

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

Wednesday, June 6, 2012 – 5:00 PM

**Mendocino College – Lake Center
1005 Parallel Drive, Lakeport CA 95453**

CALL TO ORDER /PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

This time is set aside for general public comments. Additionally, comments may be made at time of discussion of any item. After being recognized by the Chair, those wishing to make comments are asked to stand at the podium, give their name, place of residence and affiliation, if any, and address their comments to the Board President. Trustees may ask questions of the speaker for clarification but will not discuss items that are not on the agenda. If appropriate, the Board may choose to refer the subject to College staff for research or for the item to be placed on a subsequent agenda.

1. APPROVAL OF AGENDA

1.1 Agenda Approval

2. APPROVAL OF MINUTES

2.1 Approval of Minutes for the regular meeting held on May 2, 2012.

3 & 4 CONSENT AGENDA

3. Personnel

3.1 Employment – Short-Term Employees

Recommendation to ratify a list of short-term employees

3.2 Employment – Summer Session Faculty

Recommendation to employ a list of summer session faculty

3.3 Volunteers

Recommendation to approve a list of volunteers

3.4 Leave of Absence

Recommendation approve a 0.20 FTE unpaid leave of absence for Rhea Hollis for 2012-13

3.5 Faculty Contract – Categorically Funded

Recommendation to approve a non-tenure track contract for Nora Danning, Instructor Nursing

3.6 Employment – Educational Administrator

Recommendation to employ Michael Mari as Director of Student Life and Athletics

3.7 Employment - Faculty

A recommendation for Chemistry Instructor and Counselor to be made at the meeting

3.8 Reclassification

Recommendation to ratify the reclassification of Ginger Bushway, Nursing Program Support Specialist

3.9 2011-12 Tentative Agreement – Mendocino College Federation of Teachers (MCFT)

Recommendation to ratify the agreement with MCFT

3.10 Employment - Classified

Recommendation to employ Nick Rhoades as Laboratory Technician-Automotive Technology

3.11 Amended Contract – Professional Expert

Recommendation to extend employment of Orion Walker as Sustainable Technology Program Coordinator

4. Other Items

4.1 Fiscal Report as of April 30, 2012

Recommendation to accept the report as presented

4.2 Mendocino College 2012-13 Catalog

Recommendation to adopt the 2012-13 Mendocino College Catalog

4.3 District Order of Priorities for Five Year Capital Outlay Plan, 2014-2018

Recommendation to adopt the 2013-2017 Plan

4.4 CalSTRS 403(b) Plan Compliance
Recommendation to adopt Resolution 06-12-01

4.5 Lowery Student Center – Award Bid
Recommendation to be made at the meeting

5. ACTION ITEMS

5.1 2012/13 Tentative Budget
Recommendation to adopt the Tentative Budget

5.2 Library/Learning Center – Change Order #18
Recommendation to ratify Change Order No. 18 in the amount of \$16,625

5.3 Lake County Center – Change Order #5
Recommendation to ratify Change Order No. 5 in the amount of <\$65,565>

6. INFORMATIONAL REPORTS

6.1 President's Report
Superintendent/President informational report

6.2 Education and Student Services Report
6.2.1 Education and Student Services Department informational report
6.2.2 Annual report on Community Advisory Committees

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
7.1.1 Written and oral reports from Trustees are presented as information
7.1.2 Per Board Policy 204 and Administrator Procedure 204.1, Board President Clark will appoint a Trustee to serve as a non-voting observer on the Superintendent/President Search Committee.

7.2 Future agenda items

8. TIME CERTAIN ITEM – PRESENTATION 5:30 PM

8.1 Superintendent/President Search Process
Presentation by Dr. Robert Griffin and Dr. Guy Lease of Professional Personnel Leasing

9. CLOSED SESSION

9.1 Public Employment GC 54957
Title: Superintendent/President

9.2 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(a) 2 cases
Case names unspecified: Disclosure would jeopardize existing settlement negotiations

9.3 Student Issue – EC 72122 - 1 case

9.4 Collective Bargaining/Meet and Confer - GC 54957.6
Designated Representatives: Darnell, Randall, Perryman, Chaty
Employee Organizations: MCFT, MPFA, Management/Supervisory/Confidential, MLCCCBU

10. ADJOURNMENT

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

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

Future Board Meetings: Regular Meeting – July 11, 2012, 5:00 PM, Ukiah Campus, Room 1060, Board Room

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, May 2 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 5:03 PM.

<i>Board Members</i>	President	Joel Clark	present	arrived at 5:40 PM
	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

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

Public Comments John Koetzner, President of Academic Senate, spoke to the Board regarding a resolution by the Academic Senate about the Point Arena property. He presented the Board with a copy of the resolution and asked that the Board delay decisions to allow for discussion with the Academic Senate.

Agenda Approval M/S/C (Haynes/Tomkins) To approve the agenda as amended. Item 3.3 Volunteers was removed from the agenda.

Minutes/Approval M/S/C (Chaniot/Haynes) To approve the minutes of the special meeting held on March 28, 2012 and the special and regular meetings held on April 4, 2012

RECOGNITION

Tenured faculty members Tascha Whetzel and Sarah Walsh were recognized by the Board and spoke briefly about their programs.

Retiring faculty member Susan Janssen was recognized by the Board but was unable to attend the meeting.

CLOSED SESSION

The Board adjourned to Closed Session at 5:17 PM. Board Vice President Ubelhart announced that all items listed on the agenda will be discussed. Any discussion not completed in the time allotted will be continued at the end of the

meeting.

The Board returned to Open Session at 5:40 PM. Trustee Ubelhart announced that no action was taken in Closed Session and that all items in Closed Session will be continued until the end of the meeting.

M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby amend the agenda to move Item 5.4 Superintendent/President Search to follow Closed Session which will be continued to the end of the meeting.

Trustee Clark arrived at the end of Closed Session.

CONSENT AGENDA

M/S/C (Chaniot/Geck) To approve the Consent Agenda as submitted.

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

Personnel

*Employment –
Short-Term
Employees*

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

*Employment –
Summer Session
Faculty*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ the Summer Session Faculty for 2012 as submitted.

*District
Collective
Bargaining
Reopeners,
MLCCCBU
2012-13*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby present the initial 2012-13 collective bargaining proposal to the Mendocino-Lake Community College Classified Bargaining Unit (MLCCCBU); directs the Superintendent/President to receive public comments on this proposal for the next 10 days; and directs its representatives to begin negotiations after that time.

*Resignation – Vice
President of
Education and
Student Services*

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

*Employment –
Classified*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Amy Alvarez as a categorically-funded Financial Aid Technician, 12 months/year, 40 hours/week, effective May 29, 2012.

Other Items

*Fiscal Report –
March, 2012*

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

*Quarterly Fiscal
Status Report –
AB 2910*

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

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

New Certificates *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.

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

District Energy Savings Projects to Replace Boilers *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.

North County Center - Authorization to go to Bid *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize staff to go to bid on the North County Center.

ACTION ITEMS

Resolution 05-12-01 Honoring Kathy Lehner All Board members took turns reading the Resolution in honor of outgoing Superintendent/President Lehner.

M/S/C (Chaniot/Clark) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 05-12-01 in honor of Superintendent/President Lehner's service to Mendocino College.

Employment – Interim Superintendent/President M/S/C (Geck/Clark) RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby recommends an employment contract for D. Roe Darnell, Interim Superintendent/President, 5/3/12 through 1/31/13, based on the salary of the prior Superintendent/President, with terms and conditions as stated in the contract, copies of which are available from Human Resources upon request.

Signature Authorization Roe Darnell M/S/C (Tomkins/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify adopt Resolution No. 05-12-02 giving signature authorization to Roe Darnell, Interim Superintendent/President from May 3, 2012 until rescinded and does hereby rescind the signature authorization of Kathryn G. Lehner on the same date.

Roll Call Vote: Trustees Tomkins, Geck, Chaniot, Clark, Eriksen, Ubelhart, Haynes – yes

Library/Learning Center – Change Order No. 17 M/S/C (Haynes/Tomkins) 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 \$7,397.

Lake County Center – Change Order No. 4 M/S/C (Tomkins/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 4 for the Lake County Center project to Wright Contracting in the amount of \$17,274.

INFORMATIONAL REPORTS

President’s Report A written report was submitted by Superintendent/President Lehner.

ARCC Report Information on the Accountability Reporting for the California Community Colleges (ARCC) Report was submitted to the Board as part of the Board packet.

Director of Institutional Research, Dr. Charles Duffy, gave a presentation on Mendocino College’s portion of the report. The Board of Trustees and the Superintendent/President discussed the findings in the report.

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:

- Campus activities for the month of May were discussed.
- The Child Development Center received a \$2,500 grant from First 5 Mendocino to help with the final phase of playground renovation for the “Outdoor Classroom.”
- Trustee Haynes, in recognizing Vice President Randall’s resignation, complimented her on her work with the college for the last 12 years and wished her luck in the future.

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

- Vice President Perryman responded to questions about Redevelopment funds.

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. The following was offered in addition:

- Superintendent/President Lehner reported that the Foundation’s investment income is reduced and support of the College may decrease.

Constituents Report Written reports were submitted by the ASMC and Academic Senate.

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

TRUSTEE COMMUNICATION

Trustee Reports

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

Future Agenda Items

- Prohibition on Political Contributions by Payroll Deduction. Possible resolution for Board to consider for the July meeting.
- Refresher to the Board on historical decisions made by the Bond Implementation Planning Committee (BIPC) regarding redistribution of bond funds.
- A report on Student Athletes.

TIME CERTAIN ITEM

Presentation

A presentation on programs for Veterans was given by Kristie Anderson, Director of Admissions and Records. Anderson reported that only twenty percent of colleges in the nation are considered military friendly and Mendocino College is part of that group. The College will be listed in the GI jobs and career manual for veterans. A veterans resource center is available on campus. There are 79 students the program this year with 12 students graduating.

BIG PICTURE

Point Arena

Presentation on Point Arena Field Station

Superintendent/President Lehner commented that the Point Arena property is an amazing piece of property which has been utilized by Mendocino College science students.

Vice President Perryman began the presentation and discussion by advising the Board that at this time the presentation on Point Arena Field Station is for the Board's information and they are not being asked to take any action at this time. Staff and Faculty members presented information on the status of Point Arena Field Station, the numbers of students who are able to use the property each year, the benefits to students in both biological science and earth science, the use by MESA students, and projected costs for repair and maintenance.

Vice President Perryman discussed the possible options on the property:

- Leave the property "status quo" no changes.
- Maintain the cinder block buildings only and turn them into classrooms. Do not maintain the four residence buildings which will make the property available for day use only.
- Follow the Academic Senate recommendation to use the contingency money from current projects that is left when a project is completed.
- Work with the Trust for Public Lands requesting to get an appraisal on the property and enter into a two-year option for them to buy the property. the two-year option could be rescinded by the District at any time during the option period without penalty. The Bureau of Land Management (BLM) would own the property and BLM would enter into a long term agreement with the College to use the land.

The College's Point Arena Committee presented a proposal of their own. They proposed the that District provide approximately \$2 million to upgrade the property with a cost of approximately \$50,000 a year to maintain the property.

