/Confidential President
Larry Lang, Classified Senate President

Public Comments There were no comments from the public.

Agenda Approval M/S/C (Ubelhart/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the agenda as submitted.

CLOSED SESSION

Trustees adjourned to Closed Session at 3:31 PM.

Board President Clark announced that the Board will be discussing the one item listed on the agenda.

Trustee Chaniot arrived shortly after the beginning of Closed Session.

ADJOURNMENT Trustees returned to Open Session at 6:10 PM and adjourned the meeting.

M/S/C (Geck/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 6:10 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

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, April 4, 2012, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 7:01 PM.

<i>Board Members</i>	President	Joel Clark	present
	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 Meridith Randall, Vice President of Education and Student Services

Representatives Larry Perryman, Vice President of Administrative Services

Constituent Academic Senate John Koetzner, President

Representatives Classified Senate Larry Lang, President

Management/Supervisory/Confidential Sue Goff, President

Public Comments Wade Koeninger, former Trustee, addressed the Board and Superintendent/President Lehner. He thanked Superintendent/President Lehner for her enumerable accomplishments during her time at Mendocino College and wished her the best in the future. He encouraged the Board to recognize Superintendent/President and the staff who have helped her in her accomplishments.

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

Minutes/Approval M/S/C (Chaniot/Tomkins) To approve the minutes of the regular meeting held on March 14, 2012 and the special meeting held on March 21, 2012.

CONSENT AGENDA

M/S/C (Tomkins/Chaniot) To approve the Consent Agenda as presented.

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

Personnel

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

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

<i>Resignation/ Retirement- Management</i>	* RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Kristie Anderson, Director of Admissions and Records, effective August 31, 2012.
<i>MLCCCBU Contract Reopeners 2012-13</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby receive the initial 2012-13 collective bargaining proposal from the Mendocino-Lake Community College Classified Bargaining Unit and directs the Superintendent/President to receive public comments on this proposal prior to the May Board meeting.
	<u>Other Items</u>
<i>Fiscal Report – February, 2012</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as presented.
<i>Contract for Energy Savings Projects</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contract for a chiller replacement energy project upgrade to Intercounty Mechanical & Electrical, Inc. in the amount of \$300,690.
<i>Quarterly Contracts and Agreements</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as submitted.
<i>Lowery Student Center – Authorization to go to Bid</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize staff to go to bid on the renovation of the Lowery Student Center.
	<u>ACTION ITEMS</u>
<i>2011/12 April Revised Budgets</i>	M/S/C (Chaniot/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the proposed 2011/12 April Revised Budgets as submitted and shown on attachments A through J. Vice President Perryman reviewed changes that have occurred since the adopted budget. In February the State, because of a shortage of projected revenue in property taxes and enrollment fees, made additional cuts to this year's budget. Those cuts resulted in a budget cut of \$627,000 to Mendocino College, which has impacted the reserves. In addition, Vice President Perryman talked briefly about the importance of meeting the target FTES for next year in order to avoid being penalized.
<i>CCCT Election - 2012</i>	Student Trustee Evans left the meeting just before the CCCT vote at 7:40 PM. M/S/C (Chaniot/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby cast votes for the following: Janet Chaniot, Doug Otto, Manny Ontiveros, Tina Park, Marcia Zableckis, and Greg Bonaccoursi.
<i>Library/Learning Center – Change Order No. 16</i>	M/S/C (Haynes/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 16 for the Library/Learning Center project to Midstate Construction in the amount of \$15,535.

INFORMATIONAL REPORTS

<i>President's Report</i>	<p>A written report was submitted by Superintendent/President Lehner. The following was offered in addition:</p> <ul style="list-style-type: none">• Five two-hour sessions for Strategic Planning have been scheduled in April and May. These sessions replace the previous all-day retreats that have been held in the past. Board members are invited and the dates have been sent to them via email.
<i>Education and Student Services Report</i>	<p>A written report was submitted by Meridith Randall, Vice President of Education and Student Services. The following was offered in addition:</p> <ul style="list-style-type: none">• A list of upcoming events was shared with the Board.
<i>Administrative Services Report</i>	<p>A written report was submitted by Larry Perryman, Vice President of Administrative Services.</p>
<i>Measure W Bond Report</i>	<p>A written report was submitted by Larry Perryman, Vice President of Administrative Services.</p>
<i>Mendocino College Foundation, Inc.</i>	<p>A written report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation. The following was offered in addition:</p> <ul style="list-style-type: none">• Trustee Tomkins reported on a Friends of Lake County fundraising event that was very successful.
<i>Constituents Report</i>	<p>There were no written or oral reports.</p>
<i>Health Benefits Report</i>	<p>A written report on the Health Benefits Fund was submitted as information.</p>

TRUSTEE COMMUNICATION

<i>Trustee Reports</i>	<p>A written report was submitted by Trustee Ubelhart and Student Trustee Evans. Oral reports were given by Trustees Clark, Ubelhart, Eriksen, Chaniot, and Haynes.</p>
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CLOSED SESSION

Trustees adjourned to Closed Session at 8:29 PM.

Board President Clark announced that all items listed on the agenda will be discussed.

Trustees returned to Open Session at 9:05 PM and reported that Board President Clark appointed a subcommittee consisting of Trustee Geck and himself to review proposals from consultants for the Superintendent/President search.

<i>ADJOURNMENT</i>	<p>M/S/C (Chaniot/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 9:07 PM.</p>
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Submitted by:

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

ITEM NO: 3.1
DATE: May 2, 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
Acker	Brooke	Stage Hand	Dance	5/1/2012	6/30/2012
Foster	Brian	Lighting Technician	Theater	5/1/2012	6/30/2012
Little	Emily	Assistant Teacher-Sub	Child Development	4/16/2012	6/30/2012
Rocriguez	Reberto	Security	Events/Facility Serv	4/20/2012	6/30/2012
White	Shelby	Stage Hand	Dance	5/1/2012	6/30/2012
Wilson	Steve	Carpenter	Theater	1/24/2011	6/30/2012

ITEM NO. 3.2
DATE: May 2, 2012

SUBJECT: EMPLOYMENT - SUMMER SESSION FACULTY

SYNOPSIS:

Employment of Summer Session Faculty for the Summer Session, 2012

RECOMMENDATION:

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

ANALYSIS:

The Deans recommend employment of the Summer Session 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 employ the Summer Session Faculty for 2012 as presented.

2012 Summer Session Faculty - May

Name	Position	Location
Adams, Kathlyne	English Instructor	Online
Albuquerque, Lilia	English as a Second Language Instructor	Ukiah
Alto, Robert	Speech Instructor	Ukiah
Anderson, David	Philosophy Instructor	Ukiah
Banta, Leslie	Mathematics Instructor	Online
Bartow, Robert	Welding Instructor	Ukiah
Bayer, Lucille	English Instructor	Ukiah
Beale, Edward	Geology Instructor	Willits
Beck, Timothy	Physics Instructor	Online
Bird, Charles	Mathematics Instructor	Willits
Blundell, Suzette	Biology Instructor	Ukiah
Brunner, Jeffrey	English Instructor	Lake Center
Buzzell, Nancy	Child Development Instructor	Online
Byard, Gregory	Ceramics Instructor	Ukiah
Cardimona, Steven	Earth Science Instructor	Ukiah
Cartwright, Tammy	Business Office Technology Instructor	Ukiah/Online
Cechin, Jaime	English Instructor	Ukiah
Chapman, Janel	Business Office Technology Instructor	Lake Center
Clendennin, Donna	American Sign Language Instructor	Ukiah
Combs, Kurt	Counselor	Lake Center
Cordell, Susan	English Instructor	Lake Center
Crofoot, Jessica	Career and College Success	Ukiah/Willits
Donham, Rachel	Biology Instructor	Online
Edington, Jason	Mathematics Instructor	Online
Farris, Linda	English Instructor	Lake Center
Ford, Aaron	Physical Ed - General Instructor	Ukiah

