

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

Wednesday, November 14, 2012 - 5:00 PM

**Mendocino College - 1000 Hensley Creek Road – Ukiah CA 95482
Board Room, Room 1060, MacMillan Hall**

CALL TO ORDER /PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

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

1. APPROVAL OF AGENDA

1.1 Agenda Approval

2. APPROVAL OF MINUTES

2.1 Approval of Minutes for the regular meeting held on October 3, 2012

PUBLIC HEARING – 5:15 PM

A public hearing will be held on the redistricting of trustee areas and the change from voting at large to voting by trustee area.

3 & 4 CONSENT AGENDA

3. Personnel

3.1 Employment – Short-Term Employees

Recommendation to ratify the list of short-term employees

3.2 Volunteers

Recommendation to approve the list of volunteers

3.3 Employment- Educational Administrator

Recommendation to approve Virginia Guleff as Vice President of Education and Student Services

3.4 Reclassification – M/S/C

Recommendation to reclassify Cindy Chapman to Executive Assistant I - Vice Presidents

4. Other Items

4.1 Quarterly Fiscal Status Report – AB 2910

Submitted for acceptance

4.2 Fiscal Report as of September 30, 2012

Submitted for acceptance

4.3 Library/Learning Center – Accept Project

Recommendation to accept the Library/Learning Center project from Midstate Construction.

4.4 Donation of Automobile

Recommendation to accept the donation of a 1998 Toyota Sienna

5. ACTION ITEMS

5.1 Resolution 11-12-01 Establishing Trustee Areas

Recommendation to adopt a resolution for redistricting and by-trustee area voting

5.2 Policy 604 Travel and Travel Expense

Recommendation to approve the revision to Policy 604

5.3 Willits/North County - Change Order No. 1

Recommendation to ratify Change Order No. 1 in the amount of \$114,736

5.4 Lowery Student Center - Change Order No. 1

Recommendation to ratify Change Order No. 1 in the amount of \$16,227

5.5 Lake County Center – Change Order No. 8

Recommendation to ratify Change Order No. 8 in the amount of \$20,096

5.6 Resolution No. 11-12-02 Pt. Arena

Recommendation to approve a resolution declaring an emergency for repairs to facilities at the Pt. Arena field station

6. INFORMATIONAL REPORTS

- 6.1 President's Report
An informational report from the Superintendent/President
- 6.2 Education and Student Services Report
An informational report from Education and Student Services Departments
- 6.3 Administrative Services Report
 - 6.3.1 An informational report from Administrative Services Department
 - 6.3.2 Measure W Bond Report and Quarterly Report
- 6.4 Mendocino College Foundation, Inc.
An informational report from the Foundation
- 6.5 Constituent Groups Reports
Oral reports from constituent groups may be given at the meeting
- 6.6 Health Benefits Report
Submitted as information

7. TRUSTEE COMMUNICATIONS

- 7.1 Trustee Reports
Written and oral reports from Trustees are presented as information
- 7.2 Trustee Self-Evaluation
Presentation of the analysis of the summary of the Board's Self-Evaluation is presented as information
- 7.3 Future agenda items

8. PRESENTATION - TIME CERTAIN ITEM 6:00 PM

- 8.1 Professional Development Leave Report
Report on the College's Agricultural Program
Presentation by faculty member Jim Xerogeanes

9. CLOSED SESSION

- 9.1 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(a) 2 cases
Case names unspecified: Disclosure would jeopardize existing settlement negotiations
- 9.2 Collective Bargaining/Meet and Confer - GC 54957.6
Designated Representatives: Darnell, Perryman, Chaty
Employee Organizations: MCFT, MPFA, Management/Supervisory/Confidential, MCCEBU
- 9.3 Public Employment: GC 54957
Title: Superintendent/President
- 9.4 Conference With Real Property Negotiator – GC 54956.8
Property: Parcel No. 027-011-21
Agency Negotiator: Roe Darnell and Larry Perryman
Negotiating Parties: The Trust for Public Land
Under negotiation: option to purchase

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: December 12, 2012, 5:00 PM, Ukiah Campus, Room 1060

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

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, October 3, 2012, Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

GENERAL MATTERS

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

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

Secretary Roe Darnell, Superintendent/President

Support Staff Gwen Chapman, Executive Assistant II Superintendent/President

Staff Representatives Larry Perryman, Vice President of Administrative Services
Sue Goff, Dean of Instruction

<i>Constituent Representatives</i>	Academic Senate	Steven Hixenbaugh, President
	Classified Senate	Nancy Heth, Vice President
	Management/Supervisory/Confidential	Virginia Guleff, President

Public Comments There were no comments from the public.

Agenda Approval M/S/C (Chaniot/Tomkins) To approve the agenda as amended. Item 3.2 Part-Time Faculty and 3.5 Employment-Educational Administrator were removed from the agenda.

Minutes/Approval M/S/C (Tomkins/Geck) To approve the minutes of the regular meeting held on September 12, 2012 and the workshop on September 15, 2012 as submitted.

OATH OF OFFICE – STUDENT TRUSTEE

Trustee Clark administered the Oath of Office to Aaron Bielenberg.

CONSENT AGENDA

M/S/C (Tomkins/Chaniot) To approve the Consent Agenda as amended. Item 4.4 Quarterly Contracts was removed and was discussed and approved as a separate item.

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 Part-Time Faculty *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ the list of Part-Time Faculty as submitted.

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

District and MCFT Collective Bargaining Reopeners 2012-13 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby presented the initial 2012-13 collective bargaining proposals from the MLCCD and MCFT and directs the Superintendent/President to receive related public comments for the next ten days and directs its representatives to begin negotiations after that time.

Other Items

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

Academic Calendar 2012-13 (Revised) and 2013-14 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the revised 2012-13 Academic Calendar and the 2013-14 Academic Calendar as submitted.

Substitution of Listed Subcontractor – Lake County Center *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the substitution of Solano County Roofing as the subcontractor for the Lake County Center project.

Contracts and Agreements – Quarterly Ratification M/S/C (Tomkins/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as submitted.

This item was removed from the Consent Agenda by Trustee Tomkins in order to receive further information on the contracts.

Donation of Automobile *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the 1987 Honda Civic donated by Greg Finney.

Donation of Book *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donation of *The House on Lemon Street; Japanese Pioneers and the American Dream*, by Dean of Instruction Mark Rawitsch.

ACTION ITEMS

Board of Trustee Goals and Objectives 2012-13 M/S/C (Tomkins/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does adopt the Goals and Objectives for 2012-13 as submitted.

Library/Learning Center Change Order No. 20 M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 20 for the Library/Learning Center in the amount of \$54,206.

Superintendent/President Darnell and Vice President Perryman reviewed and discussed with the Board the items on the change order. All items on this change order except item 20.10 were requested by the District. This is the final change order for the Library/Learning Center. Staff have done a good job of keeping the change orders under 3% of the amount of the contract.

Change Meeting Date for November BOT meeting M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby change the date of the regular meeting in the month of November to November 14, 2012.

INFORMATIONAL REPORTS

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

- Superintendent/President Darnell commented on the book donated by Dean Rawitsch saying that it is a scholarly work and an example of the quality of the kind of people who work for the college. On December 6th Rawitsch will be giving a reading of his book in the college library.

Education and Student Services Report A written report was submitted by Deans Rawitsch, Guleff, and Goff. The following was offered in addition:

- Trustees were informed about the college plant sale taking place this Friday and Saturday, October 5th and 6th.

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

Measure W Bond Report A written report was submitted by Larry Perryman, Vice President of Administrative Services.

Mendocino College Foundation, Inc. A written report was submitted by Katie Fairbairn, Executive Director.

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

- Steve Hixenbaugh reported that the Academic Senate has adopted a resolution in support of Prop 30. He and the Vice President of the Academic Senate participated in a workshop sponsored by the ACCJC in support of the accreditation process.
- Nancy Heth reported that the Classified Senate will be holding their third annual silent auction fundraiser around the first week in December. Board members will be given information on attending and/or donating items.

TIME CERTAIN ITEM – 5:30 PM

Presentation – Culinary Arts Faculty member Nicholas Petti gave a report on the current Culinary Arts Program. He commented that the intent of the program is to prepare people for a job in the industry. He spoke about CTE programs in general and the ongoing expense of the program.

TIME CERTAIN ITEM – 6:30 PM

Revising of Trustee Areas Committee Chair Trustee Haynes, Superintendent/President and Vice President Perryman presented the work done by the Subcommittee on Revising Trustee Areas. The Subcommittee also included Trustees Eriksen and Tomkins.

There are two issues for the Board to consider. Rebalancing of Districts and whether to change the voting process to voting-by-areas rather than voting-at-large.

Points Discussed:

- Federal election laws require redistricting (rebalancing of districts) following a census – every 10 years. Trustee area populations must be equal (up to 10%) to maintain “one-person, one-vote” as required by law.

- The California Voting Rights act of 2002 added the requirement that equality is given to minority groups or communities of interest. Colleges have been sued and have enormous legal fees for using the voting-at-large method rather than voting-by-area. It will be the Board's decision to determine what is best for Mendocino College.
- The change from voting-at-large to voting-by-district means trustees would need to live in a specific district and be elected by the people living in that district rather than district wide.
- AB 684 was approved by the legislature which this gave the board and Board of Governors permission to make changes. Prior to that, in order to change the election process, it must be approved by the voters.