Vice President Perryman advised the Board that more work needs to be done with broader discussions involving staff and that all options would be considered. This subject will be placed on the agenda at a future meeting.

CLOSED SESSION

The Board adjourned to Closed Session at 8:50 PM.

The Board returned to Open Session at 9:20 PM.

Superintendent/ President Search

The Board reviewed how the process had been done in previous Superintendent/President searches. Following discussion a suggestion was made to include a member of the Lake County Friends of Mendocino College.

M/S/C (Chaniot/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby authorizes a contract with Professional Personnel Leasing (PPL) to conduct a search process for Superintendent/President and hereby establishes a Search Committee to assist PPL in this process including:

- Vice-President of Administrative Services, Chair of the Search Committee
- Vice-President of Education and Student Services (when employed)
- 2012-13 President and Vice-President of the Academic Senate
- 2012-13 President and Vice-President of the Classified Senate
- 2012-13 President and Vice-President of M/S/C Group
- ASB President
- Executive Assistant – Superintendent/President
- Representative - Mendocino College Foundation
- Representative - Lake County Friends of Mendocino College
- Trustee appointed by the Board (non-voting observer)
- Director of Human Resources (non-voting coordinator)

ADJOURNMENT

M/S/C (Haynes/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 9:46 PM.

Submitted by:

D. Roe Darnell, Superintendent/President
Secretary, Board of Trustees

ITEM NO: 3.1
DATE: June 6, 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
Foreman	Danielle	Assistant Teacher-Sub	Child Development	5/3/2012	6/30/2012
Hernandez	Rosa	Fin Aid Part-time Spec	Financial Aid	6/4/2012	6/30/2013
Madrigal	Tersita	Math Tutor	Learning Center	5/7/2012	6/30/2013
Padilla	Michael	Math Tutor	Learning Center	5/7/2012	6/30/2013
Schimada	Machiko	Math Assesment Advisor	Learning Center	5/7/2012	6/30/2013

ITEM NO. 3.2
DATE: June 6, 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 - June

Name	Position	Location	Date Submitted
Bodea, Timothy	Computer Science Instructor	Online	5/18/2012
Espy, Frank	Physical Ed - General Instructor	Ukiah	5/18/2012
Galvan, Erika	DRC Counselor, Part-Time Hourly	Ukiah	5/18/2012
Giuffrida, Mike	English - Instructor	Ukiah	5/18/2012
Gray, Gary	Business - Instructor	Online	5/18/2012
Holl, Merie	EOPS Counselor, Part-Time Hourly	Ukiah/Lake	5/18/2012
Larsen, Ingrid	DRC Counselor, Part-Time Hourly	Ukiah	5/18/2012
Lee, Victoria	English as a Second Language Instructor	Ukiah	5/18/2012
Mendoza, Alicia	CAMP Counselor	Ukiah	5/18/2012
Prado, Xochitl	Business - Instructor	Online	5/18/2012
Vicory, Chris	Physical Ed - General Instructor	Ukiah	5/18/2012
Woll, Lily	English as a Second Language Instructor	Ukiah	5/18/2012

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 Board of Trustees 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
John R Bothwell	Assist students in Summer Math Lab – Willits
Jane Kesey, Wade Koeninger	Coordinate the "Adopt-A-Fifth Grader" program for the Foundation

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: June 6, 2012

SUBJECT: LEAVE OF ABSENCE

SYNOPSIS:

Request for partial unpaid leave of absence from Rhea Hollis

RECOMMENDATION:

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

ANALYSIS:

Rhea Hollis, Counselor/Coordinator-Disability Resource Center, has requested a 0.20 FTE unpaid leave of absence for 2012-13.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby approves a 0.20 FTE unpaid leave of absence for Rhea Hollis for 2012-13.

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:

Categorical funding for this position has now been secured for 2012-13.

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 Nora Danning, Instructor-Nursing, for 2012-13.

SUBJECT: EMPLOYMENT – EDUCATIONAL ADMINISTRATOR

SYNOPSIS:

Employment of the Director of Student Life and Athletics

RECOMMENDATION:

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

ANALYSIS:

Mike Mari completed a MA in Education from the University of Phoenix and a BS in Kinesiology from Humboldt State University. From 2002-2004, he was employed as the Athletic Director/Head Football Coach for St. Bernard's Catholic School in Eureka, California, and for 2011-12, worked as the Interim Athletic Director and Head Football Coach for Mendocino College. From 2004-2010 Mike was also employed by Mendocino College as a Part-Time Instructor, Assistant Coach-Football, Outreach Specialist and Eligibility Coordinator.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College hereby approves an Educational Administrator Contract, per EC 72411(a), for Michael Mari, Director of Student Life and Athletics for 7/1/12-6/30/13.

SUBJECT: EMPLOYMENT – TENURE-TRACK FACULTY

SYNOPSIS:

Employment of full-time, tenure-track faculty

RECOMMENDATION:

To be presented at the Board meeting

ANALYSIS:

Instructor-Chemistry - TBA

Counselor (with an emphasis on Native American support) – TBA

MOTION/ACTION:

To be presented at the Board meeting.

SUBJECT: RECLASSIFICATION

SYNOPSIS:

Reclassification of Nursing Program Support Specialist

RECOMMENDATION:

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

ANALYSIS:

The grant-funded Nursing Program Support Specialist position was recently reviewed because it has been a number of years since the Nursing program was established and the position was created. Due to the growth of the program and the required coordination and monitoring of various program regulations and activities, it was recommended that the position be reclassified to Range 25 on the Classified Salary Schedule because it is more similar to positions assigned to that range.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the reclassification for Ginger Bushway, Nursing Program Support Specialist, effective 7/1/12.

ITEM NO: 3.9
DATE: June 6, 2012

SUBJECT: 2011-12 TENTATIVE AGREEMENT
MENDOCINO COLLEGE FEDERATION OF TEACHERS/MCFT

SYNOPSIS:
2011-12 Tentative Agreement between the District and MCFT (Full-Time Faculty)

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

ANALYSIS:
Representatives of the District and MCFT have tentatively agreed to the attached 2011-12 contract revisions.

MOTION/ACTION:
RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the attached 2011-12 Tentative Agreement between the District and MCFT.

TENTATIVE AGREEMENT - MLCCCD AND MCFT, 2011-12

AMEND ARTICLE 4 – AGENCY SHOP, DUES AND PAYROLL

4.4 Membership Termination and Re-enrollment

By notifying the MCFT President or Vice-President in writing during the month of May, former members may re-enroll and MCFT members may terminate their membership in MCFT, and electing to become a service fee payer by completing a new dues form. MCFT will request that Human Resources provide a Dues Form (Exhibit 1) to the member for completion. The new status will be effective July 1.

ARTICLE 7 – WORKLOAD

Amend:

7.1 Work Year and Work Days

The base work year for faculty will consist of one hundred seventy-five (175) days, including:

- the 164 instructional days and two (2) district-organized, mandatory-attendance professional development/flex days designated on the academic calendar; and**
- nine (9) individually-designed professional development/flex days, fifty-four (54 hours), six (6) hours/day. Two of the nine days are designated for work on Program Review and SLO assessment.**

Add:

7.1.1 Development of the Academic Calendar

In compliance with the District's Integrated Timeline, the President's Policy Advisory Committee (PPAC) will propose the annual Academic Calendar which will be forwarded to the MCFT Executive Committee. Upon receipt, it will immediately be sent to unit members for review and feedback. If no significant issues are received, as determined by the MCFT Executive Committee, the calendar will be approved by the committee and PPAC will be so notified. Any significant issues will be forwarded to PPAC for consideration. Changes made to the Academic Calendar by PPAC in response to issues raised by MCFT will be final. PPAC may consult with the MCFT Executive Committee as needed.

Amend:

7.14 Additional responsibilities for Specified Faculty Positions

Additional responsibilities for the following full-time faculty positions are included in the District job descriptions: ~~Instructor/Head Coach Athletic Director~~

Amend:

7.8 Reassigned Time

Reassigned time will be assigned as follows:

Chair, Curriculum Committee, 40%

President, Academic Senate, 40%

President, MCFT ~~Executive Committee~~, 20% 40%

Vice-President, Academic Senate, 20%

AMEND ARTICLE 8 – EVALUATION PROCESSES

(Instructor)

8.1.4.1 Composition of Evaluation Teams

The responsible Dean will establish evaluation teams in consultation with the MCFT President and serve as the Team Leader when on the team.

(When the Dean does not serve on the team, the team members will designate a Team Leader.) The ~~MCFT Academic Senate~~ will appoint the faculty peers. Whenever possible, the faculty peers will be appointed on a departmental or divisional basis. **In the event that a faculty peer can no longer serve on the team, the MCFT will appoint a replacement.**

(Counselor)

8.2.4.1 Composition of Evaluation Teams

The responsible Dean will establish evaluation teams in consultation with the MCFT President and serve as the Team Leader when on the team.

(When the Dean does not serve on the team, the team members will designate a Team Leader.) The ~~MCFT Academic Senate~~ will appoint the faculty peers. Whenever possible, the faculty peers will be appointed on a departmental or divisional basis. **In the event that a faculty peer can no longer serve on the team, the MCFT will appoint a replacement.**

(Head Librarian)

8.3.4.1 Composition of Evaluation Team

The responsible Dean and one faculty peer will comprise the evaluation team. When a probationary evaluation is conducted, a second faculty peer will be added to the team and the team will remain constant throughout the tenure process. The Dean will establish the evaluation team in consultation with the MCFT President and serve as the Team Leader. The **MCFT Academic Senate** will appoint the faculty peers. Whenever possible, the faculty peers will be appointed on a departmental or divisional basis. In the event that a faculty peer can no longer serve on the team, the Academic Senate will appoint a replacement. **In the event that a faculty peer can no longer serve on the team, the MCFT will appoint a replacement.**

AMEND ARTICLE 10 – SALARY

Renumber current 10.6 to 10.7, 10.7 to 10.8, 10.8 to 10.9 and 10.9 to 10.10 and insert:

10.6 Stipend-Music

Music faculty who direct a large musical ensemble (Masterworks Chorale and Symphonic band) will receive a \$2,000 stipend per semester for the duties listed below, which are above and beyond instructional time, if the production is offered for credit, is scheduled longer than ten (10) weeks, and the faculty member isn't paid by an outside organization. (When the Full-Time Faculty Salary Schedule increases by an overall percent, this stipend will increase by the same percent.)

Musical Ensemble Responsibilities

Publicity

Budget management

Program preparation

Research and preparation

Rehearsal schedule development and coordination

Acquiring permission to use material

Coordination with other departments as needed

Follow-up after completion of production

Purchasing music

Music library maintenance

Instrument inventory maintenance

10.7 Stipend-Assisting Part-Time Instructors

Instructors will be paid a stipend of \$75 **\$100** per semester for each part-time Instructor they assist in their discipline (except Instructor/Directors who have supervision of part-time Instructors as part of their job description). Where there is more than one Instructor in a discipline, they will jointly determine the part-time Instructors they will assist. If an Instructor does not have a full load, the stipend will be paid only if there is written approval by the responsible Dean. **(Whenever the Full-Time Faculty Salary Schedule increases by an overall percent, this stipend will increase by the same percent.)**

AMEND ARTICLE 11 – EMPLOYEE BENEFITS

11.2 Retiree Health Benefit Plan

11.2.2.2 Retiree coverage will terminate at age 65. Coverage for the spouse/registered domestic partner will be for a maximum of fifteen (15) years, or to age 65, whichever occurs first. Dependent children are covered until age **25 26**, per current plan specifications.