2012 Summer Session Faculty - May

Name	Position	Location
Francia, Rose	Culinary Arts Mgmt - Culinary Instructor	Covelo/Round Valley
Frederickson, Marcus	Chemistry Instructor	Ukiah
Fry, Joseph	Philosophy Instructor	Online
Gibson, Gail	Health-Continuing Ed Instructor	Ukiah
Gonzalez, Ignacio	Real Estate Instructor	Ukiah
Gordon, Matt	Physical Ed - General Instructor	Ukiah
Griffith, Robert	Computer Science Instructor	Online
Grisanti, Rodney	Music Instructor	Ukiah
Guleff, Michael	Music Instructor	Online
Haggitt, Lynn	English Instructor	Online
Headrick, Donna	Business Office Technology Instructor	Online
Hellman, Steven	English Instructor	Willits
Hicks, Greg	Health-Transfer Instructor	Online
Hixenbaugh, Steven	Business Instructor	Online
Huff, Shane	Physical Ed - Major Instructor	Ukiah
Hutton, Dina	English as a Second Language Instructor	Willits
Indermill, Catherine	Psychology Instructor	Online
Ives, Aeron	Mathematics Instructor	Online
Ives, Aeron	Mathematics Instructor	Willits
Jenkins, Daniel	Cooperative Work Experience Instructor	Ukiah
Johnson, Cameron	English as a Second Language Instructor	Ukiah
Johnson, Cassandra	Child Development Instructor	Lake Center
Johnson, Clifford	Music Instructor	Lake Center
Johnson, Deborah	Computer Science Instructor	Ukiah
Jones, Christopher	English Instructor	Lake Center
Jones, Michael	Welding Instructor	Lake Center

2012 Summer Session Faculty - May

Name	Position	Location
Killian, Rose	Clothing Instructor	Ukiah
Koetzner, John	Head Librarian	Online
Landers, Joshua	English Instructor	Ukiah
Larsen, Erick	Mathematics Instructor	Lake Center
MacDougall, Elizabeth	Music Instructor	Ukiah
Magratten, Anne	Art - Painting, Drawing Instructor	Ukiah
McKay, Carol	Child Development Instructor	Online
McKay, Wallace	Child Development Instructor	Online
Montes, Rebecca	History Instructor	Online
Morgan, Heidi	Psychology Instructor	Online
O'Meara, Melbourne	Mathematics Instructor	Lake Center
Offill, William	Physical Ed - Major Instructor	Ukiah
Orozco, Elizabeth	Business Office Technology Instructor	Online
Orpustan-Love, Denise	Sociology Instructor	Online
Padilla, Michael	Mathematics Instructor	Lake Center
Padilla, Michael	Mathematics Instructor	Ukiah
Pfutzenreuter, Les	Music Instructor	Ukiah
Phelps, Barbara	Art - Painting, Drawing Instructor	Ukiah
Post, Ezra	English as a Second Language Instructor	Ukiah
Prather, Douglas	Anthropology Instructor	Lake Center
Rawlinson, Bart	English Instructor	Online
Schmidt, Victoria	Psychology Instructor	Ukiah
Schuman, Edwin	English Instructor	Willits
Sears, Christina	Psychology Instructor	Willits
Silva, Logan	History Instructor	Ukiah
Smith, Marius	Mathematics Instructor	Willits

2012 Summer Session Faculty - May

Name	Position	Location
Snider, Michelle	Mathematics Instructor	Ukiah
Steliga, Jody	Physical Ed - General Instructor	Ukiah
Stocker, Ricardo	Psychology Instructor	Ukiah
Thomas, Alexander	Economics Instructor	Online
Todd, Karen	Library Assistant	Ukiah
Varela, Vivian	Sociology Instructor	Online
Veno, Kathryn	Anthropology Instructor	Online
Wagschal, Kathleen	Psychology Instructor	Lake Center
Wagschal, Peter	Computer Science Instructor	Lake Center
Walker, Orion	Sustainable Technologies Instructor	Ukiah
Walsh, Sarah	English as a Second Language Instructor	Ukiah
Warf, Phillip	Political Science Instructor	Online
West, Alan	Biology Instructor	Online
White, Deborah	Mathematics Instructor	Ukiah
Wicks-DeMartino, Verna	Music Instructor	Lake Center

ITEM NO: 3.3
DATE: May 2, 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
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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: May 2, 2012

SUBJECT: DISTRICT COLLECTIVE BARGAINING REOPENERS, MLCCCBU 2012-13

SYNOPSIS:

Initial District 2012-13 collective bargaining proposal for the Mendocino-Lake Community College Classified Bargaining unit (MLCCCBU)

RECOMMENDATION:

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

ANALYSIS:

Pursuant to Article 8, Section 3547, of the Public Employees Relations Act, the initial 2012-13 proposal from MLCCCBU was presented at the April 4, 2012, Board meeting and an opportunity for public comment was provided as required. In response, the District's initial proposal is attached. The Superintendent/President will accept public comments on the District's response for the next ten days, and after that time negotiations may commence.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby presents the District's initial 2012-13 collective bargaining proposal to MLCCCBU; directs the Superintendent/President to receive related public comments for the next ten days; and directs its representatives to begin negotiations after that time.

MEMO

TO: Larry Lang, Kevin Morrill, Maria Peluso
Mendocino-Lake Community College Classified Bargaining Unit, SEIU/Local 1021

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

DATE: April 24, 2012

SUBJECT: **DISTRICT REOPENERS 2012-13**

Pursuant to Section 27.2 of the current collective bargaining agreement, the District requests to reopen negotiations for the automatic reopeners: Salary, Health and Welfare Benefits, and Duration and retain its right to reopen additional articles at a later date, if needed, as provided in Section 27.1.

SUBJECT: RESIGNATION - VICE-PRESIDENT OF EDUCATION AND STUDENT SERVICES

SYNOPSIS:

Resignation of Meridith Randall, Vice-President of Education and Student Services

RECOMMENDATION:

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

ANALYSIS:

Meridith Randall
Vice-President of Education and Student Services
Effective: June 15, 2012

Meridith has worked for Mendocino College for twelve years. She was originally employed in 2000 as the Assistant Dean of Instruction. She became the Dean of Instruction in 2002, Acting Chief Instructional Officer in 2005, and the Vice-President of Education and Student Services in 2006. As Accreditation Liaison Officer (ALO), Meridith has been instrumental in keeping Mendocino College off accreditation sanctions by leading the self-study efforts and writing the accreditation reports. Additionally, for the last four years, Meridith has been fulfilling the essential duties of the Dean of Student Services while that position has been left vacant as a cost-saving measure.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Meridith Randall, Vice-President of Education and Student Services, effective June 15, 2012.

ITEM NO: 3.6
DATE: May 2, 2012

SUBJECT: EMPLOYMENT - CLASSIFIED

SYNOPSIS:

Employment of a categorically-funded Financial Aid Technician

RECOMMENDATION:

A recommendation may be presented at the Board meeting.

ANALYSIS:

MOTION/ACTION:

ITEM NO: 4.1
DATE: May 2, 2012

SUBJECT: FISCAL REPORT AS OF MARCH 31, 2012

SYNOPSIS:

A report on District fiscal data as of March 31, 2012.

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of March 31, 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 March 31, 2012