Maps were distributed that showed the current trustee areas and the change in trustee areas in both Lake and Mendocino County as proposed by the Subcommittee. The Subcommittee reviewed more than one option before bringing this option to the full Board. The option presented was reviewed by college counsel and determined to be the best legal option.

Trustee received and discussed all the information regarding the changing of Trustee areas. This will be placed on the agenda for the November meeting of the Board of Trustees as an action item.

TRUSTEE COMMUNICATION

Trustee Reports

Written reports were submitted by Trustees Tomkins and Haynes. Oral reports were given by Trustees Chaniot, Eriksen, Haynes.

Election of Officers

Board President Clark reminded Trustees that in accordance with Board Policy 204 and Administrative Procedure 204.1, Board members are to express their interest in writing to serve as officers by the November board meeting.

Future Agenda Items

A list of items for future agendas was submitted for review. The following item was requested: Trustee Health Benefits

CLOSED SESSION

The Board adjourned to Closed Session at 7:20 PM. Board President Clark announced that no reportable action will be taken in closed session and the item Public Employment will be the only item discussed.

Trustees returned to Open Session at 7:55 PM and adjourned the meeting.

ADJOURNMENT

M/S/C (Geck/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:55 PM.

Submitted by:

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

ITEM NO: 3.1
DATE: November 14, 2012

SUBJECT: EMPLOYMENT – SHORT-TERM EMPLOYEES

SYNOPSIS:

Approval of employment of short-term employees is requested.

RECOMMENDATION:

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

ANALYSIS:

Education Code 88003 authorizes a governing board to hire short-term (temporary, hourly) employees for less than 75% of a school year, up to 195 days. These employees are not considered to be part of the classified staff.

Education Code 70902(d) permits a governing board to adopt a rule delegating the authority to hire short-term employees to the Superintendent/President, or designee. This district has adopted such a rule in Policy No. 703.

EC 88003 was amended to require districts to specify at a regularly scheduled Board meeting the service to be performed, as well as the start and end dates of the service.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby ratifies the list of short-term employees as presented.

Short Term Temporary Employees

(Individual assignments may not exceed 194 days within the start and end dates)

Last Name	First Name	Position	Department	Start Date	End Date
Dooley	Jonathon	Marketing Copy Writer	President's Office	10/15/2012	6/30/2013
Seraphin	Daemen	Production Assistant	Theater	10/19/2012	6/30/2013
Toste	Tony	Maintenance Tech	Maintenance/Oper	10/18/2012	6/30/2013

ITEM NO: 3.2
DATE: November 14, 2012

SUBJECT: VOLUNTEERS

SYNOPSIS:

Approval of volunteers.

RECOMMENDATION:

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

ANALYSIS:

Individuals may volunteer their services to the District, but only authorized volunteers approved by the administration and the Governing Board are entitled to workers' compensation benefits. No volunteers are agents of the District. (Labor Code 3364.5; Board Policy No. 702) The following volunteers approved by the administration are recommended for Board approval:

Name	Assignment
Lauren Sutherland, Beau Murray	Assist Athletic Trainer in Training Room during practice and game time

MOTION/ACTION:

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

ITEM NO: 3.3
DATE: November 14, 2012

SUBJECT: PROMOTION – EDUCATIONAL ADMINISTRATOR

SYNOPSIS:

Promotion of Virginia Guleff to Vice-President of Education and Student Services

RECOMMENDATION:

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

ANALYSIS:

Virginia Guleff has a BA in Linguistics from San Jose State University and a MA in Linguistics from San Diego State University. Since August 1, 2007, she has been employed as the Dean of Instruction for Mendocino College. For the first two years, her duties included administration of all educational programs, including career and technical education.

During the prior ten years, Virginia was employed by the San Diego Community College District. From 1997-2002 she worked as Assistant Professor of ESOL/English for San Diego City College where she was also the ESL Coordinator. From 2002-2007 Virginia was a Professor of ESOL/English for San Diego Miramar College where she also served as Department Chair of the English, Communications and World Languages programs for three years, the Co-Accreditation Liaison Officer and Leader of the Institutional Effectiveness Task Force Leader. Virginia has served on a wide variety of committees both at Mendocino College and the San Diego Community College District; made numerous presentations since 1994 related to her research and work; and is the author of two textbooks.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves an Educational Administrator contract for Virginia Guleff, Vice-President of Education and Student Services, 11/15/12-6/30/15, \$137,280/year.

ITEM NO: 3.4
DATE: November 14, 2012

SUBJECT: RECLASSIFICATION

SYNOPSIS:

Reclassification of Executive Assistant-Administrative Services

RECOMMENDATION:

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

ANALYSIS:

Historically, one Executive Assistant I position has been assigned to each of the two Vice-Presidents. Due to recent staffing changes and a reorganization, the two Executive Assistant I positions are being combined into one position which will provide administrative support for the two Vice-Presidents.

Both Vice-Presidents and the Executive Assistant I will be located in Room 1050 along with Fiscal Services staff. Human Resources will be moving across the hall where the faculty offices were previously located as soon as the remodel is completed.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies a reclassification for Cindy Chapman to Executive Assistant I-Vice-Presidents, effective 11/15/12, to include a salary increase of 5%.

ITEM NO: 4.1

DATE: November 14, 2012

SUBJECT: QUARTERLY FISCAL STATUS REPORTS - AB 2910

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

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

MOTION/ACTION:

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

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2012-2013

District: (140) MENDOCINO-LAKE

Quarter Ended: (Q1) Sep 30, 2012

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	19,439,908	19,577,317	19,274,568	19,725,444
A.2	Other Financing Sources (Object 8900)	0	0	212,524	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	19,439,908	19,577,317	19,487,092	19,725,444
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	18,370,306	18,759,042	19,530,978	19,997,540
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	895,396	267,044	295,847	279,975
B.3	Total Unrestricted Expenditures (B.1 + B.2)	19,265,702	19,026,086	19,826,825	20,277,515
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	174,206	551,231	-339,733	-552,071
D.	Fund Balance, Beginning	2,683,279	2,857,485	3,408,710	3,068,996
D.1	Prior Year Adjustments + (-)	0	-6	11	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	2,683,279	2,857,479	3,408,721	3,068,996
E.	Fund Balance, Ending (C. + D.2)	2,857,485	3,408,710	3,068,988	2,516,925
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.8%	17.9%	15.5%	12.4%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	2,931	3,114	2,670	3,097
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2009-10	2010-11	2011-12	2012-2013
H.1	Cash, excluding borrowed funds		-1,204,422	1,371,544	-870,050
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	1,577,413	-1,204,422	1,371,544	-870,050

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	19,698,054	19,725,444	1,875,145	9.5%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	19,698,054	19,725,444	1,875,145	9.5%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-8000)	19,972,431	19,997,540	4,351,886	21.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	277,695	279,975	1,870	0.7%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	20,250,126	20,277,515	4,353,756	21.5%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-552,072	-552,071	-2,478,611	
L.	Adjusted Fund Balance, Beginning	3,068,996	3,068,996	3,068,996	
L.1	Fund Balance, Ending (C. + L.2)	2,516,924	2,516,925	590,385	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	12.4%	12.4%		

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

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

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

NO

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

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

**This year?
Next year?**

**NO
YES**

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

Since the State adopted its budget assuming Prop 30 would be approved by the voters, the College faces considerable uncertainty until the Nov 6 election. If Prop 30 fails, the College will lose \$1 million of funding this year.

ITEM NO: 4.2
DATE: November 14, 2012

SUBJECT: FISCAL REPORT AS OF SEPTEMBER 30, 2012

SYNOPSIS:

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

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of September 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
2012/13 Fiscal Report as of September 30, 2012

		2012/13	Year-to-date	Balance	%
		Working Budget	Actuals		Rec/Exp
REVENUE					
	Beginning Fund Balance	\$3,272,467			
FEDERAL	Federal Forest Reserve	\$43,000		\$43,000	0%
	Federal Work Study	53,487	2,067	51,420	4%
	CAMP	439,138	73,083	366,055	17%
	PELL Grant Administration	9,000		9,000	0%
	CTEA	207,724		207,724	0%
	Other Federal Revenue	11,051	11,051	0	100%
	TOTAL FEDERAL SOURCES	\$763,401	\$86,201	\$677,199	11%
STATE	State General Apportionment	\$11,974,866	\$1,043,315	\$10,931,551	9%
	Board of Governors Grant	44,656	12,504	32,152	28%
	Basic Skills	181,240	116,440	64,800	64%
	Part-time Faculty Office Hours	2,655	743	1,912	28%
	Part-time Faculty Compensation	56,315	16,048	40,267	28%
	Other Categorical Apportionments	828,017	695,623	132,394	84%
	TANF	41,127	11,516	29,611	28%
	DSPS	225,777	63,218	162,559	28%
	CALWORKS	130,005	36,401	93,604	28%
	BFAP	179,158	50,164	128,994	28%
	Matriculation	142,463	37,896	104,567	27%
	EOPS	284,822	73,012	211,810	26%
	EOPS CARE	39,838	10,597	29,241	27%
	MESA	50,500	30,300	20,200	60%
	Other Categorical Program Allowances	169,487		169,487	0%
	State Subventions	104,166		104,166	0%
	Lottery	400,000		400,000	0%
	Mandated Cost Reimbursements	75,000		75,000	0%
	Other State Revenue	2,791	2,791	0	100%
	TOTAL STATE SOURCES	\$14,932,883	\$2,200,568	\$12,732,315	15%
LOCAL	Property Taxes	\$5,560,133	\$61,024	\$5,499,109	1%
	Local Contributions/Grants/Donations	127,390	27,390	100,000	22%
	Contract Instructional Services	2,500		2,500	0%
	Rents/Leases (Facilities Use)	12,000	1,476	10,524	12%
	Interest	14,000		14,000	0%
	Community Extension	15,000	571	14,429	4%
	Student Fees	1,091,749	614,845	476,904	56%
	Bookstore Commission	60,000	22,962	37,038	38%
	Other Local Revenue	219,501	108,362	111,139	49%
	TOTAL LOCAL SOURCES	\$7,102,273	\$836,630	\$6,265,643	12%
	TOTAL REVENUES	\$22,798,557	\$3,123,400	\$19,675,157	14%
TOTAL RESOURCES AVAILABLE		\$26,071,024			
EXPENDITURES					
	Certificated Salaries	\$8,946,267	\$1,663,814	\$7,282,453	19%
	Classified Salaries	5,121,252	1,194,910	3,926,342	23%
	Benefits	5,615,230	1,271,759	4,343,471	23%
	Subtotal Personnel Costs	\$19,682,748	\$4,130,483	\$15,552,266	21%
	Supplies	\$832,206	\$156,667	\$675,538	19%
	Services	2,177,087	542,002	1,635,085	25%
	Capital Outlay	215,577	10,663	204,914	5%
	Transfers/Other Outgo	466,971	48,517	418,454	10%
	TOTAL EXPENDITURES	\$23,374,589	\$4,888,332	\$18,486,257	21%
	Ending Fund Balance	\$2,696,435			
TOTAL EXPENDITURES/CONTINGENCY		\$26,071,024			