11.3.7 Child Care Subsidy

The District will budget \$5,000 per year for a child care subsidy for full-time faculty for their children who are attending the college child care center. Each semester, \$2,500 will be made available to full-time faculty who apply for the subsidy in writing to Human Resources prior to the beginning of the semester. This amount will be prorated based on one child per full-time faculty member who will attend the Child Care Center. More than one child per full-time faculty member can qualify for the subsidy each semester if no other full-time faculty apply for the subsidy.

AMEND ARTICLE 14 – LEAVES

14.6 Personal Necessity Leave

14.6.1 Up to six (6) days of sick leave may be used each work year for the following personal necessity reasons:

- a. Serious illness or death of an immediate family member when additional leave is required beyond that provided in Bereavement Leave, Section 14.2.
1. **The six day limit may be waived by the District under extenuating circumstances such as the death or catastrophic illness or injury of the employee's spouse, parent or child.**

AMEND ARTICLE 18 – DURATION

- 18.1** This contract is effective from July 1, ~~2009~~ **2012**, through June 30, ~~2012~~ **2015**. Each party may reopen negotiations under Article 10 (Salary), Article 11 (Employee Benefits), and Article 18 (Duration), and up to an additional four articles each year.

Revisions to Flex Handbook: GUIDELINES FOR PROFESSIONAL DEVELOPMENT ACTIVITIES

- 2. Sample Activities:** Mendocino College faculty members must propose professional development activities within one or more of these categories: staff improvement, student improvement or instructional improvement. (See Form 100, Mendocino College Flexible Calendar Agreement.)

Note: Approved activities must be supplemental to full-time faculty responsibilities outlined in the collective bargaining agreement, except 12 flex hours per year must be spent on SLO assessments and program review each year due to agreement with MCFT and a change in the academic calendar beginning 2010-11.

A. Staff Improvement

(1-7 ok)

~~8. Wellness activities that assist individuals to be physically and mentally better able to perform their jobs (e.g. humor in the workplace, stress reduction, self-defense, nutrition, exercise, weight reduction)~~

~~9-8.~~ Learning a second language to better communicate with the diverse student population

~~10.~~ 9. Disaster preparedness (e.g., district procedures, first aid, review of facilities to determine areas of need)

~~11.~~ 10. Improving or learning how to deal with computers and technology

~~12.~~ 11. New full-time faculty orientation

AGREED:

Catherine Indurcia 5/25/12
MCFT Date

Loren Chatz 5/24/12
MLCCCD Date

SUBJECT: EMPLOYMENT - CLASSIFIED

SYNOPSIS:

Employment of a Laboratory Technician-Automotive Technology

RECOMMENDATION:

The Superintendent/President recommends approval of this Board item.

ANALYSIS:

Nick Rhoades

Laboratory Technician-Automotive Technology

10 mo/yr, 20 hrs/wk

Effective 8/15/12

Nick is a graduate of Anderson Valley High School. He has completed Automotive Technology courses at Mendocino College and worked as an hourly instructional assistant in the department. Nick has also worked as an Automotive Technician for Ken's Auto Repair, Ukiah, and as a Ranch Mechanic for Johnson Ranch in Boonville.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby employs Nick Rhoades as a Laboratory Technician-Automotive Technology, 10 months/year, 20 hours/week, effective August 15, 2012.

SUBJECT: AMENDED CONTRACT – PROFESSIONAL EXPERT

SYNOPSIS:

Approval of employment extension for Orion Walker is requested

RECOMMENDATION:

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

ANALYSIS:

Education Code, Section 88003, authorizes a governing board to hire professional experts on a temporary basis for a specific project, regardless of length of employment. These employees are not part of the classified staff or faculty.

Employment of Orion Walker, Sustainable Technology Program Coordinator, was previously approved for 9/1/11-5/31/12. Currently, there is a need and sufficient funding to extend his employment for the 2011-12 fiscal year through 6/30/12.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby employs Orion Walker as Sustainable Technology Program Coordinator, September 1, 2011, through June 30, 2012,

ITEM NO: 4.1
DATE: June 6, 2012

SUBJECT: FISCAL REPORT AS OF APRIL 30, 2012

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of April 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 April 30, 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	\$6,959,672	\$4,576,704	60%
	Board of Governors Grant	17,008	14,287	2,721	84%
	Basic Skills	180,000	165,600	14,400	92%
	Part-time Faculty Office Hours	2,655	2,230	425	84%
	Part-time Faculty Compensation	56,316	48,145	8,171	85%
	Other Categorical Apportionments	1,151,483	859,265	292,218	75%
	TANF	43,292	36,365	6,927	84%
	DSPS	296,379	241,688	54,691	82%
	CALWORKS	136,847	114,951	21,896	84%
	BFAP	170,680	148,210	22,470	87%
	Matriculation	142,549	119,669	22,880	84%
	EOPS	284,822	246,684	38,138	87%
	EOPS CARE	39,838	33,464	6,374	84%
	MESA	50,500	37,875	12,625	75%
	Other Categorical Program Allowances	107,687	80,226	27,461	74%
	State Subventions	104,166	31,677	72,489	30%
	Lottery	450,000	269,593	180,407	60%
	Mandated Cost Reimbursements	3,570	3,570	0	100%
	Other State Revenue	22,850	11,600	11,250	51%
	TOTAL STATE SOURCES	\$14,797,018	\$9,424,771	\$5,372,247	64%
LOCAL	Property Taxes	\$5,560,133	\$4,561,243	\$998,890	82%
	Local Contributions/Grants/Donations	166,175	66,175	100,000	40%
	Contract Instructional Services	21,078	13,939	7,138	66%
	Rents/Leases (Facilities Use)	15,000	9,837	5,163	66%
	Interest	17,000	10,569	6,431	62%
	Community Extension	13,157	13,017	140	99%
	Student Fees	944,260	957,101	-12,841	101%
	Bookstore Commission	60,000	52,047	7,953	87%
	Other Local Revenue	249,391	208,614	40,777	84%
	Transfer in from Other Funds	212,524	22,524	190,000	11%
	TOTAL LOCAL SOURCES	\$7,258,718	\$5,915,067	\$1,343,651	81%
	TOTAL REVENUES	\$22,985,101	\$15,849,761	\$7,135,340	69%
TOTAL RESOURCES AVAILABLE		\$26,604,676			
EXPENDITURES					
	Certificated Salaries	\$8,711,296	\$7,212,467	\$1,498,829	83%
	Classified Salaries	5,170,156	4,108,158	1,061,998	79%
	Benefits	5,724,662	4,760,650	964,012	83%
	Subtotal Personnel Costs	\$19,606,114	\$16,081,274	\$3,524,840	82%
	Supplies	\$884,168	\$458,138	\$426,030	52%
	Services	2,240,769	1,532,227	708,542	68%
	Capital Outlay	471,810	209,686	262,124	44%
	Transfers/Other Outgo	549,928	167,898	382,030	31%
	TOTAL EXPENDITURES	\$23,752,787	\$18,449,222	\$5,303,565	78%
	Ending Fund Balance	\$2,851,888			
TOTAL EXPENDITURES/CONTINGENCY		\$26,604,676			

SUBJECT: MENDOCINO COLLEGE 2012-13 CATALOG

SYNOPSIS:

Board of Trustees approval is requested for the 2012-13 Mendocino College Catalog.

RECOMMENDATION:

The Superintendent/President recommends approval of the 2012-13 Mendocino College Catalog.

ANALYSIS:

This catalog reflects all course and program additions, modifications and revisions approved by the Curriculum Committee in 2012-13.

Included in the program revisions is the addition of the new Associate Degrees for Transfer in Administration of Justice, Business Administration, English, Geology, and Political Science. Additionally certificates in Business Retail Management and Sustainable Technology Entrepreneurship have been added.

The catalog has been reformatted to be more user friendly.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2012-13 Mendocino College Catalog.

SUBJECT: DISTRICT ORDER OF PRIORITIES FOR FIVE YEAR CAPITAL
OUTLAY PLAN, 2014-2018

SYNOPSIS:

Board of Trustees adoption of District Order of Priorities for Five Year Capital Construction Plan for 2014-2018.

RECOMMENDATION:

The Superintendent/President recommends approval of the Five Year Plan Order of Priority.

ANALYSIS:

Each year the District is required to submit a five-year plan for capital construction to the Chancellor's Office; this plan is based on the "District Order of Priorities" as established by the Board.

The State funded construction projects must meet criteria set by the Facilities Planning Section of the Chancellor's Office, California Community Colleges. The Board of Governors of the California Community Colleges sets priorities for funding of projects in categories A, B and C, etc. Projects are funded by the state based on the top priority category with "A" representing the highest priority down. Within each of these categories projects are funded based on justified needs of health and safety hazards, as well as classroom, laboratory, office and library footage to WSCH ratios.

The proposed listing of capital construction projects in the recommended order of priority is:

PROJECTS IN PRIORITY NUMBER

1. Lake County Center
2. Willits/North County Center
3. Student Center/Cafeteria/Bookstore
4. Allied Health/Nursing Facility

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the District Order of Priorities for the 2014-2018 Five-Year Capital Construction Plan as presented.

SUBJECT: CalSTRS 403(b) PLAN COMPLIANCE

SYNOPSIS:

Board resolution authorizing CalSTRS to provide 403(b) compliance services for the District

RECOMMENDATION:

The Board Chair recommends that this item be approved as presented.

ANALYSIS:

Pursuant to a change in federal law several years ago, school districts may enter into a contract with a Third Party Administrator to provide administrative services for tax sheltered annuities in order to comply with complex IRS regulations. In 2007, this District, along with other local schools, entered into an agreement with CalSTRS 403(b) Comply for such services. Our initial Board resolution authorized administrative services for employee-paid 403(b) annuities for permanent employees.

The attached proposed agreement would also authorize Cal STRS 403(b) Comply to provide administrative services for an employer-paid 403(b) for Interim Superintendent/President as included in the employment contract recently approved by the Board.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopts Resolution No. 06-12-01, to provide through CalSTRS 403(b) Comply, an employer-paid 403(b) for Interim Superintendent/President, effective June 1, 2012.