		2011/12	Year-to-date		%
		Working Budget	Actuals	Balance	Rec/Exp
REVENUE					
	Beginning Fund Balance	\$3,619,575			
FEDERAL	Federal Forest Reserve	\$47,356	\$22,355	\$25,001	47%
	Federal Work Study	54,762	25,483	29,279	47%
	CAMP	413,540	258,171	155,369	62%
	HEP	164,787	145,244	19,543	88%
	PELL Grant Administration	7,500	9,055	-1,555	121%
	CTEA	210,028	18,237	191,791	9%
	Other Federal Revenue	31,391	31,378	13	100%
	TOTAL FEDERAL SOURCES	\$929,364	\$509,923	\$419,441	55%
STATE	State General Apportionment	\$11,536,376	\$6,709,342	\$4,827,034	58%
	Board of Governors Grant	17,008	12,926	4,082	76%
	Basic Skills	180,000	158,400	21,600	88%
	Part-time Faculty Office Hours	2,655	2,018	637	76%
	Part-time Faculty Compensation	56,316	43,559	12,757	77%
	Other Categorical Apportionments	740,133	757,781	-17,648	102%
	TANF	43,292	32,902	10,390	76%
	DSPS	296,379	218,670	77,709	74%
	CALWORKS	136,847	104,004	32,843	76%
	BFAP	170,680	134,095	36,585	79%
	Matriculation	142,549	108,271	34,278	76%
	EOPS	284,822	223,191	61,631	78%
	EOPS CARE	39,838	30,277	9,561	76%
	MESA	50,500	37,875	12,625	75%
	Other Categorical Program Allowances	106,087	72,139	33,948	68%
	State Subventions	104,166	31,677	72,489	30%
	Lottery	450,000	143,216	306,784	32%
	Mandated Cost Reimbursements	3,570	3,570	0	100%
	Other State Revenue	22,850	11,600	11,250	51%
	TOTAL STATE SOURCES	\$14,384,068	\$8,835,514	\$5,548,554	61%
LOCAL	Property Taxes	\$5,560,133	\$3,274,057	\$2,286,076	59%
	Local Contributions/Grants/Donations	156,175	56,175	100,000	36%
	Contract Instructional Services	18,442	13,030	5,412	71%
	Rents/Leases (Facilities Use)	15,000	7,213	7,787	48%
	Interest	17,000	8,704	8,296	51%
	Community Extension	13,157	12,267	890	93%
	Student Fees	944,260	955,892	-11,632	101%
	Bookstore Commission	60,000	52,047	7,953	87%
	Other Local Revenue	241,867	196,920	44,947	81%
	Transfer in from Other Funds	212,524	22,524	190,000	11%
	TOTAL LOCAL SOURCES	\$7,238,558	\$4,598,830	\$2,639,729	64%
	TOTAL REVENUES	\$22,551,991	\$13,944,267	\$8,607,724	62%
TOTAL RESOURCES AVAILABLE		\$26,171,566			
EXPENDITURES					
	Certificated Salaries	\$8,633,623	\$6,346,497	\$2,287,126	74%
	Classified Salaries	5,061,814	3,688,146	1,373,668	73%
	Benefits	5,678,591	4,259,772	1,418,819	75%
	Subtotal Personnel Costs	\$19,374,028	\$14,294,415	\$5,079,613	74%
	Supplies	\$845,310	\$406,928	\$438,382	48%
	Services	2,149,693	1,409,826	739,867	66%
	Capital Outlay	401,857	112,066	289,791	28%
	Transfers/Other Outgo	548,328	162,158	386,170	30%
	TOTAL EXPENDITURES	\$23,319,216	\$16,385,392	\$6,933,824	70%
	Ending Fund Balance	\$2,852,350			
TOTAL EXPENDITURES/CONTINGENCY		\$26,171,566			

ITEM NO: 4.2

DATE: May 2, 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: (Q3) Mar 31, 2012

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-2012
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	20,136,691	19,439,908	19,577,317	19,149,891
A.2	Other Financing Sources (Object 8900)	14,602	0	0	212,524
A.3	Total Unrestricted Revenue (A.1 + A.2)	20,151,293	19,439,908	19,577,317	19,362,415
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	19,486,847	18,370,306	18,759,042	19,803,287
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	260,863	895,396	267,044	297,392
B.3	Total Unrestricted Expenditures (B.1 + B.2)	19,747,710	19,265,702	19,026,086	20,100,679
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	403,583	174,206	551,231	-738,264
D.	Fund Balance, Beginning	2,279,696	2,683,279	2,857,485	3,408,720
D.1	Prior Year Adjustments + (-)	0	0	-6	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	2,279,696	2,683,279	2,857,479	3,408,720
E.	Fund Balance, Ending (C. + D.2)	2,683,279	2,857,485	3,408,710	2,670,456
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	13.6%	14.8%	17.9%	13.3%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	3,133	2,931	3,114	2,647
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2008-09	2009-10	2010-11	2011-2012
H.1	Cash, excluding borrowed funds		1,228,672	529,356	526,940
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	227,534	1,228,672	529,356	526,940

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.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	19,643,642	19,149,891	11,477,285	59.9%
I.2	Other Financing Sources (Object 8900)	40,000	212,524	22,524	10.6%
I.3	Total Unrestricted Revenue (I.1 + I.2)	19,683,642	19,362,415	11,499,809	59.4%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	19,399,057	19,803,287	14,498,561	73.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	283,663	297,392	0	
J.3	Total Unrestricted Expenditures (J.1 + J.2)	19,682,720	20,100,679	14,498,561	72.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	922	-738,264	-2,998,752	
L	Adjusted Fund Balance, Beginning	3,403,861	3,408,720	3,408,720	
L.1	Fund Balance, Ending (C. + L.2)	3,404,783	2,670,456	409,968	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	17.3%	13.3%		

V. Has the district settled any employee contracts during this quarter? YES

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1: 2011/12	44,965	4%	82,409	4%			66,084	4%
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1: 2011/12	7,869		10,837				14,552	
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.

These collective bargaining agreements were effective 1/1/2012 and are funded with a combination of general fund unrestricted funds and other sources, i.e. categorical programs.

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.

SUBJECT: STUDENT TRUSTEE PRIVILEGES

SYNOPSIS:

Annual review of the student trustee privileges as per Ed Code 72023.5

RECOMMENDATION:

The Superintendent/President recommends that the Mendocino-Lake Community College District Board of Trustees maintain the Student Trustee Privileges as listed below.

ANALYSIS:

Existing Policy 202 recognizes the importance of the student role in college governance. These provisions are adopted annually and will be available for consideration by the Board of Trustees each subsequent year.

In the past, the Board of Trustees has voted to extend to the Student Trustee all privileges allowable under Education Code Section 72023.5.

As per the requirement for the annual approval by the Board of Trustees, the Student Senate of the Associated Students of Mendocino College proposes for consideration the following privileges of the Student Trustee as allowed under Education Code Section 72023.5.

- Maintain the ability to make and second motions.
- Maintain the ability to attend closed session only upon invitation by the Board of Trustees.
- Maintain the advisory vote.
- Maintain the compensation rate at equal to the Board compensation rate.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby maintain the Student Trustee Privileges as presented.

SUBJECT: NEW CERTIFICATES

SYNOPSIS:

Board of Trustees approval for three proposed new certificates: Sustainable Technology Entrepreneurship; Business Entrepreneurship and Business Retail Management.

RECOMMENDATION:

The Superintendent/President recommends approval of the proposed new certificates.

ANALYSIS:

Sustainable Technology Entrepreneurship Certificate

The Sustainable Technology Entrepreneurship Certificate will provide a focused course of study for students who want to combine an understanding of business entrepreneurship and sustainability. Students completing this certificate will develop specific knowledge and skills to support the development and launch of businesses relating to emerging opportunities in sustainable technology. This Certificate has received support from EAP and PBC, and has been approved by the Curriculum Committee. A small grant has been awarded to support the development of this certificate. Board approval is required prior to requesting approval from the Chancellor's Office.

Business Entrepreneurship Certificate

The Business Entrepreneurship Certificate will provide a focused course of study for students who want to successfully develop, launch, and grow new business enterprises. This Certificate has received support from EAP and PBC, and has been approved by the Curriculum Committee. A small grant has been awarded to support the development of this certificate. Board approval is required prior to requesting approval from the Chancellor's Office.

Business Retail Management Certificate

The Business Retail Management certificate is in response to the increasing job market in the retail sector and a need for management candidates. This certificate will provide a focused course of study for students who want to successfully work in the retail management sector. This Certificate has received support from EAP and PBC, and has been approved by the Curriculum Committee. Board approval is required prior to requesting approval from the Chancellor's Office.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the new certificates in Sustainable Technology Entrepreneurship, Business Entrepreneurship, and Business Retail Management.

ITEM NO: 4.5
DATE: May 2, 2012

SUBJECT: CITIZENS' BOND OVERSIGHT COMMITTEE (CBOC) MEMBERSHIP

SYNOPSIS:

Re-appointment of member to Citizens' Bond Oversight Committee (CBOC).

RECOMMENDATION:

The Superintendent/President recommends re-appointing the community members listed below to the Citizens' Bond Oversight Committee.

ANALYSIS:

As required by Prop 39, the Board of Trustees must appoint members to the Citizens' Bond Oversight Committee.

Members to be re-appointed for a second two-year term, July, 2012 – June, 2014:

Tami Bartlomei
Al Beltrami
Matt Cockerton

MOTION/ACTION:

That the Board of Trustees of the Mendocino-Lake Community College District does hereby appoint Tami Bartlomei, Al Beltrami, and Matt Cockerton to a second term on the Citizens' Bond Oversight Committee.

SUBJECT: DISTRICT ENERGY SAVINGS PROJECTS TO REPLACE BOILERS

SYNOPSIS:

Board ratification of the contracts for energy projects under Government Code Section 4217.13.

RECOMMENDATION:

The Superintendent/President recommends ratification of the award contracts for energy projects.

ANALYSIS:

Resolution 03-12-01, passed by the Board of Trustees on March 14, 2012 provides authorization to enter into "Energy Conservation Facilities Contracts." In the findings; #2 states "...that the District may enter into 'all necessary agreements' for the purchase and financing of such energy management systems and controls upgrades pursuant to Government Code sections 4217.10 et seq."