ITEM NO: 4.3
DATE: November 14, 2012

SUBJECT: LIBRARY/LEARNING CENTER – ACCEPT PROJECT

SYNOPSIS:

Board of Trustees acceptance of the Library/Learning Center project from Midstate Construction.

RECOMMENDATION:

The Superintendent/President recommends acceptance of the Library/Learning Center project.

ANALYSIS:

Measure W was approved by the voters of Lake and Mendocino Counties in November 2006.

Included in this measure was the Library/Learning Center. The project was awarded to Midstate Construction in June 2010.

The project is now complete.

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby accept the Library/Learning Center project from Midstate Construction.

ITEM NO: 4.4
DATE: November 14, 2012

SUBJECT: DONATION OF AUTOMOBILE

SYNOPSIS:

Acceptance of automobile donated to Mendocino College as follows:

1998 Toyota Sienna donated by Darcie Langevin

RECOMMENDATION:

The Superintendent/President recommends acceptance of this gift.

ANALYSIS:

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

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

MOTION/ACTION:

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

ITEM NO: 5.1

DATE: November 14, 2012

SUBJECT: RESOLUTION 11-12-01 TRUSTEE AREAS

SYNOPSIS:

RECOMMENDATION:

The Superintendent/President recommendation adoption of this resolution

ANALYSIS:

A subcommittee of the Board of Trustees was appointed to work with college staff on redistricting. As required by law, following each decennial federal census, the Board is to use population figures to adjust the areas to ensure that the population of each trustee area is proportional pursuant to Education Code section 5019.5(a)(1) or (2).

Vice President of Administrative Services, Larry Perryman worked with staff from Mendocino County and Lake County and presented the committee with several options. Following meetings with Vice President Perryman and Superintendent/President Darnell, the Committee brought forward a recommendation at the October 3, 2012 meeting of the Board of Trustees where it was thoroughly discussed.

The attached resolution with Option B for Mendocino County and Version 3 for Lake County is submitted for adoption.

MOTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 11-12-01 as presented.

RESOLUTION NO. 11-12-01

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT ESTABLISHING
TRUSTEE AREAS FROM WHICH DISTRICT GOVERNING BOARD MEMBERS
WILL BE ELECTED AND APPROVING THE ELECTION OF SUCH BOARD
MEMBERS IN A BY-TRUSTEE AREA ELECTION PROCESS**

WHEREAS, The Mendocino-Lake Community College District (“District”) currently uses an at-large process of electing its governing board members; and

WHEREAS, At-large election processes such as the District’s are subject to challenge under the California Voting Rights Act of 2001, codified at sections 14025–14032 of the California Elections Code (“CVRA”); and

WHEREAS, a by-trustee area election process is not vulnerable to challenge under the CVRA; and

WHEREAS, In a by-trustee area election process, candidates for the District’s Governing Board of Trustees (the “Board”) must reside within a specific geographic subarea of the District called a “trustee area” and candidates are elected only by the voters of that trustee area; and

WHEREAS, Education Code section 72036 allows Community College Districts to transition from an at-large election process to a by-trustee area election process upon the adoption of a resolution by the District’s Board in support of transitioning to a by-trustee area election process and upon the approval of the Board of Governors of the California Community Colleges; and

WHEREAS, District staff has prepared proposed trustee area plans and recommendations (the “Plans”) that the Board has considered; and

WHEREAS, the Board has solicited public opinion at the October 3, 2012 regular meeting and conducted a public hearing on November 14, 2012 to receive public input and comment on the Plans; and

WHEREAS, the Board has considered all such public input and comment on the Plans; and

WHEREAS, the Board hereby adopts Plans Option B and Version 3, a copy of which is attached to this Resolution for use in the District’s next regularly scheduled governing board member election occurring in November, 2013 in a by-trustee area election process; and

WHEREAS, Each trustee area in Plans Option B and Version 3 contains substantially equal population utilizing the most recent decennial federal census data as required by Education Code section 72036; and

WHEREAS, the trustee areas from which governing board members will be elected in November, 2013, are Areas 2, 5 and 6; and

WHEREAS, the trustee areas from which governing board members will be elected in the following governing board member election occurring in November, 2015, are Areas 1, 3, 4 and 7.

NOW THEREFORE, be it resolved by the of the Mendocino-Lake Community College District Board of Trustees as follows:

1. That the above recitals are true and correct.
2. That the Board hereby adopts Plans Option B and Version 3 for use in a by-trustee area election process commencing with the District's next regularly scheduled governing board member election occurring in November of 2013.
3. That the Superintendent/President and/or his/her designee take all actions necessary to obtain the approval of this change from the Board of Governors of the California Community Colleges and provide whatever information or assistance may be required by the Board of Governors to complete this process.

ADOPTED, SIGNED AND APPROVED this 14 day of November, 2012.

President of the Board of Trustees for the
Mendocino-Lake Community College District

I, John Tomkins, Clerk of the Governing Board of the Mendocino-Lake Community College District, do hereby certify that the foregoing Resolution was adopted by the Governing Board of said District at a meeting of said Board held on the 14 day of November, 2012, and that it was so adopted by the following vote:

AYES:

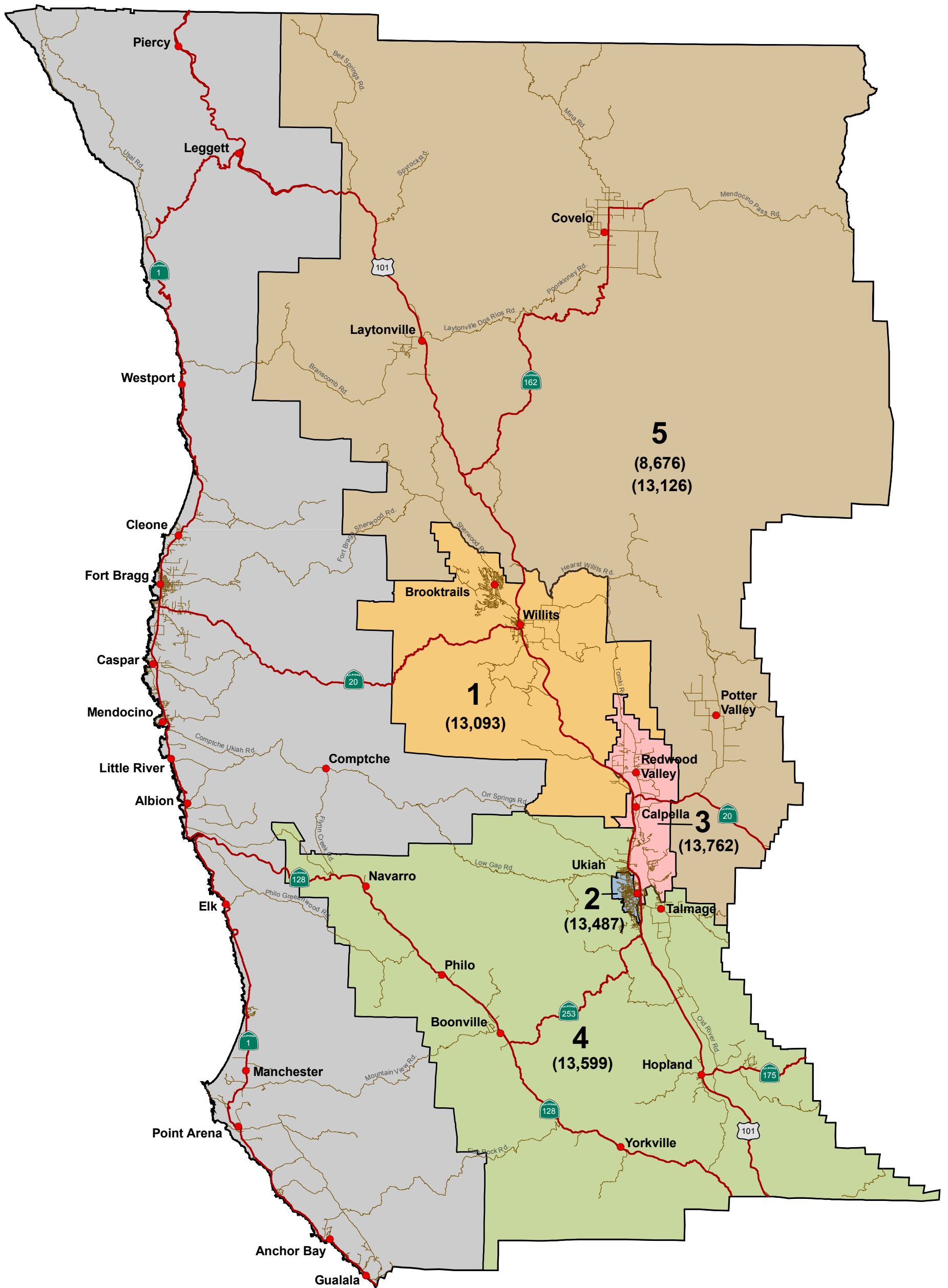
NOES:

ABSTAIN:

ABSENT:

Clerk of the Board of Trustees of the
Mendocino-Lake Community College District

Mendocino College District Trustee Areas Option B



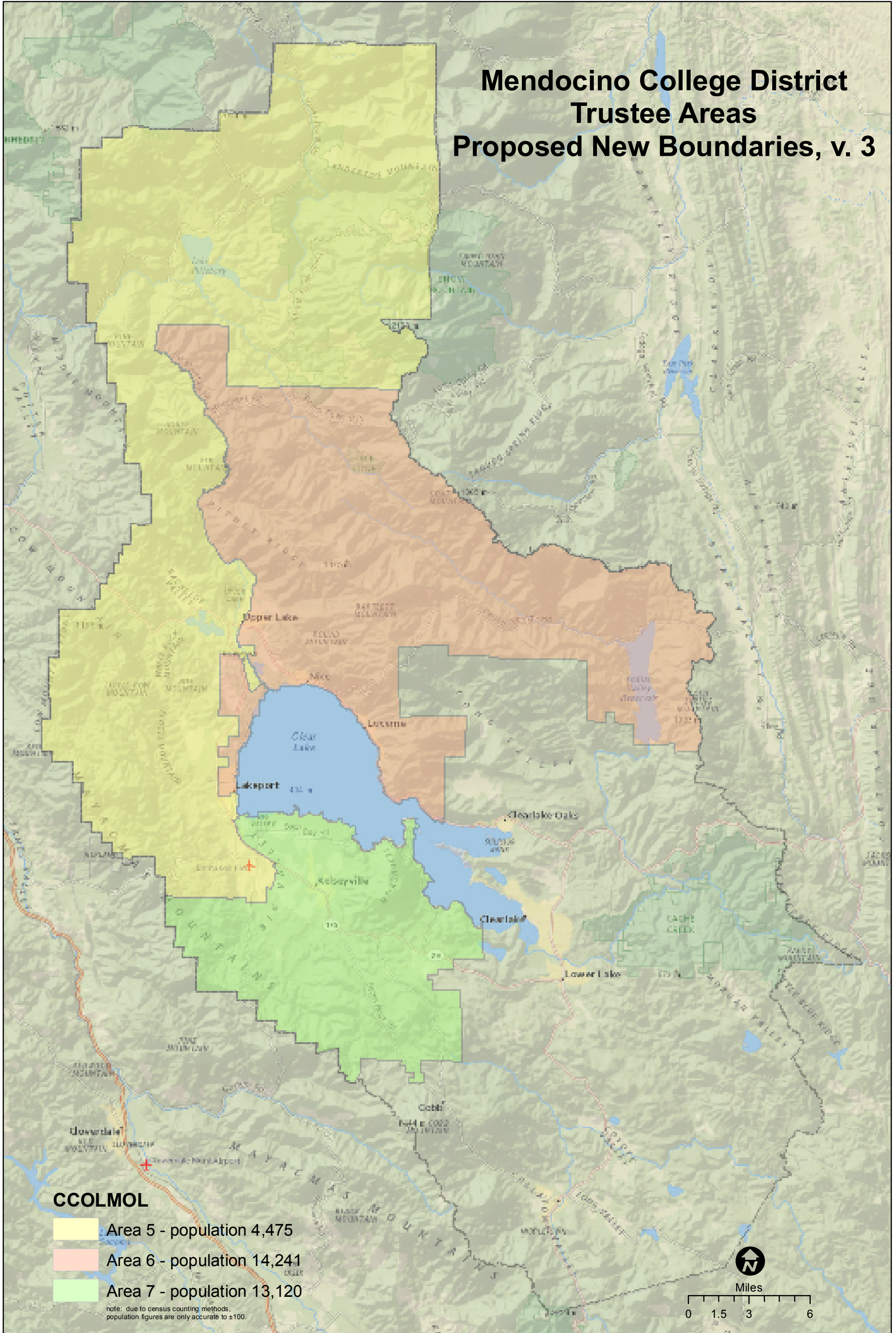
- Trustee Area 1
- Trustee Area 2
- Trustee Area 3
- Trustee Area 4
- Trustee Area 5
- Highways
- Roads
- Communities

Source: This map was prepared by the Mendocino County Department of Information Service's GIS Program, May 2012.

Note: This map is not a survey product.



Mendocino College District Trustee Areas Proposed New Boundaries, v. 3



ITEM NO. 5.2
DATE: November 14, 2012

SUBJECT: BOARD POLICY REVISIONS

SYNOPSIS:

Revised Board policy 604 Travel and Travel Expense is presented for discussion/action - first reading

ANALYSIS:

As part of the ongoing effort to revise all policies in the Board Policy Manual, a revised Policy 604 is presented for Board review.

In writing and revising all policies, the Education Code and Title 5 are researched as well as many policies from other community colleges and all available resources from the Community College League of California. This policy has been through the participatory governance process. The President's Policy Advisory Committee (PPAC) reviewed the policy at its August meeting and after being shared with and receiving input from constituents at the September meeting it is being forwarded to the Board.

The purpose of this revision was to update the wording in the first paragraph and in the second paragraph to indicate the development of a Travel Manual which will replace the multi-page travel procedure. Replacing the travel procedure with a Travel Manual will help the Board policy manual to more succinct.

Board members have the opportunity at this meeting to offer suggestions for changes if deemed necessary. The Board may choose to adopt this policy at this meeting or refer it to the December Board meeting for adoption.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revisions to Policy 604 Travel and Travel Expense.



TRAVEL AND TRAVEL EXPENSE

~~It shall be the intent of the Board of Trustees of Mendocino Lake Community College District that appropriate travel by instructors, administrators, staff, and students be authorized to assist the development of curriculum, representation at professional organizations and/or serve as a representative of the College in appropriate circumstances.~~

~~To support this policy the Vice President of Administrative Services is directed to develop administrative regulations which provide appropriate transportation procedures for all travel.~~

The Board of Trustees of the Mendocino-Lake Community College District authorizes travel by instructors, administrators, staff and students to support professional development, development of curricula, or other professional activities as related to their college duties.

To support this policy the Superintendent/President or designee shall develop a Travel Manual which will provide appropriate procedures for all travel and shall be reviewed periodically.

ITEM NO. 5.3
DATE: November 14, 2012

SUBJECT: WILLITS/NORTH COUNTY CENTER – CHANGE ORDER NO.1

SYNOPSIS:

Board of Trustees ratification of Change Order No. 1 to Midstate Construction for the Willits/North County Center project.

RECOMMENDATION:

The Superintendent/President recommends ratification of this Change Order.

ANALYSIS:

Measure W was approved by the voters of Lake and Mendocino Counties in November 2006. Included in this measure was the Willits/North County Center project. The project was awarded to Midstate Construction in the amount of \$3,987,723.

Change Order No. 1 consists of four items:

1.1	Revisions to site preparation and site demolition (PCO 001) Reason: Existing concealed conditions required additional demolition, off-haul and import. Requested by: District	Add	\$ 89,700
1.2	Revisions to utility work related to Encroachment Permit requirements (PCO 002.2) Reason: City added additional construction requirements to the encroachment permit. Requested by: District	Add	\$ 20,209
1.3	Revisions to driveway section (PCO 003) Reason: Underground conditions required redesign of the pavement section. Requested by: District	Add	\$ 3,975
1.4	Revision to fire line location (PCO 004) Reason: Fire line had to be relocated to avoid obstruction. Requested by: District	Add	\$ 852

TOTAL CHANGE ORDER NO. 1 \$ 114,736

New Contract Price \$4,102,459

Total percent of Change Order No. 1 = 2.88%

Total of all changes = 2.88%

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby ratify Change Order No. 1 for the Willits/North County Center project to Midstate Construction in the amount of \$114,736.

SUBJECT: LOWERY STUDENT CENTER – CHANGE ORDER NO.1

SYNOPSIS:

Board of Trustees ratification of Change Order No. 1 to Midstate Construction for the Lowery Student Center project.

RECOMMENDATION:

The Superintendent/President recommends ratification of this Change Order No. 1.

ANALYSIS:

Measure W was approved by the voters of Lake and Mendocino Counties in November 2006. Included in this measure was the Lowery Student Center project. The project was awarded to Midstate Construction in the amount of \$2,966,000.

All items were requested by the District.