BOARD RESOLUTION NO. 06-12-01

Formal Action of the Mendocino Lake Community College District

(Name of Governing Board)

For the Mendocino Lake Community College District

(Name of Education Agency)

Herein referred to as the “Employer”

Whereas, the Board of Education (“Board”) wants to provide a 403(b) Plan Compliance and Administration Program for Interim Superintendent/President by allowing CalSTRS to provide direction and guidance while remaining compliant with regulations imposed by the Internal Revenue Service, effective January 1, 2009; and

Whereas, The California State Teachers’ Retirement System (CalSTRS) 403bComply offers Plan Compliance and Administration. CalSTRS’ relationship with California school employees and school districts and its reputation for fiduciary integrity make it uniquely positioned to fill the need for a compliance program that people can trust and rely on; and

Whereas, the Board wishes to approve a Written Plan that shall comply with Section 403(b) of the Internal Revenue Code (the “Code”) and applicable regulations; and

Whereas, the Board agrees to adopt the CalSTRS 403(b) Plan Compliance and Administration Program as presented in the Contract attached hereto;

Whereas, the Board agrees to adopt the 403(b) Written Plan and accompanying Adoption Agreement attached hereto;

Therefore, be it resolved that the Board hereby elects by formal action to provide a Compliance and Administrative Program, adopts said program and authorizes the Board Chair or his/her designee to take all action necessary to enforce the Contract; and

Therefore, be it resolved that the Board hereby elects by formal action to approve the 403(b) Written Plan, adopts said Plan and authorizes the Board Chair or his/her designee to take all action necessary to act as the Employer’s 403(b) Plan Administrator, for purposes of implementing and overseeing the 403(b) Written Plan; and the 403(b) Plan Administrator is hereby authorized to execute any and all legal documents on behalf of the Employer and to take whatever additional actions that are necessary to maintain the 403(b) Plan in compliance with relevant laws and/or regulations.

And that as a result of this election and adoption, said CalSTRS 403(b) Plan Compliance and Administration Program shall go into effect on: June 1, 2012;

And that as a result of this election and adoption, said 403(b) Written Plan shall go into effect on: June 1, 2012;

June 1, 2012

23

051

Effective Date

County Code

District Code

Joel Clark, Mendocino-Lake Community College District

Board President

Name of Authorized Board Member or Delegated Agent of Board

Position Held

6/6/12

Signature of Authorized Board Member or Delegated Agent of Board

Date Signed

Karen Chaty, Director of Human Resources

707-468-3065

Contact Name

Contact Telephone Number

Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482

SUBJECT: LOWERY STUDENT CENTER – AWARD BID

SYNOPSIS:

Award of bid for the Lowery Student Center buildings

RECOMMENDATION:

The Superintendent/President will make a recommendation at the Board meeting regarding award of the bid for the Lowery Student Center.

ANALYSIS:

Measure W was approved by the voters of Lake and Mendocino Counties in November 2006. Included in this measure was the renovation of the Lowery Library into the Lowery Student Center.

The move of the existing library into the new Library/Learning Center building is schedule for completion in June 2012. Bidding this project in April and awarding in June will allow the project to begin as soon as the existing library is vacated.

Bids will be opened on May 31. A recommendation will be presented to the Board meeting.

MOTION:

To be made at the meeting.

ITEM NO: 5.1
DATE: June 6, 2012

SUBJECT: 2012/13 TENTATIVE BUDGETS

SYNOPSIS:

Board of Trustees consideration of the adoption of the 2012/13 Tentative Budgets.

A public hearing on the proposed Adopted 2012/13 budgets will be held at the regular Board of Trustees meeting in September.

RECOMMENDATION:

The Superintendent/President recommends the adoption of the 2012/13 Tentative Budgets for the Mendocino-Lake Community College District General Fund, Debt Service Fund, Child Care Fund, Capital Projects Fund, Bond Projects Fund, Special Reserve Fund, Health Fund, Student Representation Fee Fund, Student Center Fund, and Student Financial Aid Award Projections, as shown in Attachments A through J.

ANALYSIS:

All California Community College Districts are required to adopt Tentative Budgets for the coming fiscal year and transmit them to the County Superintendent of Schools prior to July 1 of the current year. The Tentative Budgets reflect the best estimates of coming year revenues and expenditures known at the time of submission. Since the State of California typically does not adopt its budget until after June 15, significant changes in projected revenues and expenditures can be anticipated for the September Adopted Budget.

BEGINNING BALANCE

The projected 2012/13 General Fund beginning balance is \$2,852,348 based on the 2011/12 estimated actual ending balance. \$2,670,455 of the projected 2012/13 beginning balance is unrestricted. Currently over \$150,000 of prospective expenditures are encumbered. Actual expenditure levels cannot be determined until the current year's books are closed and those encumbrances are resolved.

REVENUE:

The General Fund revenue included herein is based on the most recent 2012/13 fiscal year budget information received from the Governor's Budget, the Chancellor's Office, the Community College League of California, and School Services of California.

Apportionment Base/ Restoration/Stability

This proposed Tentative Budget assumes that the District will report an enrollment of 2647 FTES for 2011/12 which is less than our enrollment base of 3097 FTES for which the District will receive stability funding; it will be provided again in 2012/13 only to the extent that our prior year stability FTES are restored.

COLA Revenue

The most recent information received from School Services of California includes a 3.24% statutory COLA for 2012/13 that is not expected to be funded due to the State's financial woes; therefore this proposed Tentative Budget reflects no additional COLA revenue on general apportionment.

Growth Revenue

The Governor's Budget includes no growth revenue for 2012/13.

Enrollment Fees

The Governor's Budget increases student fees from \$36 per unit to \$46 for 2012/13; this increase will generate additional revenue system wide which will be used to offset cuts in apportionment revenue.

Apportionment

The Governor's Budget assumes the passage of new taxes to be ratified by a vote of the people in November. This budget reflects a positive outcome for the tax initiative; however we are identifying additional cuts to take effect on January 1 in case the tax initiative is unsuccessful. Failure of the tax initiative would mean a net reduction in State apportionments for community colleges of approximately \$286.5 million or a \$900,000 reduction for Mendocino College for 2012/13.

EXPENDITURES:

Salaries, Wages, and Benefits

Due to cuts in the State Budget, staff vacancies have been 'frozen' for the time being with the annual projected savings to be approximately \$1 million. Prior year reductions in various expenditure accounts have been carried forward into the 2012/13 budget year. This budget reflects twelve months of the 4% salary increase granted employees last January for an additional cost of \$186,000. It also includes a net total of \$301,000 for additional positions: one chemistry instructor, a counselor, a Director of Student Life/AD, a Auto lab tech position, additional hours for the chemistry lab technician, additional temporary custodial funding for the new Library/LC, and \$150,000 for additional course sections taught by part time faculty.

Projected 2012/13 costs for all currently authorized positions are reflected in this budget, including step and longevity increments for which current staff are eligible. The cost of these increments is approximately \$200,000. Salaries and wages are budgeted according to the terms of the current collective bargaining agreements. This proposed budget does not include expenditures which may result from future collective bargaining settlements.

The General Fund Budget includes a payment to the Health Fund equal to \$1,936 per plan participant per month or \$23,232 per year which is the same rate as the prior year. This rate may be adjusted during the year as actual health costs become known.

Our State unemployment insurance rate is decreasing from 1.61% to 1.10% which will decrease our payroll costs by \$81,000 for 2012/13.

The proposed 2012/13 June Tentative Budget includes a PERS (Public Employee Retirement System) District contribution rate of 11.417%, an increase from the 2011/12 rate of 10.923% which will result in \$27,000 of additional costs.

The Tentative Budget includes a STRS (State Teachers Retirement System) District contribution rate of 8.25%, unchanged from 2011/12.

Supplies and Services

Departmental supplies and services budgets reflect the continuation of significant reductions that were made in the prior three years and include an additional \$60,000 in cuts to the election budget for 2012/13. \$160,000 was included in this budget to reflect the annual maintenance fees for our Datatel computer software.

Capital Outlay

At this time, unrestricted funding for capital outlay within the General Fund has nothing budgeted for non-instructional equipment and \$30,000 budgeted for electronic journals for the library.

CATEGORICAL PROGRAMS

The proposed June Tentative Budget includes over thirty categorical programs, totaling approximately \$2.9 million. Categorical revenues are projected based on tentative information from various state and federal agencies. \$427,663 of General Fund monies have been set aside in 2012/13 to backfill categorical programs that have been previously cut in the State Budget by 14.7% (\$405,000) in 08/09 and 57.2% (\$1.3 million) in 09/10. Until a 2012/13 State budget is adopted, some degree of uncertainty will prevail as to categorical program budgets.

ENDING BALANCE

The projected 2012/13 unrestricted ending fund balance is \$1,627,789 or 7.9% of expenditures and transfers. Total unrestricted expenditures and transfers exceed revenue by \$1,042,666 which is in violation of Board Budget Parameters. This deficit reflects the continued reduction in apportionment revenue from the State over the last four years and reduces our reserves by a like amount.

In summary, the primary new expenditures in this budget are:

- Additional six months of salary increase estimated to be \$186,000.
- Additional positions of \$301,000
- Step and longevity increases estimated to be \$200,000.
- Datatel maintenance fees of \$160,000.

Typically, District expenditures are known with greater accuracy than revenues at this time. The 2012/13 beginning balance will also be more precisely projected by the time the Adopted Budget is presented. In the event of timely passage of the State Budget, more accurate revenue information will be available in time for inclusion in the September Adopted Budget.

OTHER FUND BUDGETS:

The Debt Services Fund Budget (Attachment B), was included for the first time in 2009/10 to reflect the debt service payments on the Solar project. This portion of the project was funded by municipal lease bonds and the debt service will be offset by the energy savings from the solar field and PG&E rebates.

The Child Care Fund Budget (Attachment C), reflects a program similar to the 2011/12 program. The estimated increased costs for salary step and column advancements are included in this budget. The proposed budget reflects a general fund subsidy of \$95,157.

The Capital Projects Fund Budget (Attachment D), includes projected revenues and expenditures as well as reserves set aside for specific capital projects other than those funded from Measure “W” bond proceeds.

The Bond Projects Fund Budget (Attachment E), includes projected revenues, expenditures, and reserves for all Measure “W” Bond Projects anticipated from Series A/B bond proceeds.

The Special Reserve Fund Budget (Attachment F), includes reserves for accrued vacations, load banking, GASB 45 requirements, and self insurance (active/retiree health plans, property, liability, and worker's compensation). Accrued vacation and load banking are each reserved at 25% of the total value of vacation and load banking accruals respectively, based on the most recent audited figures.

The Health Fund Budget (Attachment G), identifies those monies set aside for payment of health benefits during the 2012/13 fiscal year. This fund was established when the District made a decision to self-insure these benefits. Revenue is budgeted at \$1,936 per plan participant per month.

The Student Representation Fee Fund Budget (Attachment H), was included for the first time in 2009/10 to reflect the optional \$1 per semester that each student pays to support student government here at the College.

The Student Center Fund Budget (Attachment I), was included for the first time in 2009/10 to reflect the \$1 per unit per semester to a maximum of \$5 that each student pays for equipment and improvements in the Student Center.

The Student Financial Aid Award Projections Budget (Attachment J), reflects a program similar to the 2011/12 program with the exception that the Pell Grant program has been reduced from two disbursements to one per year and the Academic Competitiveness grants have been eliminated.