This phase of the energy upgrades is for replacement of five boilers in the Physical Education, Fine Arts, Lowery Library, MacMillan Hall and Vocational/Technical buildings. The project will provide high efficiency boilers that will be installed by a local contractor that provides service for all HVAC equipment. By providing this contract and the previously awarded chiller project, the District will realize significant savings according to the project engineering estimates.

There is a timing issue regarding some of the work, due to equipment lead times and semester break periods when the work can be done. The local contractor can perform under the schedule required.

The amount for the replacement of five boilers is \$407,674.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contract for the replacement of five boilers for energy project upgrades to Intercounty Mechanical & Electrical, Inc. in the amount of \$407,674.

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ITEM NO: 4.7
DATE: May 2, 2012

SUBJECT: NORTH COUNTY CENTER – AUTHORIZATION TO GO TO BID

SYNOPSIS:

Board of Trustees authorization to staff to advertise for bids on the North County Center.

RECOMMENDATION:

The Superintendent/President recommends authorizing staff to advertise for bids on the North County Center.

ANALYSIS:

Measure W was approved by the voters of Lake and Mendocino Counties in November 2006. Included in this measure was the North County Center which will be located east of the current leased facilities on Commercial Avenue in Willits.

The plans are complete and the project is expected to get final approval from the Division of the State Architect with the next few weeks. This authorization will allow the District to advertise for bids as soon as the plans are approved.

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino- Lake Community College District does hereby authorize staff to advertise for bids on the North County Center.

ITEM NO: 5.2
DATE: May 2, 2012

SUBJECT: EMPLOYMENT - INTERIM SUPERINTENDENT/PRESIDENT

SYNOPSIS:

Employment of Interim Superintendent/President

ANALYSIS:

The Board of Trustees, along with the Presidents of the Academic Senate, Classified Senate, and the Management/Supervisory/Confidential group, recently interviewed a candidate for the position of Interim Superintendent/President.

MOTION/ACTION:

A motion will be presented at the meeting.

SUBJECT: SIGNATURE AUTHORIZATION

SYNOPSIS:

Signature authorizations for the Interim Superintendent/President in accordance with California Education Code Sections 85230-85233 dealing with authorization for District Funds.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees adopt attached Resolution No. 05-12-02 giving signature authorization to the Interim Superintendent/President from May 3, 2012 until rescinded.

ANALYSIS:

In order to provide for the expeditious distribution of funds and the processing of District contracts and minutes, signature authorization is recommended for the Interim Superintendent/President.

Education Code Sections 85230-85233 authorize the Board of Trustees to approve signature authorizations allowing District employees to approve payments against District funds. These articles state the following:

EDUCATION CODE 85230(a): "Except as otherwise provided in this code, money shall be paid from the funds of any community college district for the payment of the expenses of the District, only as provided in this article."

EDUCATION CODE 85231: "All payments from the funds of a community college district shall be made by written order of the governing board of the district. Orders shall be on forms prescribed by the county superintendent of schools. Forms may be printed and furnished by the board of supervisors or the county superintendent of schools."

EDUCATION CODE 85232: "Each order drawn on the funds of a community college district shall be signed by at least a majority of the members of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name. No person other than an officer or employee of the district shall be authorized to sign orders."

EDUCATION CODE 85233: "The governing board of each community college district shall be responsible for filing, or causing to be filed, with the county superintendent of schools the verified signature of each person, including members of the governing board, authorized to sign orders in its name. No order on the funds of any district shall be approved by the county superintendent of schools unless the signatures are on file in the superintendent's office and he or she is satisfied that the signatures on the order are those of persons authorized to sign the order."

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt Resolution No. 05-12-02 giving signature authorization to the Interim Superintendent/President from May 3, 2012 until rescinded and does hereby rescind the signature authorization of Kathryn G. Lehner on the same date.

RESOLUTION NO. 05-12-02

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

AUTHORIZATION TO SIGN ON BEHALF OF THE BOARD OF TRUSTEES

Ukiah, California

May 2, 2012

Pursuant to the provisions of Education Code Sections 85230-85233 and other legal provisions, the members of the Board of Trustees of the above-named school district hereby authorizes the officer or employee whose name and specimen signature appear below to sign orders and other documents on behalf of the Board of Trustees of said community college district beginning May 3, 2012 until rescinded, subject to further Board actions limiting or extending this authority and notification to the County Superintendent of Schools and the County Auditor of such action.

IS AUTHORIZED TO SIGN THE
FOLLOWING ON BEHALF OF THE
BOARD OF TRUSTEES

Specimen Signature

Contracts of employment	_____X_____
Personnel Record Card/Notice of Employment	_____X_____
Payroll Orders	_____X_____
Purchase Orders	_____X_____
Warrants	_____X_____
Register of Warrants	_____X_____
Journal Voucher Request	_____X_____
Board Minutes	_____X_____
Excerpts from Board Minutes, including Resolutions	_____X_____
Endorsements of Checks	_____X_____
Contracts	_____X_____
Bank Accounts	_____X_____

Signatures of a majority of the Board of Trustees:

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

ITEM NO: 5.4
DATE: May 2, 2012

SUBJECT: SUPERINTENDENT/PRESIDENT SEARCH

SYNOPSIS:

Discussion of initiating the search process for Superintendent/President

ANALYSIS:

Topics for discussion may include:

- Hiring a Consultant to facilitate the selection process for Superintendent/President
- Membership of a Screening Committee
- Other related matters

MOTION/ACTION:

The Board may take action(s) at the meeting regarding this item.

SUBJECT: LIBRARY/LEARNING CENTER – CHANGE ORDER NO. 17

SYNOPSIS:

Board of Trustees ratification of Change Order No. 17 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 16 were approved by the Board of Trustees in prior board action, totaling \$372,547. The current adjusted contract is \$15,361,547.

Change Order No. 17 consists of four items:

17.1	Revise elevator pit light fixtures (COP #093) Reason: Revised to wet-label fixture in elevator pit.	Add	\$ 347
17.2	Relocate walkway at upper terrace (COP #094) Reason: Walkway location revised to avoid light fixture.	Add	\$ 612
17.3	Add curbs to rainwater dissipaters (COP #095) Reason: Grading revisions required curbs to be added to the rainwater dissipaters at the roof leaders at the south elevation to prevent erosion of the adjacent landscaping.	Add	\$ 450
17.4	In lieu of concrete benches, provide wood benches (COP #096) Reason: To avoid conflict with an installed brace-Frame footing, benches were revised from concrete to wood.	Add	\$ 5,988
TOTAL CHANGE ORDER NO. 17			\$ 7,397
New Contract Price			\$15,368,944
Total percent of Change Order No. 17			= .04%
Total of all changes			= 2.5%

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby ratify Change Order No. 17 for the Library/Learning Center project to Midstate Construction in the amount of \$7,397.

SUBJECT: LAKE COUNTY CENTER – CHANGE ORDER NO. 4

SYNOPSIS:

Board of Trustees ratification of Change Order No. 4 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 through 3 were approved by the Board of Trustees in prior board action, totaling <\$311,649.>. The current adjusted contract is \$9,863,351.

Change Order No. 4 consists of eight items:

4.1	Condensate pump additions (PCO #015) Reason: Condensate lines relocated to exit building over curb.	Add	\$ 5,838
4.2	Shorten Mechanical yard (PCO #022) Reason: Cost Savings	Deduct	<\$ 3,283>
4.3	Overexcavate and slurry footings per Geotech (PCO #024) Reason: Treatment requested by IOR to maintain condition at select areas during rains (024)	Add	\$ 3,200
4.4	SS laterals per RFI's 33 and 37 (PCO #025) Reason: SS laterals added	Add	\$ 3,745
4.5	Board form at utility yard wall (PCO #021-1) Reason: Board form utility yard concrete wall (east side) for consistency with other concrete walls	Add	\$ 8,554
4.6	Hose bid revision (PCO #023-1) Reason: Hose bib type change to fit in framing depth	Add	\$ 2,345
4.7	Delete pullboxes (PCO #027) Reason: Cost Savings	Deduct	<\$ 15,683>
4.8	Additional AV conduits (PCO #028) Reason: AV conduit to floor boxes added	Add	\$ 12,558
TOTAL CHANGE ORDER NO. 4			\$ 17,274

New Contract Price	\$9,880,625
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Total percent of Change Order No. 4	= .001%
Total of all changes	= <.02>%

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby ratify Change Order No. 4 for the Lake County Center project to Wright Contracting in the amount of \$17,274.