Change Order No. 1 consists of five items:

1.1	Excavate and dispose of rock and sand from kitchen and bathroom areas (PCO 001) Reason: Condition of the fill below existing floor slab required removal and replacement of sub-surface materials	Add	\$ 1,938
1.2	Revise window openings at Type C windows (PCO 002) Reason: Adjust rough window openings to resolve conflict with a new post and anchor bolts.	Add	\$ 1,695
1.3	Provide epoxy dowels at north wall of kitchen slab (PCO 003) Reason: Epoxy dowels require to tie new slab to existing construction.	Add	\$ 749
1.4	Demolish and infill three existing double door frames (PCO 005) Reason: Existing doors and frames removal and infill with wall was not indicated on plan.	Add	\$ 3,118
1.5	Remove and replace concrete slab N of E8 from From 26'-5" of N8 to 8'-3-1/2" E of N5 (PCO 004) Reason: Unevenness at existing cold joint required removal. Requested by: District	Add	\$ 8,727
TOTAL CHANGE ORDER NO. 1 New Contract Price			\$ 16,227 \$2,982,227
Total percent of Change Order No. 1		=	.5%
Total of all changes		=	.5%

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby ratify Change Order No. 1 for the Lowery Student Center project to Midstate Construction in the amount of \$16,227.

ITEM NO. 5.5
DATE: November 14, 2012

SUBJECT: LAKE COUNTY CENTER – CHANGE ORDER NO. 8

SYNOPSIS:

Board of Trustees ratification of Change Order No. 8 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 7 were approved by the Board of Trustees in prior board action, totaling <\$320,898>. The current adjusted contract is \$9,854,102.

Change Order No. 8 consists of four items:

8.1	Flagpole lighting (PCO 59) Reason: To provide nighttime lighting for flag. Requested by: District	Add	\$ 2,510
8.2	Additional flexible flashing (PCO 41.2) Reason: Additional flashing over window trims. Requested by: District	Add	\$ 3,997
8.3	PVC roofing (PCO 63.2) Reason: 1349 sq. ft. low-slope roofing change from metal to membrane system. Requested by: District	Add	\$ 11,852
8.4	Lobby fixtures (PCO 61.1) Reason: Replace specified fixture with fixture with lens fixed in place. Requested by: District	Add	\$ 1,737
TOTAL CHANGE ORDER NO. 8			\$ 20,096
New Contract Price			\$9,874,198
Total percent of Change Order No. 8		=	.2%
Total of all changes		=	<2.96>%

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby ratify Change Order No. 8 for the Lake County Center project to Wright Contracting in the amount of \$20,096.

ITEM NO: 5.6
DATE: November 14, 2012

SUBJECT: RESOLUTION 11-12-02 PT. ARENA

SYNOPSIS:

RECOMMENDATION:

The Superintendent/President recommendation adoption of this resolution

ANALYSIS:

Public Contract Code #1102 and #21113, allows the District to make emergency repairs without going to bid.

By approving the attached resolution, we will be able to make the necessary repairs to the classroom and one of the houses at the Pt. Arena Field Station to prevent farther winter damage and allow for student use in the Spring semester. We anticipate the cost of these repairs to be approximately \$53,000 to be paid from bond funds which are budgeted for this project.

The County Superintendent of Schools, Paul Tichinin, has reviewed this resolution and has indicated that he will approve after adoption by the Board of Trustees.

MOTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 11-12-02 Pt. Arena.

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE
MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
DECLARING AN EMERGENCY
PURSUANT TO PUBLIC CONTRACT CODE SECTIONS 1102 AND 20113**

RESOLUTION NO. 11-12-02

WHEREAS, the classroom and housing facilities at the Mendocino College Pt. Arena field station (the "Facilities"), due to the increasing deterioration from harsh weather leaking roofs and mold, are unsafe and un-inhabitable for use by students and faculty;

WHEREAS, classes are schedule to utilize these facilities during current academic year;

WHEREAS, without immediate repairs and renovations, before impending winter weather will cause further damage to the Facilities and cause them to be un-usable for the remainder of the current academic year;

WHEREAS, pursuant to Public Contract Code Sections 1102 and 20113, in an emergency, when any repairs, alterations, work or improvement are necessary to permit the continuance of existing school classes, or to avoid danger to life or property, the Board by unanimous vote, with the approval of the County Superintendent of Schools, may make a contract for the performance of labor and furnishing of materials or supplies without advertising for or inviting bids.

NOW THEREFORE, BE IT RESOLVED, that his Board has determined, by unanimous vote, that pursuant to Public Contract Code sections 1102 and 20113, for the reasons set forth above, an emergency exists; and

IT IS FURTHER RESOLVED THAT, upon approval of this Resolution by the Mendocino County Superintendent of Schools, the District may contract in writing with a reputable licensed contractor for the performance of services and equipment required for the emergency repair and renovation of the systems necessary for students and faculty to hold classes, such contract to be ratified by the Board

IT IS FURTHER RESOLVED THAT, for any contract exceeding \$25,000 a performance and payment bond is required.

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

Ayes:

Noes :

Absent:

PASSED AND ADOPTED THIS fourteenth day of November, by the Board of Trustees of the Mendocino-Lake Community College District of Mendocino and Lake Counties, California.

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

John Tomkins, Clerk of the Board

Date

Paul Tichinin
Superintendent of Mendocino County Schools

Date

ITEM NO: 6.1

DATE: November 14, 2012

SUBJECT: PRESIDENT'S REPORT

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

ANALYSIS:

Proposition 30

With voter approval of Proposition 30 the college can anticipate flat funding over the coming years. This is a marked improvement over the expected 16% decrease in funding if Proposition 30 was not approved. Although the revenue picture is better with the adoption of Proposition 30, natural cost increases will negatively impact future budgets. This means that the Planning and Budgeting Committee will consider only two budgeting scenarios – one that addresses a funding deficit resulting from decreased enrollment and one that addresses a lesser deficit as a result of the college meeting its enrollment targets.

Dominican College

In an effort to identify opportunities for Mendocino College graduates to effectively transfer and complete their bachelor's degree Ginna Guleff and I met with the Provost of Dominican University. Dominican currently provides classes in Ukiah and is considering expanding their program. We discussed the potential for increased classes and a stronger articulation between the colleges.

October Foundation Campus Tour

I led twelve participants on a campus tour that included the new Library/Learning Center, the Automotive Laboratory and the Culinary Arts program. This gave me the opportunity to communicate the college's benefit to our community and the need for continued support to leading community members.

Los Angeles Times Article

Mendocino College was featured in a recent Los Angeles Times article about rural community college. Lee Romney, the L.A. Times reporter who wrote the article, visited the campus for two days. She interviewed students, faculty and staff to identify the challenges faced by small, rural colleges and the needs of students who live in rural areas. In all, the article was favorable to Mendocino College and told our story well.

ITEM NO: 6.2

DATE: November 14, 2012

SUBJECT: EDUCATION AND STUDENT SERVICES REPORT

SYNOPSIS:

An informational report from the Education and Student Services Departments.

ANALYSIS:

Career Connections

The Career & Transfer Center hosted the first of their Career Connection Workshops featuring Government Careers on October 18. A panel representing a wide range of government careers spoke about their individual career paths and provided insights into what it's like to work in the government sector. The panel also gave some advice for how to get started in government work, talked about some tips for success, and answered student questions. A group of 65 Willits High School, South Valley Continuation School, and Mendocino College students participated.

CAMP

Students from the College Assistance Migrant Program (CAMP), a federally-funded grant program which is part of Student Services, completed a student ropes course (team building) in Leggett on September 15; State Preview Day in Sacramento on October 13; and a UC Davis Preview Day on October 20. CAMP serves 50 Mendocino College students annually.

3rd Annual ESL Open House: Making Connections in Our New Language Lab

On October 10th, Mendocino College ESL students and faculty gathered in the beautiful new Language Lab for an evening of presentations by MC faculty and staff. Students from Lake County and the two offsite locations in Ukiah came to the language lab to participate in an event designed to help students build bridges towards their future careers. Students were able to meet faculty from diverse departments including Culinary Arts, Automotive Technology, and English. They also learned about various programs and pathways at MC, including the CAMP student support program and the new ESL Certificate of Completion. Students ended the evening with a tour of the new library and learning center.

Teacher Institute

On Friday, October 26 from 9:00 - noon, twelve Mendocino College instructors attended a Teacher Institute led by Debra Polak, English Professor and Foundation Skills Teaching and Learning Community Faculty Coordinator. The Institute, "Collaborative Spaces and Practices, Part 2: Designing and Assessing Groupwork," led instructors through activities which critically examined the design of both day-to-day collaborative activities as well as extended group projects. Teachers shared their own activities and discussed ways those activities might be redesigned to optimize student engagement, productivity and learning. Also, teachers engaged in discussion which examined how students can be evaluated fairly (given grades) on group participation and work produced. Finally, Jaime Cechin, Student Learning Outcomes Team Co-chair, assisted Debra in discussing how collaborative work should fit into course level Student Learning Outcomes (SLOs) and SLO assessment at the course and institutional levels. Full- and part-time teachers from the Ukiah campus and Willits Center attended and included representation from the English, ESL, Sociology, Math, and Speech Departments

Curriculum Committee

The Curriculum Committee has been working hard this semester on responding to classes that are no longer repeatable beginning in the fall of 2013. Dozens of new classes have been created and dozens more have been modified to make sure that our students have access to appropriate options when this change takes effect. The Committee has also been working on implementing a 5 year review cycle to make sure all curriculum will be reviewed on a regular, ongoing basis. And work continues to implement as many new degrees for transfer as possible to guarantee our students will be accepted and have a smooth transition into the universities.