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the proposed 2012/13 Tentative Budgets as presented and shown on Attachments A through J:

Attachment A	Tentative General Fund Budget, 2012/13
Attachment B	Tentative Debt Service Fund, 2012/13
Attachment C	Tentative Child Care Fund Budget, 2012/13
Attachment D	Tentative Capital Projects Fund Budget, 2012/13
Attachment E	Tentative Bond Projects Budget, 2012/13
Attachment F	Tentative Special Reserve Fund Budget, 2012/13
Attachment G	Tentative Health Fund Budget, 2012/13
Attachment H	Tentative Student Representation Fee Fund, 2012/13
Attachment I	Tentative Student Center Fund, 2012/13
Attachment J	Tentative Student Financial Aid Award Projections, 2012/13

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
GENERAL FUND
2012/13**

	2011/12 REVISED BUDGET			2012/13 TENTATIVE BUDGET		
	Unrestricted Subfund 11	Restricted Subfund 12	Total General Fund Fund 10	Unrestricted Subfund 11	Restricted Subfund 12	Total General Fund Fund 10
BEGINNING FUND BALANCE						
Restricted - Student Health Fee Program		\$210,855	\$210,855		\$181,893	\$181,893
Unrestricted	<u>\$3,408,720</u>		<u>3,408,720</u>	<u>\$2,670,455</u>		<u>2,670,455</u>
TOTAL BEGINNING FUND BALANCE	<u>\$3,408,720</u>	<u>\$210,855</u>	<u>\$3,619,575</u>	<u>\$2,670,455</u>	<u>\$181,893</u>	<u>\$2,852,348</u>
REVENUE:						
A. Federal	\$54,856	\$871,590	\$926,446	\$56,355	\$564,790	\$621,145
B. State	12,170,090	2,213,977	14,384,067	12,530,010	2,197,908	14,727,918
C. Local	6,924,945	101,089	7,026,034	6,967,298	88,080	7,055,378
D. Transfers In	<u>212,524</u>		<u>212,524</u>			<u>0</u>
TOTAL REVENUE	<u><u>\$19,362,415</u></u>	<u><u>\$3,186,657</u></u>	<u><u>\$22,549,072</u></u>	<u><u>\$19,553,663</u></u>	<u><u>\$2,850,778</u></u>	<u><u>\$22,404,441</u></u>
EXPENDITURES:						
A. Certificated Salaries and Wages	\$8,055,353	\$564,521	\$8,619,874	\$8,562,073	\$511,003	\$9,073,076
Classified Salaries and Wages	<u>4,141,216</u>	<u>933,348</u>	<u>5,074,564</u>	<u>4,244,625</u>	<u>801,995</u>	<u>5,046,620</u>
Subtotal Salaries and Wages	<u>\$12,196,569</u>	<u>\$1,497,868</u>	<u>\$13,694,438</u>	<u>\$12,806,697</u>	<u>\$1,312,998</u>	<u>\$14,119,696</u>
Fringe Benefits	<u>\$5,055,656</u>	<u>\$623,934</u>	<u>\$5,679,590</u>	<u>\$5,131,904</u>	<u>\$515,959</u>	<u>\$5,647,864</u>
Total Personnel Costs	<u>\$17,252,226</u>	<u>\$2,121,802</u>	<u>\$19,374,028</u>	<u>\$17,938,601</u>	<u>\$1,828,958</u>	<u>\$19,767,559</u>
B. Supplies	\$621,449	\$220,943	\$842,392	\$450,743	\$210,186	\$660,929
C. Contractual Services	1,673,386	476,306	2,149,693	1,881,306	493,219	2,374,525
D. Capital Outlay	256,225	145,631	401,857	30,521	155,442	185,963
E. Transfers to Student Financial Aid Fund and Other Payments To/For Students		250,936	250,936		196,935	196,935
F. Other Transfers						
Categorical Programs Backfill						
To Health Fund						
To Child Care Fund	97,392		97,392	95,157		95,157
To Debt Service Fund	<u>200,000</u>		<u>200,000</u>	<u>200,000</u>		<u>200,000</u>
	<u>\$297,392</u>	<u>\$0</u>	<u>\$297,392</u>	<u>\$295,157</u>	<u>\$0</u>	<u>\$295,157</u>
TOTAL EXPENDITURES AND TRANSFERS	<u><u>\$20,100,680</u></u>	<u><u>\$3,215,619</u></u>	<u><u>\$23,316,298</u></u>	<u><u>\$20,596,329</u></u>	<u><u>\$2,884,740</u></u>	<u><u>\$23,481,068</u></u>
ENDING FUND BALANCE						
Restricted - Student Health Fee Program		\$181,893	\$181,893		\$147,931	\$147,931
Unrestricted	<u>2,670,455</u> 13.3%		<u>2,670,455</u>	<u>1,627,789</u> 7.9%		<u>1,627,789</u>
TOTAL ENDING FUND BALANCE	<u>\$2,670,455</u>	<u>\$181,893</u>	<u>\$2,852,348</u>	<u>\$1,627,789</u>	<u>\$147,931</u>	<u>\$1,775,720</u>
CHANGE IN RESERVES						
Restricted - Student Health Fee Program		(\$28,962)	(\$28,962)		(\$33,962)	(\$33,962)
Unrestricted	<u>(\$738,265)</u>		<u>(738,265)</u>	<u>(\$1,042,666)</u>		<u>(1,042,666)</u>
TOTAL CHANGE IN RESERVES	<u>(\$738,265)</u>	<u>(\$28,962)</u>	<u>(\$767,227)</u>	<u>(\$1,042,666)</u>	<u>(\$33,962)</u>	<u>(\$1,076,628)</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
DEBT SERVICE FUND
2012/13**

	2011/12 REVISED BUDGET FUND 29	2012/13 TENTATIVE BUDGET FUND 29
BEGINNING FUND BALANCE	\$233,136	\$0
<u>REVENUE:</u>		
A. Interest	\$600	\$600
B. PG&E Incentive	429,548	671,585
C. Transfer from General Fund	200,000	200,000
TOTAL FUNDS AVAILABLE	<u>\$863,284</u>	<u>\$872,185</u>
<u>EXPENDITURES:</u>		
A. Debt service payment	<u>\$863,284</u>	<u>\$872,185</u>
RESERVES	\$0	\$0
TOTAL EXPENDITURES AND RESERVES	<u>\$863,284</u>	<u>\$872,185</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
CHILD CARE FUND
2012/13**

	2011/12 REVISED BUDGET FUND 33	2012/13 TENTATIVE BUDGET FUND 33
<u>REVENUE:</u>		
Federal		
A. Food Program	\$31,000	\$31,000
State		
B. CA State Preschool Program	153,884	153,884
C. CalWORKS via North Coast Opportunities	19,000	19,000
D. Food Program	2,000	2,000
E. General Contract	133,856	133,856
F. Instructional Materials Grant	0	0
G. Renovation and Repair Grant	33,485	18,000
Local		
H. Parent Fees - Certified/Subsidized	9,000	9,000
I. Parent Fees - Non-Certified/Full Fee	21,500	21,500
J. Interest	(150)	(150)
K. NCO CAPP Program	5,500	5,500
L. Other Local Income	100	2,600
Transfers		
M. General Fund Subsidy	97,392	95,157
N. CalWORKS College Grant		
 TOTAL REVENUE	 <u><u>\$506,567</u></u>	 <u><u>\$491,347</u></u>
<u>EXPENDITURES:</u>		
A. Personnel Costs		
1. Salary and Wages		
Classified Regular	173,756	174,729
Classified Hourly	121,991	121,991
	<u>\$295,747</u>	<u>\$296,720</u>
2. Benefits	<u>\$140,200</u>	<u>\$139,774</u>
Total Personnel Costs	\$435,947	\$436,494
B. Supplies	\$17,744	\$17,744
C. Contractual Services	\$16,609	\$16,609
D. Capital Outlay	<u>\$36,267</u>	<u>\$20,500</u>
 TOTAL EXPENDITURES	 <u><u>\$506,567</u></u>	 <u><u>\$491,347</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
CAPITAL PROJECTS FUND
2012/13**

	2011/12 REVISED BUDGET FUND 41	2012/13 TENTATIVE BUDGET FUND 41
BEGINNING FUND BALANCE		
Unrestricted	698,201	465,552
TOTAL BEGINNING FUND BALANCE	<u>\$698,201</u>	<u>\$465,552</u>
<u>REVENUE:</u>		
A. Interest	\$4,000	\$4,000
B. Energy System Upgrade Rebates/Loans	600,000	600,000
C. Redevelopment Agency	5,000	5,000
D. NCCCSIA Return of Equity	70,000	58,000
TOTAL REVENUES	<u>\$679,000</u>	<u>\$667,000</u>
TOTAL FUNDS AVAILABLE	<u><u>\$1,377,201</u></u>	<u><u>\$1,132,552</u></u>
<u>EXPENDITURES AND TRANSFERS:</u>		
A. Science Building	\$15,000	
B. Energy System Upgrade	600,000	600,000
C. HVAC Upgrades	35,000	15,000
D. Lake Center	8,000	5,000
E. Security Systems	37,500	10,000
F. Other Capital Projects	26,149	25,000
G. Transfer to General Fund	190,000	
TOTAL EXPENDITURES	<u>\$911,649</u>	<u>\$655,000</u>
<u>RESERVES:</u>		
A. Other Capital Projects	465,552	477,552
TOTAL RESERVES	<u>\$465,552</u>	<u>\$477,552</u>
TOTAL EXPENDITURES AND RESERVES	<u><u>\$1,377,201</u></u>	<u><u>\$1,132,552</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
BOND PROJECTS FUND
2012/13**

	2011/12 REVISED BUDGET FUND 43	2012/13 TENTATIVE BUDGET FUND 43
BEGINNING FUND BALANCE	\$435,245	\$7,376,650
Estimated Carryover		\$10,116,770
REVENUE:		
Series B bond proceeds	\$37,499,792	
Interest	111,490	27,688
TOTAL REVENUES	<u>\$37,611,282</u>	<u>\$27,688</u>
TOTAL FUNDS AVAILABLE	<u><u>\$38,046,527</u></u>	<u><u>\$17,521,108</u></u>
Project #		
Bond Project Management		
717320 Salary and Benefits	\$245,876	\$248,160
717320 Consultants	25,000	2,500
717320 Supplies, Services, & Equipment	50,000	18,200
Subtotal, Bond Project Management	<u>\$320,876</u>	<u>\$268,860</u>
717010 Disabled Access Improvements	10,000	
717020 Energy Projects	18,214	
717030 Flooring Replacement	25,000	25,000
717050 Other Campus Infrastructure	367,418	
717060 Point Arena Field Station	10,000	65,948
71707X Renovation for Instructional and Student Services	45,000	
717170 Allied Health/ Nursing Facility	200,000	75,000
717190 Library/Learning Center	11,557,225	2,806,500
717200 Student Center Cafeteria (renovate current Library Bldg.)	2,660,091	3,260,000
717210 Maintenance/Warehouse	222,687	
717240 Modernize Vocational Program Facilities and Equipment	140,000	60,000
717270 Integrated Information System	300,000	130,076
717300 Lake County Center	11,360,018	6,372,170
717310 Willits/Northern Mendocino County Center	2,508,348	4,415,000
000000 Other Bond Projects	500,000	
Subtotal, Bond Projects	<u>\$29,924,001</u>	<u>\$17,209,694</u>
000000 Contingency	425,000	42,554
TOTAL EXPENDITURES	<u><u>\$30,669,877</u></u>	<u><u>\$17,521,108</u></u>
RESERVES:	<u><u>\$7,376,650</u></u>	<u><u>\$0</u></u>
TOTAL EXPENDITURES AND RESERVES	<u><u>\$38,046,527</u></u>	<u><u>\$17,521,108</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
SPECIAL RESERVE FUND
2012/13**

	2011/12 REVISED BUDGET FUND 61	2012/13 TENTATIVE BUDGET FUND 61
BEGINNING FUND BALANCE	\$1,412,560	\$1,419,060
<u>REVENUE:</u>		
A. Interest	\$6,500	\$6,500
TOTAL FUNDS AVAILABLE	<u>\$1,419,060</u>	<u>\$1,425,560</u>
<u>EXPENDITURES AND TRANSFERS:</u>		
A. Transfer to Health Fund	<u>\$0</u>	<u>\$0</u>
<u>RESERVES:</u>		
A. Accrued Vacation Reserve	\$144,000	\$144,000
B. Load Banking Reserve	55,000	55,000
C. Health Fund Reserve	275,000	275,000
D. Incurred But Not Recorded (IBNR) Health Benefits	150,000 **	150,000 **
E. GASB 45 Reserve	640,341 ***	640,341 ***
F. Self Insurance Reserve	154,719	161,219
TOTAL RESERVES	<u>\$1,419,060</u>	<u>\$1,425,560</u>
TOTAL EXPENDITURES AND RESERVES	<u>\$1,419,060</u>	<u>\$1,425,560</u>

*Health benefit expenditures incurred but not paid at June 30, 2010.