SUBJECT: PRESIDENT'S REPORT

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

ANALYSIS:

Planning and Budgeting

Workshops have been held to develop 2012-13 action plans for the first two strategic goals: student success and student access. Workshops for the remaining three goals will be completed by the end of the semester. Per our integrated planning timeline, these draft action plans will be reviewed and prioritized by PBC before going to the Superintendent/President and the Board of Trustees. The final action plan will then be used to inform the writing of program reviews in the fall.

PBC has also been reviewing and prioritizing a list of potential budget solutions. Should the tax measure not pass in the November 2012 election, major budget cuts will need to be made in order to maintain a balanced budget and an adequate reserve.

Accreditation

The next comprehensive accreditation visit for Mendocino College will take place in March 2014. To prepare for that visit, PBC has organized response teams for each of the accreditation standards and identified team co-leaders from the management, faculty and classified staff groups. Teams have already begun their preparation work and have established tasks and timelines for completion of the self study.

Accountability Reporting for Community Colleges (ARCC)

Dr. Charles Duffy will be present at the Board meeting to give a presentation on the ARCC report. The ARCC report details data from all 112 California community colleges and is presented annually by the Chancellor to the Legislature pursuant to AB 1417. The report contains measures of student achievement on seven indicators that address the core missions (basic skill, transfer and CTE) of the community colleges. Mendocino College data is compared to a statistically defined cohort of other similar community colleges rather than a statewide average.

Community Connections

- Made presentations to Lions Club and South Ukiah Rotary regarding progress on Measure W projects.
- Attended AAUW and Rotary Club of Ukiah meetings.

ARCC 2012:
Accountability Reporting
For the
California Community Colleges

Report to the Board of Trustees of
Mendocino-Lake Community College

Institutional Research
Mendocino College
May, 2012

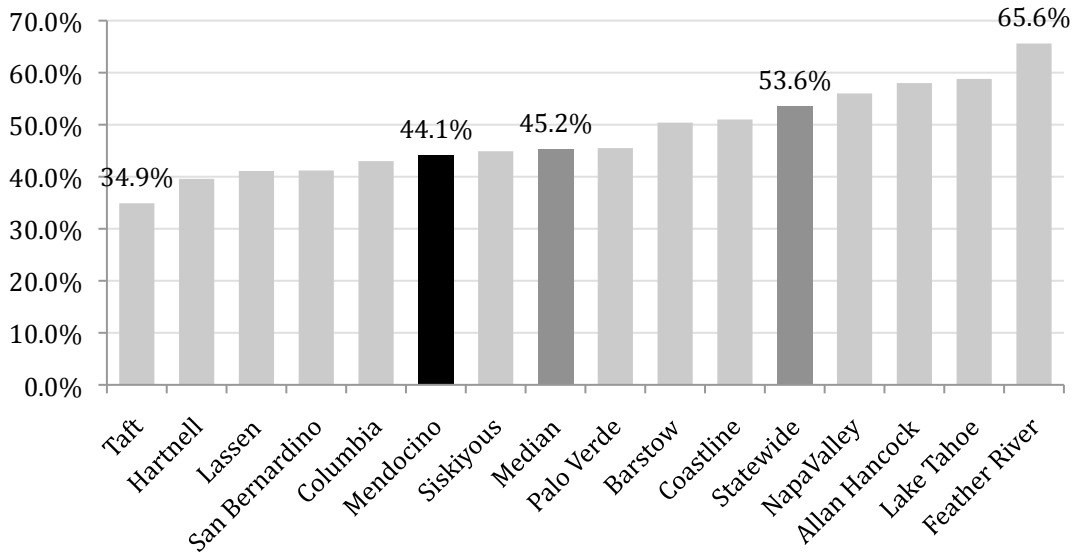
Summary

Mendocino College remains at or near our peer group median in three of the four indicators of Student Progress and Achievement in the 2012 ARCC Report. With a Student Progress and Achievement Rate of 44.1%, Mendocino College is less than one percentage point below our peer group median. Similarly, the Persistence Rate of 61.1%, while down slightly from the prior year is about one percentage point below our peer group median. In 2010-11, the Annual Successful Course Completion Rate for Credit Vocational Courses increased from 74.9% in 2009-10 to 75.4% in 2010-11, a rate that is six percentage points above our peer group median. The single area which experienced a decline was the Percent of Students Who Earned at Least 30 Units. This percentage fell from 71.0% for the 2004-05 cohort to 67.4% for the 2005-06 cohort and is three percentage points below our peer group median. 67.4% is still nearly three percentage points above the 64.7% for the 2004-05 cohort.

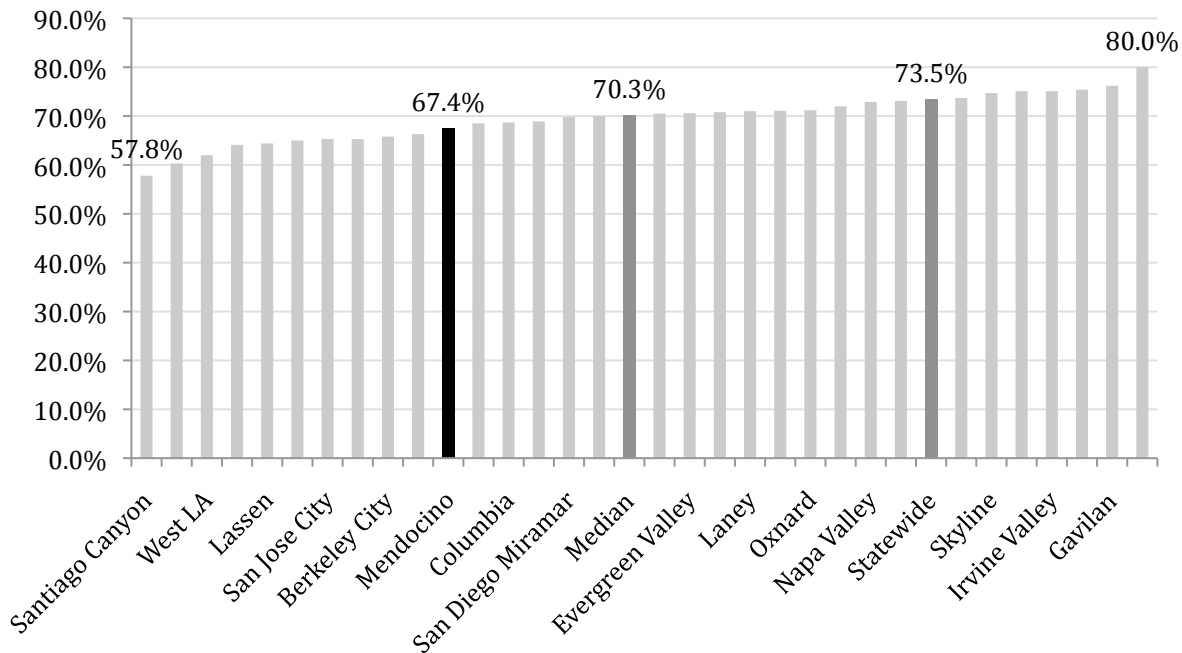
A similar pattern is evident in the analysis of Pre-Collegiate Improvement at Mendocino College. The Annual Successful Course Completion Rate for Basic Skills Courses rose from 62.0% in 2009-10 to 65.2% in 2010-11, six percentage points above the median completion rate for our peer group. The ESL Improvement Rate also saw an increase from 26.6% to 33.8%, although Mendocino College stills falls about ten percentage points below our peer group median on this indicator. This reflects a continued challenge retaining students from a population principally engaged in the agricultural sector as well as curriculum alignment issues. Only the Basic Skills Improvement Rate of 49.0% for the 2008-09 cohort experienced both an absolute decline (from 57.0% for the previous cohort) and a position well below the median Improvement Rate for our peer group (59.7%).

Mendocino College continues to work toward student success in basic skills, CTE and transfer education. Improvements on the measures that address current year students indicate that our efforts will be reflected in future cohorts of students.