SUBJECT: ADMINISTRATIVE SERVICES REPORT

SYNOPSIS:

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

Propositions

Proposition 30—Approved by voters, this tax initiative sponsored by Governor Jerry Brown and the California Federation of Teachers (and supported by numerous other organizations):

- Increases personal income tax on annual earnings over \$250,000 for seven years
- Increases sales and use tax by ¼ cent for four years
- Allocates temporary tax revenues for K-14 and other state funding uses
- Raises about \$6 billion in revenues for most years

For K-12 and community college districts, passage of Proposition 30 means that they can generally expect flat funding year over year with some relief on deferrals from previous years. It means the avoidance of an additional three-week reduction in the school year for K-12 districts, as well as other potential revenue shortfalls, and \$50 million in growth funding provided for community college districts. For Mendocino College, instead of facing a \$2 million budget cut in 2013/14 and an additional \$1.3 million cut over the next two years, we will only have to address a \$500,000 budget cut in 2014/15 with an additional cut of \$400,000 in 15/16 in order to maintain an 8% ending fund balance.

Proposition 38—Rejected by voters, this tax initiative, sponsored by Molly Munger and the California Parent/Teacher Association, would have raised income taxes on most Californians, anywhere from 0.4% to 2.2% based on personal income. The roughly \$10 billion in additional funds from the increase in the Personal Income Tax associated with this measure would have funded only K-12 schools, early childhood education programs, and debt service payments for general obligation bonds.

Proposition 39—Approved by voters, this proposition requires multistate businesses to calculate their California income tax liability based on the percentage of their sales in California, repealing existing law giving multistate business the option to choose a tax liability formula that provides favorable tax treatment for business with property and payroll outside California. The impact from this change for the state General Fund is \$500 million in the first year, growing to \$1 billion annually, resulting in \$200 million to \$500 million annually in increased Proposition 98 funding, according to Legislative Analyst's Office calculations.

The California Legislature

In a potential big win for legislative Democrats, both Assembly Speaker John. A. Pérez (Los Angeles) and Senate President pro Tempore Darrell Steinberg (Sacramento) are confident Democrats have gained a super majority in their respective house; many expected Senate Democrats to gain a two-thirds majority, but a super majority of Assembly Democrats was a long shot. While a few races are still too close to call as of this writing, a Democratically controlled Legislature would theoretically be able to approve revenue measures and suspend Proposition 98 without relying on Republican votes.

SUBJECT: MEASURE W PROJECT PROGRESS AND STATUS REPORT

SYNOPSIS:

Report to the Board of Trustees on progress and current status of Measure W projects.

ANALYSIS:

The Quarterly Bond report is submitted as information.

Completed Projects

There are seventeen projects currently completed out of 32 original projects. The total cost of completed projects has resulted in a total net bond savings of \$6,653,918 over the original project budgets. The completed projects and their savings are as follows:

	Budget	Actual	Difference
HVAC Upgrades and Additions	\$450,000	\$318,542	\$131,458
Renovation for Instructional & Student Service	\$300,000	\$452,478	<\$152,478>
Replace Instructional Equipment	\$450,000	477,426	<\$27,426>
Solar Technology	\$5,000,000	\$1,427,198	\$3,572,802
Technology Upgrades in Classrooms	\$400,000	\$298,449	\$101,551
Re-roof Court Center Buildings	\$77,850	\$75,036	\$2,814
Re-roof Agriculture Headhouse	\$60,000	\$59,441	\$559
Re-roof Center for Visual and Performing Arts	\$650,000	333,010	\$316,990
Re-roof Child Care Center	\$70,000	\$45,624	\$24,376
Re-roof Physical Education Building	\$600,000	454,327	\$145,673
Re-roof Voc/Tech Building	\$200,000	\$199,607	\$393
Athletic Field Improvements and Renovation	\$600,000	\$750,664	<\$150,664>
•Soccer Field	\$380,000		\$380,000
Maintenance/Warehouse Campus Project	\$3,000,000	\$4,698,153	<\$1,698,153>
•Scheduled Maintenance Funds	\$3,000,000		\$3,000,000
•Parking Lot Expansion and Upgrades	\$1,000,000		\$1,000,000
Media/Computer Graphics Lab	\$100,000	\$93,977	\$6,023
	\$16,337,850	\$9,683,932	\$6,653,918

The net savings have been used to augment projects that were projected to receive State matching funds that did not materialize. Additional savings were achieved by prioritizing projects, making changes in project size and scope, and by combining projects to achieve the planned result. Such projects included the combining of athletic fields to serve multi-purpose uses to achieve the objective of having a field available for soccer. Other projects that resulted in savings included the incorporation of smaller projects into the scope of larger projects. This was able to be accomplished in the ADA compliance projects and the flooring replacement project by addressing these issues in the construction of the Library/Learning Center, Lowery Student Center and the relocation of the Court Center modulares.

A major portion of the solar project funding was transferred to alternative funding sources utilizing incentive funds from PG&E and tax exempt municipal lease funds, which made bond funds available to offset the elimination of State matching funds.

Center Projects

The Lake and Willits Centers were initially reduced in size and scope to make up for the loss of State matching funds, but the low bid for the Library/Learning Center project allowed these projects to be designed to their original first phase size and scope. The original project budgets for these two projects were \$15 million for Lake and \$8 million for Willits. The reconfigured projects that were designed and bid are currently budgeted at \$13,898,198 for Lake and \$6,703,619 for Willits.

Willits Center

The Willits project was awarded in the amount of \$ 3,987,723, which was \$12,277 under the project construction budget.

After the project was awarded, the College staff met with the Traffic Safety Committee and Mendocino Transit (MTA) to discuss a possible location for a bus stop. During this meeting, which included, the Willits City Manager, the Police Chief, Community Development Director, MTA, Fire Chief, City Engineer, and a Consulting Engineer, it became apparent that the City wanted to address other issues regarding encroachment requirements and other off-site improvements. Several weeks of meetings and negotiations followed, resulting in agreements regarding improvements that would be required as a part of the College's encroachment permit, and street improvements in order to complete the project.

The result of these requirements include the deferral of Lenore curb, gutter and sidewalk improvements to the second phase of the college project, the College conducting a supplemental traffic investigation focused on crosswalk configuration for safety and ADA compliance, and the college providing storm water calculations confirming that the project would result in a reduction in storm water from the site.

This project is being built on a previous industrial site, which had numerous buildings with a large percentage of the site having been paved or with building foundations. While soils investigations were done on the site, geotechnical (soils) investigations were necessarily limited due to the existing improvements covering the site. In the soils report expansive wet clay soils were identified, but during construction the depths, moisture content, and nature of the clay material were found to be different in several locations. These existing conditions have resulted in a series of required changes to the project scope of the pad and roadway areas. They include removal of a large amount of concrete slabs that were discovered under paved areas,. Over-excavation of the building pad area was required to address the need for a base material of 30" to bridge the expansive clay under the pad. Geotechnical mitigation measures to address the high water table and existence of "plasticized expansive clay" at the roadway location were also required.

These items have resulted in a net change to the project which is included in the Board's agenda for ratification as Change Order No. 1. These changes have been authorized and have been expedited in order to address them in a timely manner before the winter storms. The total cost of these changes is \$114,736. The traffic study recommendations include a bulb out of the sidewalk at the curb cut for the ADA street crossing. The cost of the additional concrete sidewalk that is a part of the bulb out will be included in an subsequent change order.

Lake Center

The Lake Center project bid was approximately \$1.9 million over the project construction estimate. Value engineered changes have resulted in a total cost reduction to the project of \$546,391. The balance required to award the project was transferred from the unallocated reserve.

Library/Learning Center

The L/LC project is complete and was open for the start of the Fall semester. With the cooperation of the contractor, the transition has been smooth, even with punch list items being addressed after occupancy. The final project cost has resulted in a substantial savings over the original project budget, with a savings of over \$5 million below the construction cost estimate. The project is now complete and the balance remaining is projected to save an additional \$400,000 from budgeted and unused contingency funds.

Lowery Student Center

This project was bid and awarded within the project budget. Minor changes have been necessary to address sub-surface conditions that were discovered during demolition. These changes are reflected in the change order included in this agenda.

Point Arena

A resolution for the emergency repair of two projects is included for authorization in the board agenda for the classroom/lab building and house number one, which are currently unusable due to deterioration and are required to be able to utilize the facility for scheduled instructional uses.

ITEM NO: 6.4
DATE: November 7, 2012

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

Adopt-A-Fifth Grader Alumni Program - The volunteer committee comprised of Jane Kesey, Lucinda May, Christy Scollin, Lynda Myers, Wade Koeninger and Donna Berry reviewed the Fall and Spring outreach efforts to the 89 alumni. The alums were invited to receive free tickets to Inherit the Wind and two MC Football games. In addition, the alumni have received identification cards which provide all of the details of their award and how to redeem their scholarships upon high school graduation or enrollment at Mendocino College.

Our newly developed planned giving brochure along with a cover letter including a student story was distributed to over 150 friends of the Foundation.

Charley Myers has been approved as a new Foundation board member. We are thrilled to have his knowledge and expertise on the board.

To date, over 24 Gala sponsorships have been secured for the June 1, 2013 event. The "save a date" postcard will be mailed out in late November to over 2000 households.