**Health benefit expenditures incurred but not paid at June 30, 2011.

***Total GASB 45 liability per actuarial study dated June 13, 2011 is \$6,236,313.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
HEALTH FUND
2012/13**

	2011/12 REVISED BUDGET FUND 62	2012/13 TENTATIVE BUDGET FUND 62
BEGINNING FUND BALANCE	\$49,189	\$49,189
<u>REVENUE:</u>		
A. Contribution from Other Funds	\$3,635,000	\$3,633,488
B. Employee Contributions	15,000	16,500
C. Transfer from Special Reserve	0	0
D. Transfer from General Fund	0	0
E. Interest	(2,000)	0
TOTAL REVENUE	<u>\$3,648,000</u>	<u>\$3,649,988</u>
TOTAL FUNDS AVAILABLE	<u><u>\$3,697,189</u></u>	<u><u>\$3,699,177</u></u>
<u>EXPENDITURES:</u>		
A. Health Care Services	<u>\$3,648,000</u>	<u>\$3,649,988</u>
TOTAL EXPENDITURES	<u>\$3,648,000</u>	<u>\$3,649,988</u>
 B. Reserve for Future Expenditures	 <u>\$49,189</u>	 <u>\$49,189</u>
TOTAL EXPENDITURES AND RESERVES	<u><u>\$3,697,189</u></u>	<u><u>\$3,699,177</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT REPRESENTATION FEE FUND
2012/13**

	2011/12 REVISED BUDGET FUND 72	2012/13 TENTATIVE BUDGET FUND 72
BEGINNING FUND BALANCE	\$32,886	\$15,586
<u>REVENUE:</u>		
A. Student Representation Fees	\$10,500	\$8,000
B. Interest	200	200
TOTAL REVENUE	<u>\$10,700</u>	<u>\$8,200</u>
TOTAL FUNDS AVAILABLE	<u><u>\$43,586</u></u>	<u><u>\$23,786</u></u>
<u>EXPENDITURES:</u>		
A. Services (Travel)	\$28,000	\$8,200
TOTAL EXPENDITURES	<u>\$28,000</u>	<u>\$8,200</u>
RESERVES	<u>\$15,586</u>	<u>\$15,586</u>
TOTAL EXPENDITURES AND RESERVES	<u><u>\$43,586</u></u>	<u><u>\$23,786</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT CENTER FUND
2012/13**

	2011/12 REVISED BUDGET FUND 73	2012/13 TENTATIVE BUDGET FUND 73
BEGINNING FUND BALANCE	\$260,080	\$287,880
<u>REVENUE:</u>		
A. Student Center Fees	\$30,000	\$27,000
B. Interest	1,800	1,800
TOTAL REVENUE	<u>\$31,800</u>	<u>\$28,800</u>
TOTAL FUNDS AVAILABLE	<u><u>\$291,880</u></u>	<u><u>\$316,680</u></u>
<u>EXPENDITURES:</u>		
A. Supplies	\$1,000	\$1,000
B. Equipment	3,000	315,680
TOTAL EXPENDITURES	<u>\$4,000</u>	<u>\$316,680</u>
RESERVES	<u>\$287,880</u>	<u>\$0</u>
TOTAL EXPENDITURES AND RESERVES	<u><u>\$291,880</u></u>	<u><u>\$316,680</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT FINANCIAL AID AWARD PROJECTIONS
2012/13**

	<u>2011/12 ESTIMATED AWARDS</u>	<u>2012/13 ESTIMATED AWARDS</u>
<u>SOURCE OF FUNDS:</u>		
FEDERAL SOURCES		
A. PELL GRANT	\$5,750,000	\$5,250,000
B. FSEOG	50,000	63,600
C. BUREAU OF INDIAN AFFAIRS	15,000	37,262
D. DIRECT LOANS	950,000	1,279,000
E. AMERICORPS	15,000	19,700
F. FEDERAL WORK STUDY	35,000	42,000
TOTAL FEDERAL SOURCES	<u>6,815,000</u>	<u>6,691,562</u>
STATE SOURCES		
A. CAL GRANT	\$225,000	\$259,089
B. EOPS GRANT	45,000	47,550
C. CHAFEE GRANT	25,000	44,166
TOTAL STATE SOURCES	<u>\$295,000</u>	<u>\$350,805</u>
C. LOCAL SOURCES		
1. SCHOLARSHIPS	\$240,000	\$251,857
TOTAL	<u><u>\$7,350,000</u></u>	<u><u>\$7,294,224</u></u>
<u>DISBURSEMENTS:</u>		
A. STUDENT FINANCIAL AID	<u><u>\$7,350,000</u></u>	<u><u>\$7,294,224</u></u>

SUBJECT: LIBRARY/LEARNING CENTER – CHANGE ORDER NO. 18

SYNOPSIS:

Board of Trustees ratification of Change Order No. 18 for the Library/Learning Center project to Midstate Construction.

RECOMMENDATION:

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

ANALYSIS:

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

Change Orders No. 1 through 17 were approved by the Board of Trustees in prior board action, totaling \$379,944. The current adjusted contract is \$15,368,944.

Change Order No. 18 consists of six items:

18.1	Add fabric-wrapped panels to Room 162 (COP #097) Reason: Additional sound-control panels required for AV studio.	Add	\$ 2,264
18.2	Float floor at library entrance (COP #098) Reason: Concrete slab elevation required adjustment to align for carpet. Plans set the elevation for Terrazzo.	Add	\$ 1,345
18.3	Provide aluminum edging at new parking area (COP #099) Reason: Provide a longer-lasting edge between the new paving and adjacent landscaping. This will increase durability.	Add	\$ 416
18.4	Provide additional corner guards (COP #100) Reason: Additional vulnerable corners were identified. This will decrease maintenance in high traffic areas.	Add	\$ 3,709
18.5	Revision to HVAC control wiring at access floor (COP #101) Reason: Revisions to the control wiring were required to implement the system. This is related to new EMS system.	Add	\$ 7,071
18.6	Provide clay cap over gravel backfill at underground exhaust duct (COP #102) Reason: To minimize water infiltration around the duct and minimize sub-surface moisture.	Add	\$ 1,830

TOTAL CHANGE ORDER NO. 18

\$ 16,635

New Contract Price

\$15,385,579

Total percent of Change Order No. 18 = .11%

Total of all changes = 2.57%

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby ratify Change Order No. 18 for the Library/Learning Center project to Midstate Construction in the amount of \$16,635.

SUBJECT: LAKE CENTER – CHANGE ORDER NO. 5

SYNOPSIS:

Board of Trustees ratification of Change Order No. 5 to Wright Contracting for the Lake County Center project.

RECOMMENDATION:

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

ANALYSIS:

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

Change Orders No. 1 through 4 were approved by the Board of Trustees in prior board action, totaling <\$294,375>. The current adjusted contract is \$9,880,625.

Change Order No. 5 consists of nine items:

5.1	Future PV modifications (PCO #029-2) Reason: Infrastructure for future PV system.	Add	\$ 14,781
5.2	Gyp board revisions (PCO #031-1) Reason: Cost savings. Gyp board not code required to framing in select locations.	Deduct	<\$ 25,379>
5.3	Site furnishing upgrades (PCO #032) Reason: Finish upgrades recommended by Landscape Architect on submittal review.	Add	\$ 1,482
5.4	Wall mounting water heaters (PCO #033) Reason: Convenience and coordination with mop sink location.	Add	\$ 1,010
5.5	Provide gas line to fume hood (PCO #034) Reason: Infrastructure for future use.	Add	\$ 421
5.6	Delete mixing valves (PCO #035) Reason: Cost savings. Mixing valves not required at eye wash stations by code.	Deduct	<\$ 1,041>
5.7	Primary Service Electrical Changes per revised PGE plan (PCO #036) Reason: PG&E reduced the main service conduit during design of the previously approved service upgrade. The deduct is a dollar for dollar cost credit from the previous upgrade change.	Deduct	<\$ 51,654>

5.8	Delete lighting at revised Mechanical Enclosure (PCO #037) Reason: Cost savings.	Deduct	<\$ 3,368>
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5.9	Fascia metal revisions (PCO #038) Reason: Change in material thickness.	Deduct	<\$ 1,817>
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TOTAL CHANGE ORDER NO. 5			< \$ 65,565>
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New Contract Price			\$9,815,060
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Total percent of Change Order No. 5			= < .007>%
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Total of all changes			= <.03>%
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MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby ratify Change Order No. 5 for the Lake County Center project to Wright Contracting in the amount of <\$65,565>.

SUBJECT: PRESIDENT'S REPORT

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

ANALYSIS:

The past month has provided me the opportunity to become better acquainted with the college and its communities. I have also begun addressing key issues identified by the college community and key issues identified by the Trustees.

Community and College Meetings

As part of my effort to continue the college's connection with the community I have met with County Superintendent of Schools Paul Tichinin, Ukiah Daily Journal Editor KC Meadows, representatives from the three area hospitals, Sherriff Tom Allman, and members of the Mendocino College Foundation. In these meetings we discussed mutual needs of the college and the community.

In addition to the regularly scheduled committee meetings I have met with representatives of the Academic and Classified Senates as well as each Dean and Vice President to discuss communication processes. I have attended a general faculty meeting to introduce myself. I met with the college counselors to discuss specific ideas related to the leaving of Vice President Randall. I have attempted to emphasize my commitment to an open dialogue with clear decision points.