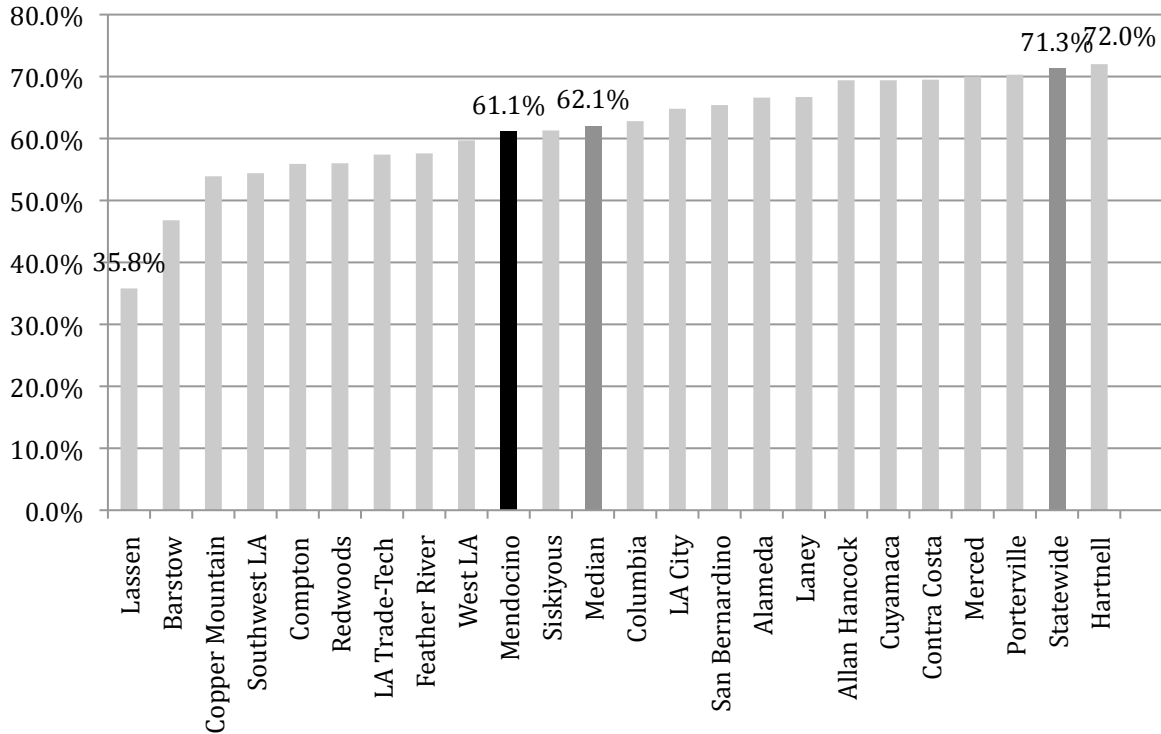
1. 1: Student Progress and Achievement Rate (SPAR). Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status.



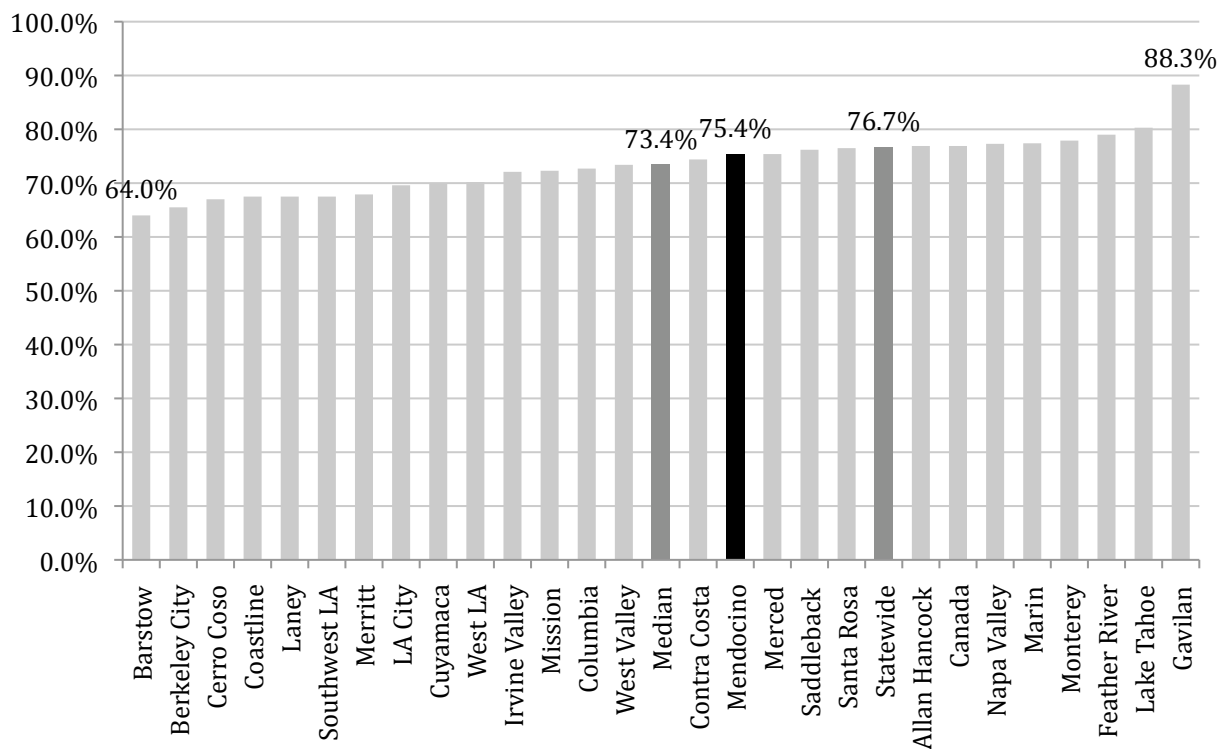
1.1a: Percentage of Students Who Earned at Least 30 Units. Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System.



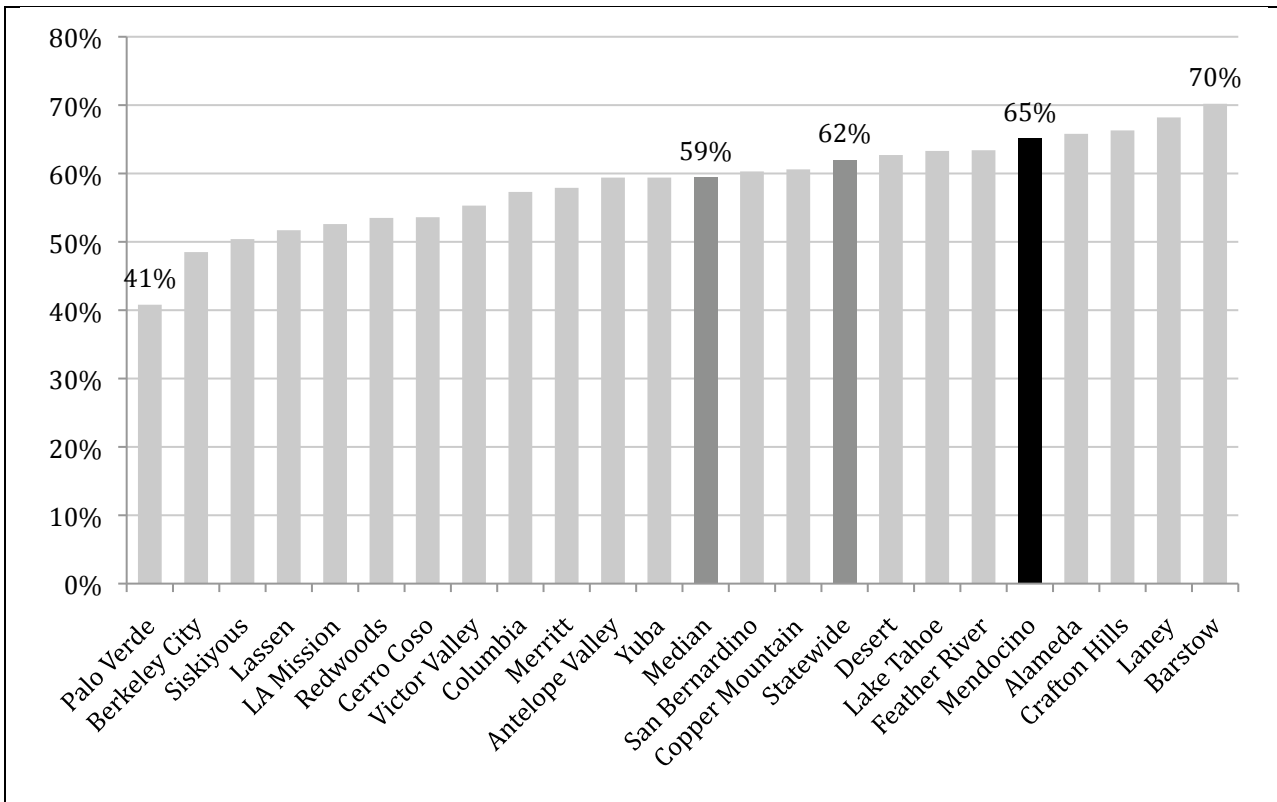
1.2: Persistence Rate. Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system.