The Foundation's annual "appeal letter" will be distributed in late November and will highlight Ms. Elide Fuentes a Culinary Arts student who was the first recipient of the Gregg Family Scholarship.

Recent press releases include 2013 Gala Sponsorships Needed, Culinary Arts Receives Dishes and Place Settings, Scholarship Recipient Ashley Hopper Cavanaugh and Alberto Lozano.

The Foundation is in the process of applying for a grant from Wells Fargo's Planned Giving Program. The grant will be coordination with the college's MESA program and will provide support to in-coming high school seniors.

The October Foundation Campus Tour was led by Superintendent/President Darnell with 12 participants. Participants were led through the new library/learning center and ended the tour with lunch in the CAM kitchen. Foundation Director Jerilyn Harris organized the guests and provided leadership. The final tour of the year is scheduled for November 14 with 18 guests signed up.

The Fall Foundation Newsletter has gone out. The holiday party invitation has been sent to Trustees, Foundation Directors and others.

ITEM NO: 6.5
DATE: November 14 2012

SUBJECT: CONSTITUENT REPORTS

SYNOPSIS:

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

ANALYSIS:

No written reports were included. Oral reports may be given at the meeting

ITEM NO: 6.6
DATE: November 14, 2012

SUBJECT: HEALTH BENEFITS

SYNOPSIS: Status of the Health Benefit Fund

RECOMMENDATION: Informational report

ANALYSIS:

For the first three months of 2012/13, 7/1/12 - 9/30/12, the health benefit cost per participant was \$1,529.81 per month, while the budgeted rate was \$1936 per participant.

ITEM NO: 7.1
DATE: November 14, 2012

SUBJECT: TRUSTEES' REPORTS

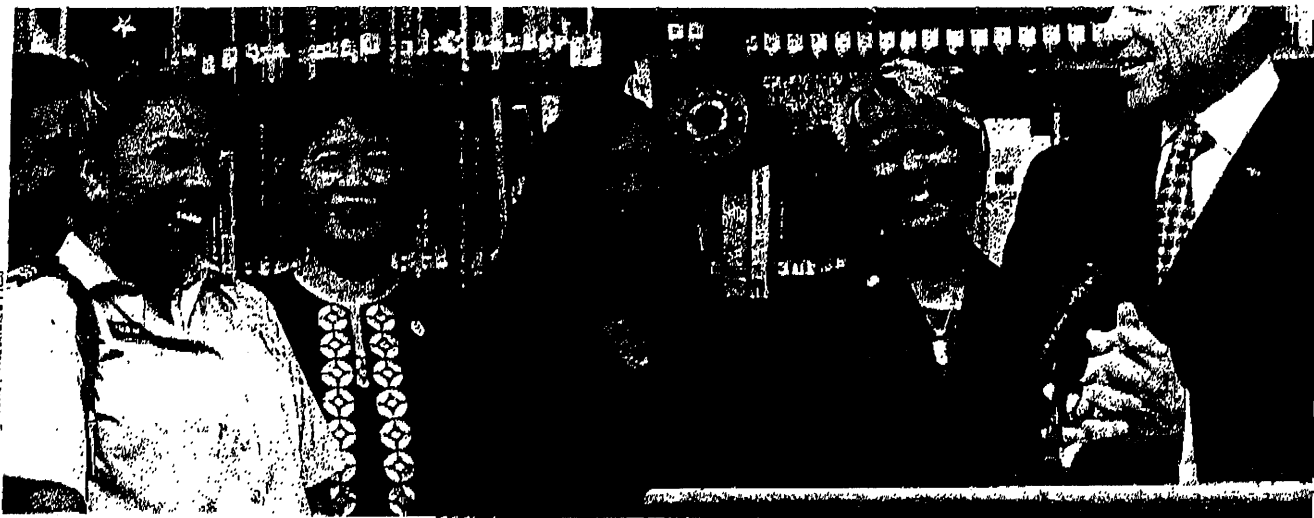
SYNOPSIS:

Individual Trustees share their Board related activities with the full Board

ANALYSIS:

The attached article is submitted by Trustees Haynes

Dallas Morning News / Associated Press



Texas Gov. Rick Perry addresses college-bound Janahy Agullar, far left, last week in Dallas, where he talked about making school more affordable.

Texas Pushes \$10,000 Degree

Gov. Perry Renews Call for Low-Cost College Education as Student Debt Loads Rise

BY NATHAN KOPPEL AND DOUGLAS BELKIN

For sale: a college education for \$10,000 or less.

Texas Gov. Rick Perry is renewing his call for such less-expensive undergraduate degrees, in what he hopes will be the state's signature response to the national problem of rising college tuition and student debt.

"A \$10,000 degree provides an opportunity for students to earn a low-cost, high-quality degree that will get them where they want to go in their careers and their lives," the Republican governor said in a statement last week. Mr. Perry has repeatedly urged schools to find ways to teach students more efficiently.

Ten Texas colleges have responded to the governor's challenge, first made a year ago. Angelo State University, a 7,000-student school in west Texas, announced Wednesday it will offer a \$10,000 degree starting next fall. The 10 schools educate more than 50,000 students, or roughly 10% of the undergraduates at public universities in the state, but don't include the state's flagship public universities, such as the University of Texas at Austin.

As details of the colleges' plans have emerged, so have skeptics who question the financial and academic viability of pricing college at a fraction of the roughly \$30,000 that students at Texas public universities pay on average over four years. They say reaching the \$10,000 goal in some cases involves big scholarships for select students rather than real reductions in the cost of providing an education, and thus the path to a

low-cost degree still isn't open to large numbers of students.

Taylor Ball, a graduate student in education at Angelo State, said the school's reduced-rate degree doesn't cover many significant costs, including campus housing, meal plans and textbooks. "It's those other fees that really get you," she said.

Mr. Perry's plan comes at a time when tuition is soaring; undergraduate charges at public four-year universities climbed 139% between 1990 and 2010, according to the nonprofit College Board.

For the 2011-12 academic year, average tuition and fees across the nation were \$8,244 at a four-year public university and \$28,500 at a private institution, the College Board said.

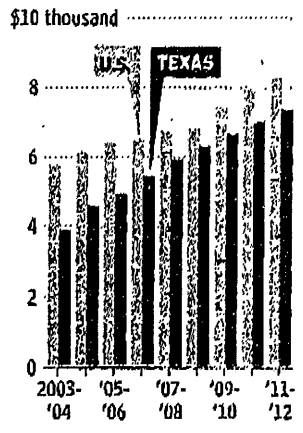
Driving recent price increases are cuts in appropriations for higher education by states as they struggle to balance their budgets. Between 2006 and 2011, state governments appropriated 12.5% less per student, according to a March report by the State Higher Education Officers.

One result is that students are taking on increasing amounts of education-related debt. Americans owed \$904 billion in student loans at the end of March, nearly 8% more than a year ago, according to the Federal Reserve Bank of New York. That compares with the \$679 billion they owed on credit cards at the end of the first quarter.

A handful of public and private schools have experimented with ways to reduce costs. Sewanee: The University of the South, a private school in Tennessee, cut tuition by 10% two years ago. That same year, Seton Hall University, a private school in New Jersey, cut

Sticker Shock

Average tuition and fees at public universities, by academic year



Note: Data for in-state students only
Sources: College Board; Texas Higher Education Coordinating Board
The Wall Street Journal

tuition 68% for certain top students to match the in-state rate for Rutgers University, a nearby public school.

In Texas, the University of Texas at Arlington introduced a \$10,000-degree track that will credit classes students take in high school and at a local community college, and incorporate a \$10,000 scholarship to qualifying students.

Texas A&M University-Commerce, near Dallas, will offer a \$10,000 degree in "organizational leadership" that will award some course credits to students as soon as they have demonstrated competency in a subject, such as accounting, by passing an exam—a potentially quicker route to a degree.

To offer its new \$9,974 degree,

starting next year, Angelo State will increase class sizes, offer courses online and incorporate a \$5,000 annual scholarship for participating students. To qualify, students must have relatively high standardized test scores and maintain a grade point average of 3.5 or better.

The program is designed for mature students, such as those with work experience who are prepared to be focused in their pursuit of a degree, said Angelo State President Joseph Rallo, who notes that younger students often take relatively light course loads and struggle to complete their degrees in four years.

The push for lower-cost degrees has generated widespread concern among Texas professors, who say they fear schools are sacrificing quality by seeking savings, for instance by increasing the use of adjunct professors.

Adjunct faculty often are paid on a per-class basis and have to teach heavy loads just to earn a modest living, leaving them little time to advise and guide student outside the classroom, said Ann McGlashan, a Baylor University professor who heads the Texas chapter of the American Association of University Professors.

Thomas Lindsay, an education expert at the Texas Public Policy Foundation, a conservative think tank in Austin, said critiques of low-cost degrees miss the broader significance—that colleges, for the first time, are broadly thinking of ways to lower their costs.

"The governor has incentivized the sort of creativity on the part of schools that it is going to take to address the college affordability problem," he said.



ITEM NO: 7.2
DATE: November 14, 2012

SUBJECT: TRUSTEE SELF-EVALUATION

SYNOPSIS:

Trustee Self-Evaluation

ANALYSIS:

Attached is the compilation of responses from staff along with a analysis by Dr. Charles Duffy, Director of Institutional Research, of the Trustee's responses

Board Policy 215 addresses the Board's Self-Evaluation. The following process is outline in the Administrative Procedure 215.1:

1. The Board will conduct a self-evaluation every other year in even years.
2. The process will be begun in the fall.
3. An assessment document will be completed by each trustee.
4. The assessment document will be submitted to the Board President by the first day in October.
5. The Board President will compile the responses and present the completed Trustee Self-Evaluation at the open session of the November Board meeting.