Vice President of Education and Student Services Search

The process of identifying a new Vice President of Education and Student Services is underway. The screening committee consisting of four faculty, two administrators, two classified staff members and me as chair has met and received the required EEO training. A separate, temporary committee will review the position duties as they relate to present and future needs of the college next week. The screening committee will then approve the job announcement. Interviews will be postponed until the fall term.

I have met with several individuals and groups to identify ways to address the Vice President's duties while the search is in progress. My preference is to distribute the duties to existing positions and avoid the extra cost of an interim assignment.

Point Arena

I have had continuing discussions with faculty, staff and the Point Arena committee regarding the disposition of the Point Arena property. The objective is to preserve the college's ability to provide student access to this natural learning lab and we have identified multiple ways to achieve this objective. So that we may keep all possibilities open we will proceed with the property appraisal. I will work with the committee and others this Fall to evaluate all possibilities before presenting additional information to the Trustees.

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: Super Saturday and Summer Classes

Super Saturday, the orientation event primarily for graduating high school seniors, took place on May 12 with more than 150 entering students in attendance. The day featured a student panel, presentation in the theatre, and breakout sessions on choosing a major, financial aid, and WebAdvisor. Students could also take placement tests and see counselors to choose summer and fall classes. By participating in Super Saturday, students were given priority registration over other new students. Registration for summer classes is open to all students at this point. As of 5/29, several online classes for summer are already full and many more are nearing capacity.

2. Curriculum: Repetition and Repeatability

Dean Guleff and incoming Curriculum Chair Rebecca Montes attended a recent statewide Academic Senate workshop about repetition and repeatability. Repetition, which refers to the number of times a student may enroll in a non-repeatable class, goes into effect this summer and essentially limits a student to three tries, regardless of W notations. Repeatability will not take effect for at least another year, and affects classes which are designated as repeatable up to 4 times, even if a student completes successfully, because each enrollment is a new experience. Typically, art, theater, music and PE classes are repeatable. Mendocino College has hundreds of repeatable classes, all of which will likely need to be changed to non-repeatable. To allow students to have multiple experiences, faculty will have to propose "levels" of classes this fall in order to have them in place for Fall 2013. Needless to say, this change will require a great deal of work and could affect FTES negatively in the future.

3. Community Outreach: Work with IRS

In the spring semester of 2012, Mendocino College provided on-site tax preparation on Mondays and Thursdays from 10am to 3pm. During this time, the college provided the use of one private office in the Ukiah Campus Counseling Center and the conference room in the Business Education Center to conduct tax preparation. In April, IRS agent Kimberley Brown visited campus to meet with volunteers, site coordinators and College administration. At which time, she expressed sincere appreciation for our support and collaborative efforts. She congratulated us on our success in launching our VITA Site. During our first tax season, our VITA site successfully processed 61 tax returns on campus with refunds totaling \$86,767 for our students. If the college successfully coordinates the VITA site on campus during fall 2012/spring 2013, we should increase our tax returns processed by 25-50% over the prior year, totaling between 75-and 120 returns.

ITEM NO. 6.2.2

DATE: June 6, 2012

SUBJECT: CTE PROGRAM ADVISORY COMMITTEE SUMMARY FOR 2011-12

SYNOPSIS:

An informational report on the activities of the College CTE program advisory committees.

ANALYSIS:

Administration of Justice – The advisory committee met in conjunction with the with the Law Enforcement Training Managers (LETMA) group on May 18. The college program was reviewed and the new Administration of Justice Associate Degree for Transfer was announced. It was stressed that as an advisory committee, the group can help identify training needed in our local area. The committee identified training needs in the following areas; First Responder, racial profiling, driving, firearms, defensive tactics, interview interrogation, dispatch, legal update, taser, active shooter, search warrants, and crowd control. Although many agencies are doing in-house training when possible, there may be a role for the college to offer some topics on a cyclical basis. The new POST representative for our area was also introduced.

Agriculture – The Agriculture Advisory Committee did not meet this year due to Jim Xerogeanes being on sabbatical. It is anticipated that the result of his sabbatical will bring forth new curriculum that will need advisory committee input. Jim did share some future plans to start a small teaching vineyard with a group from the wine industry on a tour sponsored by the College Foundation on May 2.

Automotive – The Automotive Advisory Committee met on November 11 and was well attended. Topics included an update on the current state of the automotive program; acknowledgement of auto donations, guest speakers, and local hiring efforts. There was discussion around why advisory committees are important, followed by a discussion of what skills employers are looking for when hiring. Dan Jenkins provided information about internships and an advisory committee member shared his experience in this regard to encourage others to consider such work-based learning opportunities. Doug Boswell spoke about the remodeling effort, and then led the group on a tour of the facilities.

Business Management/Accounting – This advisory committee met on May 24. Business faculty provided updates on new certificates in entrepreneurship and retail management. Information about the new Business Administration for transfer degree was also shared. Orion Walker spoke about the new Business and Entrepreneurship club launched during spring semester and plans for a future business plan competition. Steve Hixenbaugh described contract education training opportunities available to local businesses. Advisory members offered suggestions in the following areas based on their experiences in the field: professionalism, basic accounting literacy, job interview skills, personal/financial literacy, the need for wine business curriculum, Microsoft Office 2010 skills, customer service, critical thinking, innovation, and workplace etiquette.

Business Office Technology – The Business Office Technology Faculty participated in a joint advisory meeting with Lake County on December 9 and was also a part of a North Coast Regional Planning Team meeting on March 31. Topics included the continuing need for soft skills, a trend towards telecommuting, demand for office support within the legal field seems to be growing, a shortage of trained medical personnel is expected over the next five years, and employers are wanting employees to be adaptable and collaborative.

Child Development – The Child Development Advisory Committee met on May 10. Discussed was an update on enrollments and curriculum changes that include more online offerings. Faculty is working towards offering a core of 8 child development classes that are being aligned in child development programs statewide. Work is also being done to offer a child development degree for transfer. The committee discussed ideas for recruiting students to the program and an update on the status of the CDV center was provided by Pat Thygesen.

Culinary Arts Management – The Culinary Arts Management Committee met December 8. Nicolas Petti provided an overview of his first semester along with challenges and goals for the fall of 2012. A major challenge was that material fees from students are not sufficient to cover ingredient expenses. One strategy to assist in this effort is to utilize the college gardens for fresh herbs and vegetables. Other ideas included raising funds through campus events such as providing food for advisory committee lunches and outreach to local business for partnership opportunities. It was stressed that the focus of the program must remain on instruction rather than production. The need for student internships was discussed and the committee offered some possible employer sites to explore. Finally, the need to expand the advisory committee to include more restaurant owners was discussed.

Computer Science – The Computer Science Faculty participated in a joint advisory meeting with Lake County on December 9 and met with a Cisco rep who was concerned about community colleges being able to offer networking administration classes. A virtual advisory meeting is planned for the month of June that may allow more and wider advisory member participation than in the past due to scheduling issues. The agenda will include updates on curriculum, the value of industry certificates to employers, general IT skills needed, and networking/security.

EMT/Paramedic – The EMT/Paramedic Advisory Committee met on October 6 and November 3. Much of the first meeting was devoted to discussing CAAHEP accreditation issues and our continuing probation. Because one of the issues was a lack of a dedicated advisory committee, it was important to review the curriculum and program goals and objectives with them. There was further discussion around prerequisites and remediation strategies for students who do not pass. Advisory committee members had concern about not admitting a fall cohort, and the continued lack of full-time staff. The second meeting included an update on facilities and there was discussion about the need for local employment data and support for the program. Representatives from the local agencies present were asked to be diligent in completing and returning employer surveys.

Fire Science – The Fire Science Advisory met on March 26. Topics included an update on curriculum, course scheduling, and program direction. It was noted that there are changes anticipated from the California State Fire Training Agency that are likely to require curriculum changes. The difficulty in finding part-time faculty that are certified to teach some of the advanced courses was also discussed.

Human Services/Alcohol & Other Drugs – The Human Services Advisory Committee met on March 30. Program updates included information about the new Human Services Paraprofessional certificate and degree, a new online course offering, and potentially offering more day classes that may appeal to full-time students. Susan Era shared plans for a HUS career panel in conjunction with the College Career Center. Also discussed was the possibility of adding mini-certificates in specialty areas such as: mental illness, transition-youth age specialist, gerontology, Native American studies/prevention specialist, hospice worker, and domestic violence counselor. Advisory member shared information on employment opportunities and suggested the program consider partnering with community based organizations to develop strategies for youth, consideration for a mini certificate geared towards working with the developmentally disabled, coursework specific to probation employees, outreach to the new AOD Native American Drop-In Center in Lakeport, and domestic violence classes.

Nursing – The Nursing Advisory Committee met on October 27. The nursing director shared that 19 students are expected to graduate, pass rates remain at 95% (compared with the national average of 86% and ranked 16 out of 122 programs in California). Trudy Old from Butte College talked about a variety of ongoing regional efforts such as the availability of online Continuing Education Units and support for LVN to RN transition. Continuing issues of lack of lab space and support for the fourth nursing position were discussed. The committee provided feedback around being interested in the Mendocino College-Sonoma State BSN pathway, a potential shift to more BSN rather than RN hiring, possible simulation lab collaboration with the hospitals, current hiring plans, and the announcement of a new CEO at Ukiah Valley Medical Center.

Sustainable Technology – The Sustainable Technology Advisory Committee met on March 30 after the Open House held here on campus. A program overview was given, followed by a discussion of the opportunities and challenges within the field. There was much discussion about the need and value of student internships. Which industry certifications matter to local employers and a discussion of potential classes to add to the college certificates were also topics of discussion.

Welding – The Welding Advisory Committee was held jointly with the Ukiah High School/ROP Industrial Arts Advisory committee on Nov 19. A tour of the welding facilities and a demonstration of the types of projects student complete using the plasma cutter was presented. It was discussed that the high school machine shop facility is underused although employers expressed skills in that area are needed. The possibility of creating college machine shop curriculum and sharing the facility was discussed.

SUBJECT: ADMINISTRATIVE SERVICES REPORT

SYNOPSIS:

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

Governor's Budget

The May Revision marks Governor Jerry Brown's last statutory opportunity to formally amend his January Budget to reflect current economic realities. Those realities are very different in May than in January; the Budget gap has increased from \$9.2 billion to \$15.7 billion. The Governor cited three major reasons for the difference: lower revenues, an increase in Proposition 98 obligations, and adverse court decisions regarding some of the Governor's proposals.

Nonetheless, even in the face of this major financial hurdle, the Governor has largely maintained his January positions regarding K-14 education, assuming his tax initiative passes. Consistent with the Governor's January Budget, there is no additional increase in student fees, no growth funding is proposed, and the statutory cost-of-living adjustment of 3.24% will not be funded.

The May Revision is built upon the assumption that the Governor's proposed tax initiative is approved by voters on the November 2012 ballot. According to the May Revision, the proposed quarter-cent sales tax and tax on upper-income earners will generate \$8.5 billion in 2012-13. If the Governor's tax measure passes, \$313 million will be provided to buy down a portion of the \$961 million in apportionment deferrals that cross year-end (the wall of debt), providing more cash flow for community colleges during the operational year. The funds used to buy down the deferrals count toward Proposition 98 expenditures but do not provide more spending authority (budgetary funding) for community colleges.