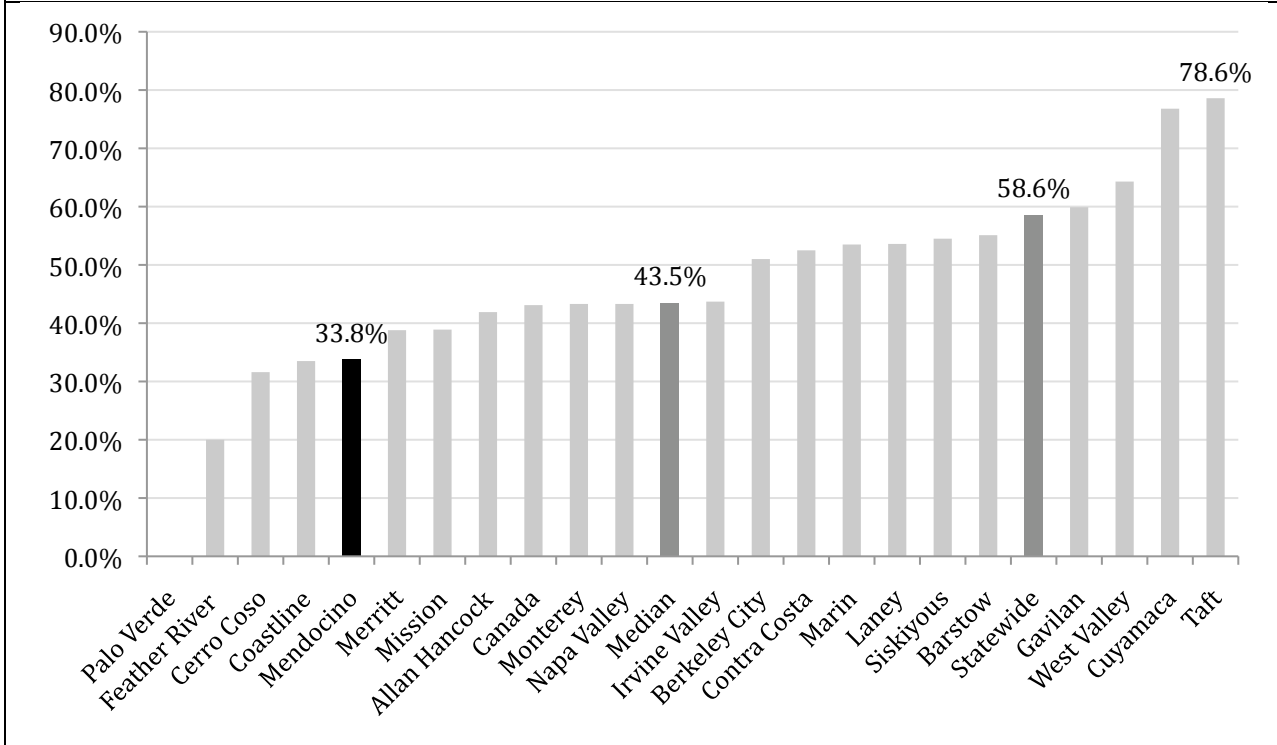
1.3: Annual Successful Course Completion Rate for Credit Vocational Courses.



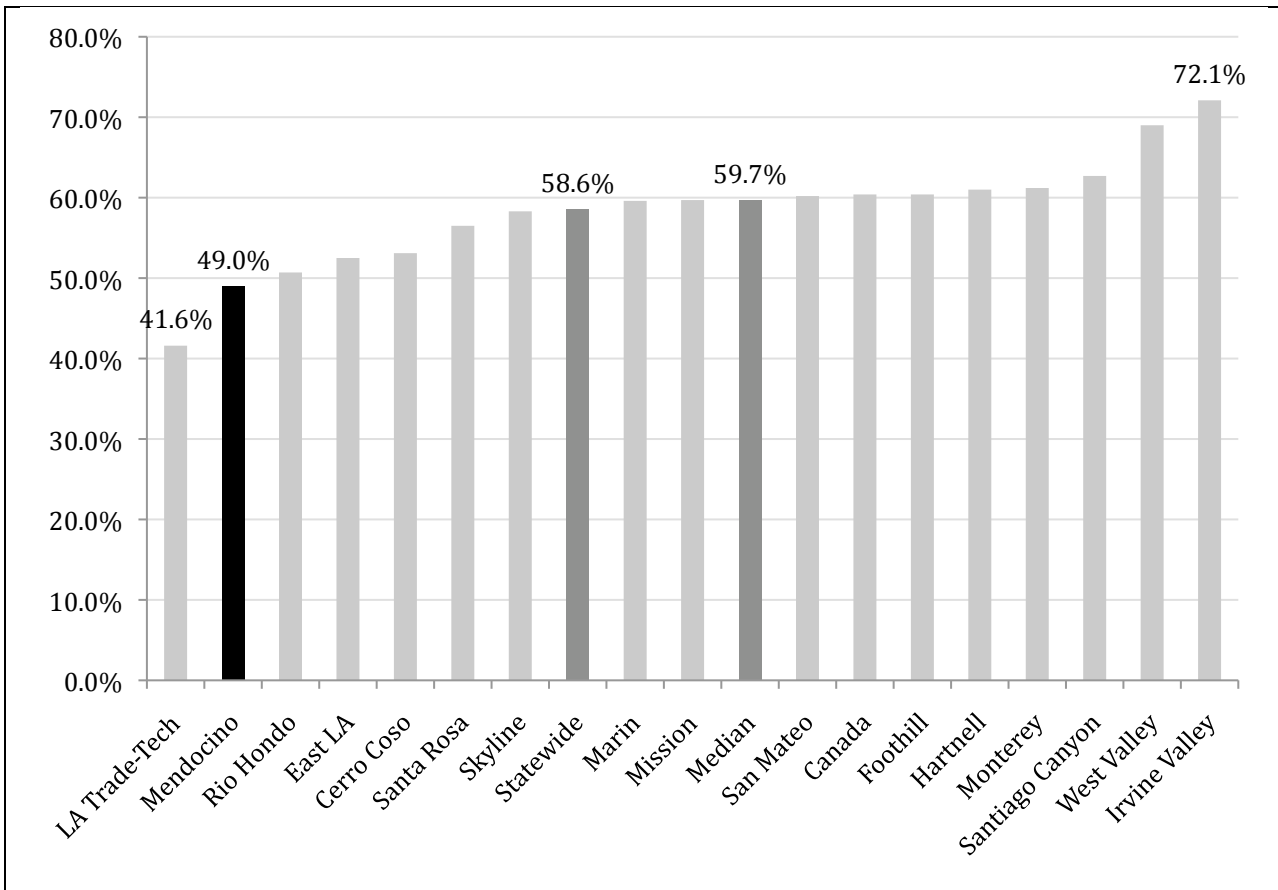
1.4: Annual Successful Course Completion Rate for Credit Basic Skills Courses.



1.5a: Improvement Rate for ESL Courses



1.5b: Improvement Rate for Credit Basic Skills Courses.



SUBJECT: EDUCATION AND STUDENT SERVICES REPORT

SYNOPSIS:

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

ANALYSIS:

1. SSTF: Matriculation Advisory Committee Meeting

The Student Success Act of 2012 (SB 1456) is moving forward with hearings scheduled in April and May. If enacted, implementation will take place in 2013. At this point, the Chancellor's Office is gathering input in an attempt to have input into the bill's final version; the Matriculation Advisory Committee, on which VP Randall represents CIOs, is one of the groups examining the language and intent of the bill. On April 24, the committee examined some of the terms in the act to reach consensus on meaning. These terms included "educational goal," "program of study" and "education plan." Most attendees recommended keeping "goals" broadly defined and envisioning the "education plan" in phases, with different plans for new students as opposed to those who have completed 15-30 units. One concern is that students be allowed some period of exploration, although all agreed that the age of endless exploration at the community college is over. Participants also discussed the value of asking students for goals "upon enrollment" rather than after completing some part of the matriculation process. If the bill moves forward in June, the committee will reconvene in July to discuss implementation.

2. Orientation: Super Saturday

Counselors and student services staff have finalized the agenda for Super Saturday, the half-day orientation for incoming students for summer and fall. Geared toward graduating high school seniors, Super Saturday (May 12) includes a student panel, general session, and breakouts focusing on financial aid, transfer and other topics. This year, there will be special orientations for athletes and CAMP students too. Students generally take their placement tests on the same day and often meet with counselors to select classes. After completing Super Saturday, students are cleared for priority enrollment beginning on May 15. Many students opt to start in the summer to get a jump on English, math and general education requirements.

3. Student Services: Spring Events

Groups have been diligently preparing for two annual events – Latino Retreat Day on May 4 and Native American Motivation Day on May 11. Both events will involve K-12 students and inspirational speakers as well as an introduction to college and the campus. On May 4, Sustainability Day, the Plant Sale and the Spring Dance Festival also take place. EOPS and CARE awards were given out on April 27, and other scholarships will be awarded on May 11 and May 18. Finally, the year ends with graduation on May 25 featuring Chancellor Jack Scott, who retires in the fall.

SUBJECT: ADMINISTRATIVE SERVICES REPORT

SYNOPSIS:

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

Reserve Levels

The average General Fund ending balance information for 2009-10 and 2010-11 for community colleges across the state is as follows:

Unrestricted General Fund Net Ending Balance as a Percentage of Unrestricted General Fund Expenditures and Other Outgo		
2009-10	Average Statewide	16.2%
	Lowest	5.6%
	Highest	36.8%
2010-11	Average Statewide	18.0%
	Lowest	2.6%
	Highest	36.9%

As you can see, the statewide average increased from 16.2% to 18.0% between the two years. The reserve for Mendocino College increased from 14% to 17% during the same period of time. This may seem counterintuitive, as one would expect that as state funding is cut, there would be a negative impact on reserve levels. Certainly when looking at the districts with the lowest reserve levels, one can see they did decrease between the two years. Yet these are the times when districts need more reserves, not less, as the system continues to be faced with further budget cuts. And what the average statewide data shows is that, by and large, districts are being very prudent in maintaining their reserve levels.

The ending reserves for 2011-12 will certainly fall from the above levels if the state does not address the current-year funding shortfall resulting from lower than anticipated property tax and student fee collections (the February surprise). The Chancellor's Office pegs this unanticipated shortfall at 2.75%, which districts could not have planned for in adopting their 2011-12 budgets, and will force many districts to dip into their reserves. We project that Mendocino College will end the year with reserves of 13.3%.

State Revenues

The performance of revenues for the month of April is a key factor in determining the outlook for the upcoming fiscal year. The Department of Finance (DOF) indicates that \$9.132 billion is expected from the personal income tax for April 2012 compared to \$7.055 billion collected in April 2011, an increase of almost 30%. It is difficult to determine whether or not the budgeted total will be reached based on collections early in the month because the bulk of the revenues are posted during the final week. Unfortunately, revenue collections since the release of the Governor's January Budget have been falling short of projections, with revenues now \$676 million behind, according to the latest DOF projections.

The performance of the personal income tax for the month of April will go a long way in determining whether the Governor's May Revision will stay the course on revenues or indicate that a weaker outlook is in store for 2012-13.

ITEM NO: 6.3.2
DATE: May 2, 2012

SUBJECT: REPORT ON MEASURE W BOND IMPLEMENTATION

SYNOPSIS: This report is offered for information.

ANALYSIS:

The Quarterly Bond Report is submitted as information.

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

Four Veteran's History Project interviews have taken place with four more scheduled in the coming weeks. This year's Veterans include: Christopher Keiffer, Elmer McDade, Henry O'Neil, Walt Gabler, Allan Toivonen, Walter Eversole, Michael Z. Smith, Ernie Olson, Leonard Bader, Christina Pangle, Patricia Gorden and Bob Huff. This year's interviewers include: Melanie Day, Janet Chanot, Jennifer Stickels, Jennifer Wrightn Cody Akin, Cathy LaMastus, Vincent Hernandez, Chelsea Akin, Richard Cooper, Arizona Snyder and Dustin Butler. Thank you to everyone involved in capturing our history and preserving it for generations to come.

The Adopt-A-Fifth Grader program has received 31 adoptions to date. Students are recognized each year during their school's end of year ceremonies that occur during the end of May and early June.

The Foundation continues to host monthly "Campus Tours" with lunch being provided by the Culinary Arts Program. Past President Channing Cornell hosted the April 18 tour with members of the local Lions Club.

The John Bogner Fine Arts Scholarship has reached the required \$25,000 in perpetuity amount. The first recipient has been chosen by the Fine Arts faculty and student Monique Marmon will be one of many honored during the Foundation's Scholarship Ceremony on May 18.

Specifics regarding this year's Foundation scholarship recipients includes 95 awardees which totals \$134,000, 51 of which are CTE students, 13 were selected by faculty, 19 are high school seniors, 27 are re-entry students, 37 are the first within their families to attend college, 69 are female, 26 are male, 20 are Lake County residents, 72 are Mendocino County residents and 3 are from Sonoma County.

Buy your Gala tickets today! The Special Events Committee expects a "sell out" event. This year's Gala on the Green fundraiser is scheduled for June 23, 2012 and over half of the tables are already reserved. The latest corporate sponsors include; Ukiah Valley Medical Center, Savings Bank of Mendocino County, Wright Contracting, Jared Huffman for Congress, and Gary Nix. Some of this year's "Fund A Need" items will include "Buy a Nurse her Shoes" and "Buy a Place Setting of Dishes" for the Culinary Arts Program.

Recent press releases included: College Nursing Program's Prescription for Donors, Beltrami Intern Selected, Mendocino College Students Benefit from Book Awards, Book Awards Benefit ESL Students, Gala on the Green Sponsors Needed, First John Bogner Scholarship Winner Announced and Curtis Invests in College Green Building Program.

Watch for upcoming press releases regarding a surprise gift to the Nursing program, scholarship recipients, scholarship ceremonies, Yvonne Sligh Book Award recipients, Veterans' History Project reception and the latest information regarding the Gala.

The Foundation's Land Committee recently met to discuss a proposal from an adjoining property owner regarding the Foundation's interest in possibly purchasing their property.

The Lake County Friends of Mendocino College (LCFMC) have partnered with the Soper Reese Community Theatre to present two Reunion Concerts on July 5 and 6. Reunion is comprised of Jim Pike, co-founder and former lead singer of the original group The Letterman.

The Friends of the Library at Mendocino College are once again hosting "Litfest" on Saturday, May 19.

The Athletic Boosters are busily planning for the 2nd Annual Dan Drew Memorial Golf Tournament which will occur later this summer in August.

With the help of Barbara French, a nursing "Fact Sheet" is being developed by the Foundation and will be used to spread the word about our program and gain donor support for program and students needs.

Mark your calendars for these Important Dates:

- Foundation Tour, May 2
- LCFMC, May 9
- Foundation Budget Workshop, May 10
- District Scholarship Ceremony, May 11
- Foundation Scholarship Ceremony, May 18
- Nursing Program Graduation, May 24
- College Commencement, May 25

ITEM NO: 6.5
DATE: May 2, 2012

SUBJECT: CONSTITUENT REPORTS

SYNOPSIS:

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

ANALYSIS:

The Student Senate shared a report on the students' trip to Washington DC.

Academic Senate President shared his notes on his visit to the Statewide Academic Senate Plenary Session.

ITEM NO: 6.6
DATE: May 2, 2012

SUBJECT: HEALTH BENEFITS

SYNOPSIS: Status of the Health Benefit Fund

RECOMMENDATION: Informational report

ANALYSIS:

For the first eight months of 2011/12, 7/1/11-3/31/12, the health benefit cost per participant was \$1,664.26 per month, while the budgeted rate was \$1936 per participant.

SUBJECT: TRUSTEES' REPORTS

SYNOPSIS:

Individual Trustees share their Board related activities with the full Board

ANALYSIS:

Jack Tomkins

Trustee Tomkins submitted an article from the Sacramento Bee on Community Colleges for Board information.

Janet Chaniot

Trustee Chaniot submitted the monthly letter from CCCT President Jeanette Mann for Board information.

Joan Eriksen

I. I attended the Student Success workshop.

II. Two other members of AAUW joined me at MC to read scholarship applications. We selected recipients and alternates for our three AAUW scholarships.

III. People have been asking me about:

A. The interim S/P; and

B. The permanent S/P

1. What are we looking for?
2. Are local people able to apply?
3. How soon will we have a new permanent S/P?