If the ballot initiative is not passed, midyear reductions will be triggered. If the Governor's tax initiative does not pass in November 2012, \$6.0 billion in additional cuts will go into effect on January 1, 2013, of which \$5.5 billion would be to Proposition 98 (K-14) funding.

The Governor's proposal to reduce K-14 deferrals by \$2.5 billion (including the \$313 million community college share) would be eliminated if the trigger reduction is implemented. The remainder of the trigger cuts would come from continuing the January Proposal to shift the cost of general obligation bond debt service for K-14 facilities into the Proposition 98 guarantee, which would result in programmatic cuts of approximately \$2.7 billion. Assuming the community college portion of the midyear cuts to Proposition 98 programs would be the 11% requisite share, the amount would be \$286.5 million system-wide, or 6.2% if applied as a workload reduction. Mendocino College's share of midyear cuts is estimated to be almost \$900,000.

Now that ABX1 26 which dissolved Redevelopment Agencies (RDAs), is being implemented, the May Revision is estimating that K-14 will receive additional RDA resources designated as property tax revenues. These local revenues will reduce state General Fund outlays for the Proposition 98 minimum guarantee in the 2012-13 fiscal year. These assumptions are highly problematic and would create a deficit funding problem for community colleges if not realized.

The key to higher funding for education continues to be recovery of our economy. Attracting industry, creating good jobs, lowering the unemployment rate, and getting the construction and housing sectors moving again are the keys to recovery. Low tax revenues are a consequence of a poor business environment—not a cause of it. However we agree with the Governor; we cannot cut our way out of this mess. In the short term, we need more revenue to stop the bleeding and to provide more Californians access to higher education and job training.

SUBJECT: REPORT ON MEASURE W BOND PROGRAM IMPLEMENTATION

SYNOPSIS:

This report is offered for information.

ANALYSIS:

Library/Learning Center

The new Library/Learning Center is near completion and will be ready for occupancy during the summer and for classes for the Fall 2012 semester. This project represents the last building in the District's original master plan for the Ukiah campus. When the existing Library and Learning Center are vacated, the District will implement a long standing goal of having a "Student Center," which will house student government, the bookstore and cafeteria. These two new projects will provide a campus core for student activities which integrate academic support and student life.

Lake Center

The new Lake Center in Lakeport is under construction and will be ready for classes for the Spring 2013 semester. This project and the North County Center in Willits were also a part of the District's original master plan.

North County/Willits Center

The North County Center is scheduled to be bid this summer with completion anticipated for the Fall 2013 or Spring 2014 semester. Existing buildings on the site have been demolished and removed.

Energy project

The campus energy project, which includes upgrading of the HVAC system in all buildings, has begun. The cost of this project is anticipated to be well under the original projected budget estimates, and will be funded from a combination of PG&E energy incentive funds, the zero % interest energy loan program, and the District's capital projects fund. Completion of this project is scheduled for October 2012.

Allied Health/Nursing

Planning has begun on the Allied Health project, which will renovate the existing bookstore building to accommodate the Nursing program. Additional improvements will be made to existing space utilized by the EMT and Paramedic programs. Renovation for this project cannot begin until the existing bookstore relocates to the new Student Center which is anticipated to be in the Summer 2013.

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

The Veterans History Project reception was held on May 16 at the Veterans Memorial Hall in Ukiah. Eleven stories from local veterans were filmed using the College's state of the art recording studio by Jared Terrell as part of the instructional program administered by faculty member Rodney Grisanti.

The Adopt-A-Fifth Grader end of year ceremonies have begun and 31 fifth graders in Lake and Mendocino counties have been adopted for this year.

The Foundation has concluded the monthly "Campus Tours" for this year. The tours will begin again in September and will be monthly throughout the school year. We had a total of eight tours this year with approximately 90 participants.

The Foundation sponsored two extremely successful Scholarship Ceremonies on May 11 and 18. One hundred and thirty-four students received scholarships awards totaling nearly \$162,000.

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 SOLD and/or RESERVED. The event opens at 5:30 p.m. Over seven items are confirmed for this year's live auction including a wonderful day trip to Safari West and over fifteen silent auction items have been donated including an original quilt by local artisan Laura Fogg.

A planned giving brochure is currently in development and will be completed by June 30. A targeted appeal letter to support students in purchasing their books is being developed and will be mailed out within the month.

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 hosted another very successful "Litfest" on Saturday, May 19.

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

I have attended the following events:

- Human Race sponsored by NCO
- Hopland Passport
- Private winery tour with a Friend of the Foundation

- Gala sub-committee meetings
- Scholarship Ceremonies on May 11 and 18
- Leadership Mendocino Gala
- 2012 Mendocino College Nursing Graduation
- National Planned Giving Conference
- Lake County Friends of Mendocino College Meeting

Mark your calendars for these Important Dates:

- Foundation Board Meeting, June 12 Soper Reese Theatre in Lakeport
- Lake County Friends Meeting, June 13, Umpqua Bank in Lakeport
- Gala on the Green, June 23, Campovida in Hopland

SUBJECT: CONSTITUENT REPORTS

SYNOPSIS:

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

ANALYSIS:

Academic Senate

The most recent actions by the Academic Senate include the following:

1. As part of its annual goals and objectives, the Academic Senate updated its constitution and had it ratified by a vote of the faculty in May. This will also lead to the creation of a set of bylaws, something that will continue in fall semester, and it will make changes in Academic Senate a bit more flexible in the future. It's the first update to the constitution in several years and was long overdue. As we evaluated the old constitution, we found that some references to education code needed updating and some areas were updated to reflect changes that were meeting the needs of the changing times.
2. The Committee Handbook was updated by a Senate subcommittee in order to reflect changes that have happened since the last update. Additional updates will take place this fall as some committee members will be appointed to committees. Some of the most important committees had their membership approved by the Academic Senate at the May 17th meeting so that they can begin operating as quickly as possible in the fall. Those committees are: Curriculum, Staffing, Enrollment Management, Education Action Plan Committee, Student Learning Outcomes Team, Outreach/Marketing, Academic Review, and the Professional Development Leave.
3. Academic Senate elections took place earlier and the new officers and Senators so far for the 2012-13 academic year are the following:

Steve Hixenbaugh – President

Reid Edelman – Vice-president

John Koetzner – Past President

Steve Cardimona – Senator

Jason Edington – Senator

Conan McKay – Senator

Jessica Morris – Senator (Representing MPFA – Part-time faculty)

Tammy Cartwright – Senator (Representing MPFA – Part-time faculty)

ITEM NO: 6.6
DATE: June 6, 2012

SUBJECT: HEALTH BENEFITS

SYNOPSIS: Status of the Health Benefit Fund

RECOMMENDATION: Informational report

ANALYSIS:

For the first ten months of 2011/12, 7/1/11-4/30/12, the health benefit cost per participant was \$1,471.12 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:

Janet Chaniot

I attended the Veterans' History Project Reception at the Veterans' Memorial Hall and was pleased to be a part of this wonderful event again this year. Sheriff Tom Allman introduced representatives of Mike Thompson's office, Mendo-Lake Credit Union, and the MLCCD Foundation who supported the Project.

Sheriff Allman presented the veterans and the students who interviewed them, as well as a video of clips from each of the interviews. The videos of the interviews will be entered in the collection of thousands of other veterans' material at the American Folk Life Institute of the Library of Congress.

Interim S/P Roe Darnell was there for one of his first events to get to know the communities served by the college. Thanks to Heidi Dickerson, Katie Fairbairn, and Jonathan Dooley (and many others) for all their work to make this second year of the project happen.

The CTE forum was a great event, well-attended and informative, to help board members and other participants from several districts understand the area's efforts to define and move toward increased success in improving students' college and career readiness. Students from high schools had their CTE programs on display, and teachers, counselors, and others participated in the discussion. Thanks to Sue Goff and the staff members of the college, MCOE, and other schools for an event that was significant and important. I will report on it to the CCCT Board at our June 15-16 meeting.

Joan Eriksen

I attended:

- A. the Board meeting of the Ukiah High School Reunion, Classes 1927-1951;
- B. Kathy's farewell dinner;
- C. the AAUW Spring Dinner. I gave a report on the 4 scholarships we awarded to MC students for Fall 2012. I also distributed donation envelopes members can use in someone's honor/memory or simply in support of our MC scholarship fund;
- D. the College Awards/Scholarships Night at which AAUW President Barbara Bristol and I presented our scholarships;
- E. the MC Foundation Awards Night;
- F. the CTE workshop put on for trustees of MCOE, County school districts and MC, held at Mendocino College;
- G. the retirement party for Susan Janssen. On behalf of the Board of Trustees, I presented her with a plaque and card;
- H. the Nursing Graduation. A surprise gift was announced to the graduates: Foundation member Al Beltrami will be paying all their State test fees! What a wonderful way to end the ceremony; and

I. the College Graduation, with the other Trustees, former S/P Kathy and Chancellor Jack Scott.

Student Trustee Jennifer Evans

The ASMC elections were held on May 9 and 10, 2012 and I am happy to say that I am obviously Student Trustee for another wonderful year.

I worked the Sustainability Fair, along with other ASMC members, which was held on May 4th in conjunction with the plant sale at the College. We sold a sustainability stew and had a pledge tree for conservation pledges as well as an e-waste drive put together and manned by Green Burns. All in all it was a good event and gave us several ideas for next year.

Several of us attended Kathy's farewell party, myself, Connie Patterson, Morgan Shippey, and Aaron Bielenberg and we all enjoyed the event. It meant a lot to us to say goodbye to Kathy in an official manner.

I have written letters and obtained signatures on said letters, to both Senator Noreen Evans and Representative Wes Chesbro advocating for their support in not passing the Governors newest budget proposal which went before the legislative body on Wednesday May 23, 2012 for approval. Specifically, the letters were aimed at the proposed educational cuts from pre-k through community college. This project has sparked the members of the ASMC to once again visit Wes Chesbro and Noreen Evans' representative in Ukiah at their offices to give our official resolutions on several proposed bills and legislation. We are planning on meeting with them in June.

SUBJECT: SUPERINTENDENT/PRESIDENT SEARCH PROCESS

SYNOPSIS:

Presentation by Professional Personnel Leasing – Superintendent/President Search Process

RECOMMENDATION:

Information only

ANALYSIS:

Dr. Robert Griffin and Dr. Guy Lease of Professional Personnel Leasing will make a presentation on the search process for Superintendent/President as follows:

1. Meet with committee to discuss selection and interview process
 - assist with draft announcement for Board approval (different than job description)
 - assessment of challenges, opportunities, characteristic of new president
 - expectation, confidentiality, calendar
2. Print and distribute announcement
3. Consultants recruitment process
4. Applications received (HR and Consultants)
5. Screening for initial interviews (consultant and search committee)
6. Initial interview (search committee)
7. Preliminary reference checks (Consultants)
8. Recommendation of finalist to Board (Search Committee)
9. In-depth reference checking (Consultants)
10. Public forums
11. Site Visit(s)
12. Offer of contract (Board/Confidential)
13. Public announcement, contract finalized, Board action
14. Transition of new president (optional choice)