Additionally, all members of the District staff who regularly participate in Board meetings will be given the opportunity to participate in the process of evaluating the Board. Staff evaluations will be submitted to the Superintendent/President who will summarize them without reference to the source. The summary will be forward to the Board President for inclusion in the final trustee evaluation.

Summary Analysis
Mendocino-Lake Community College District
Board of Trustees
Self-Evaluations

October, 2012
Office of Institutional Research
Mendocino College

INTRODUCTION

Members of the Mendocino-Lake Community College Board of Trustees were asked to complete a self-evaluation consisting of both objective, Likert-scaled items and four open-ended questions. On the objective items, trustees were asked to provide their level of agreement, ranging from 1 for “Strongly Disagree” to 4 for “Strongly Agree”. Trustees were asked to provide their level of agreement as it related to themselves as individual Trustees and to the Board as a whole. The 36 Likert-scaled questions were distributed among six subject areas:

- Board Meetings and Operations
- Board Policies
- Community Relations
- Board/Superintendent/President Relations
- District Operations
- Board Education

The four open-ended questions ask for:

- Major accomplishments for the year
- Greatest strengths of the Board
- Areas for improvement
- Other Comments

Responses to the objective items are summarized in Appendix I, including additional comments for each section provided by the Trustees. Written comments are listed in Appendix II. Please note, that the written responses for the questions in Appendix II are not in the same order from question to question,

ANALYSIS

Overall, there is a strong level of agreement on the objective items, both in how the Trustees view themselves and in how they view the Board as a whole. There were only a few items which elicited a “Disagree” response from any of the Trustees and only seven responses, of an overall total of 494 responses were “Don’t Know”. Generally, Trustees either “Agree” or “Strongly Agree” with each of the items. Trustees tended to rate the Board, as a whole, either at the same level as themselves as individual Trustees or higher.

A. Board Meetings and Operations

Eight questions composed section A. On all questions, Trustees either agreed or strongly agreed with each statement. For each statement, the average level of responses for all trustees was in excess of 3.0 (“Agree”). On five of the questions, Trustees rated the Board higher than themselves, which was a fairly consistent pattern through the evaluation instrument. However, on three items Trustees rated themselves slightly better than the Board as a whole, as shown in Table 1.

Item	Average Rating of Self	Average Rating of Board
(3) The Board maintains confidentiality of privileged information.	3.86	3.71
(4) The Board operates ethically without conflict of interest.	3.71	3.57
(6) The information requested by and provided to Board members does not put an undue burden on faculty and staff.	3.43	3.29

Table 1: Items from Section A where Trustees rated themselves higher than rating of the Board.

Comments provided for Section A generally reflect the level of agreement found on the other five items and reflect the strong levels of agreement on items 1, 2, and 5 in this section.

B. Board Policies

On all five items in this section, Trustees were very positive both regarding themselves and the Board as a whole. Trustees showed very strong levels of agreement with the items both in regards to themselves and the Board as a whole. With the exception noted, the average level of agreement for both Self and the Board for items in section B, were in excess of 3.5, the midpoint between “Agree” and Strongly Agree”.

C. Community Relations

As with section B, Trustees rated the Board, as a whole, higher than themselves as individuals on all nine items in this section. For all but two items (14 and 20), the average rating for the Board as a whole was greater than 3.4; but even on those two items, the average rating was still in excess of 3.0 (“Agree”).

There were two items in section C that actually had some substantial disagreement. Item 20 (“The Board helps educate the local community about District programs and issues.”) and item 21 (“The Board advocates District interests to regional, state, and national agencies and legislators.”) each had an average rating from the Trustees, for themselves, less than 3.0 (“Agree”). For item 20, the average self-evaluation for Trustees was 2.86 and for item 21, it was 2.71. This was reinforced by comments from two Trustees in this section:

- “I am not aware of the level of advocacy with regional, state and national agencies.”
- “The College needs to do a better job of communicating with its constituents.”

D. Board/Superintendent/President Relations

This section consisted of four items. Trustees were very positive both regarding themselves and for the Board as a whole. On three of the four items, Trustees saw themselves and the Board in the same light, with an average agreement of 3.86 for Self and Board. On the fourth item (24) the average level of agreement for Self was 3.86 but 4.00 for the Board as a whole. This reflects a mutually shared sense that the Trustees, both individually and as a whole, continue to enjoy a strong relationship with the Superintendent/President.

E. District Operations

On the items included in Section E, Trustees were mixed in regard to rating themselves individually and rating the Board as a whole. On three of the seven items (29, 31 and 33), the average ratings Trustees gave themselves and the rating they gave the Board as a whole were identical and well above 3.0 (“Agree”).

On two items (27 and 28) the average rating of Trustees for themselves was lower than the for the Board. This is interesting since these two items deal directly with knowledge of the District and its operations. On question 27 (“The Board is knowledgeable about the educational programs and services of the District.”) Trustees gave themselves an average rating of 3.00 but they gave the Board an average rating of 3.43. Similarly, on question 28 (“The Board understands the District budget document, financial audit and fiscal condition of the District.”) Trustees gave themselves an average rating of 3.29 but gave the Board, as a whole, an average rating of 3.43.

Finally, on two of the items (30 and 33), Trustees evaluated themselves, on average, higher than the Board. For item 30 (“The Board has a collaborative and productive relationship with the Mendocino College Foundation.”) the average agreement for Self was 3.71 compared to an average rating for the Board of 3.59. For item 32 (“The Board is appropriately involved in the accreditation process.”) the average agreement level for Self was 3.67 and the average agreement level for the Board was 3.57.

F. Board Education

On the final three items, the average level of agreement on Self and the Board was virtually identical on each item.. The one item of note is item 36 (“sufficient resources are allocated for Board members to attend appropriate conferences and participate in other educational opportunities.”) where the level of agreement for both Self and the Board was 2.71, indicating some disagreement among Board members.

Open-ended Items

(1) What were the major accomplishments of the Board/District in the past year?

Trustees were fairly uniform in citing the following items as accomplishments;

- Leadership transition
- Measure W building projects
- Dealing with reduced budgets

(2) What are the Board's greatest strengths?

Answers to this question were once again fairly uniform, citing things such as trust, interpersonal relationship and working as a team. These responses correlate with similar responses found in the objective items.

(3) What are the areas in which the Board could improve?

The comments in this section tended to go in two related streams. The first stream focused upon the Board learning more about the College and College governance especially as it transitions through current budget issues. The second stream was more outwardly directed and mentioned more contact and cooperation with external agencies.

(4) Other comments you would like to add as part of this self-evaluation.

Few additional comments were provided in this section. The most salient reiterated the desire for educational and training opportunities for Board members and the possibility of working with boards from other agencies.

Appendix I. Frequency Distributions for Objective Items

A. Board Meetings and Operations

1. In general, Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	3	42.9	Agree	2	28.6
Strongly Agree	4	57.1	Strongly Agree	5	71.4
Total	7	100.0	Total	7	100.0

2. Board members uphold the final majority decision of the Board.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	1	14.3	Agree	1	14.3
Strongly Agree	6	85.7	Strongly Agree	6	85.7
Total	7	100.0	Total	7	100.0

3. The Board maintains confidentiality of privileged information.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	1	14.3	Agree	2	28.6
Strongly Agree	6	85.7	Strongly Agree	5	71.4
Total	7	100.0	Total	7	100.0

4. The Board operates ethically without conflict of interest.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	2	28.6	Agree	1	14.3
Strongly Agree	5	71.4	Strongly Agree	5	71.4
Total	7	100.0	Don't Know	1	14.3
			Total	7	100.0

5. Board meeting agendas allow appropriate input from staff, students, Mendocino College Foundation and community.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	1	14.3	Agree	1	14.3
Strongly Agree	6	85.7	Strongly Agree	6	85.7
Total	7	100.0	Total	7	100.0

6. The information requested by and provided Board members does not put an undue burden on faculty and staff.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	4	57.1	Agree	5	71.4
Strongly Agree	3	42.9	Strongly Agree	2	28.6
Total	7	100.0	Total	7	100.0

7. The Board works to achieve the District's goals and objectives.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	3	42.9	Agree	2	28.6
Strongly Agree	4	57.1	Strongly Agree	5	71.4
Total	7	100.0	Total	7	100.0

8. The Board works to achieve the Board's goals and objectives.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	2	28.6	Agree	1	14.3
Strongly Agree	4	57.1	Strongly Agree	5	71.4
Don't Know	1	14.3	Don't Know	1	14.3
Total	7	100.0	Total	7	100.0

Comments on Section A:

The Board is very cohesive.
Opinions are listened to.

I am not aware of faculty or staff reporting an undue burden regarding information requested by Board members.

On question 6, I am not able to score a "4" as I do not have direct info. But I believe the Board acts respectfully.

Re: #6 I don't actually know but have not heard any complaints.
Re: #7 Although I agree that we do, we can always do more.

B. Board Policies

9. The Board assures a systematic, comprehensive review of Board policies and the procedures that implement them.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	5	71.4	Agree	4	57.2
Strongly Agree	2	28.6	Strongly Agree	3	42.9
Total	7	100.0	Total	7	100.0

10. The Board recognizes the differences between its policy role and the roles of the Superintendent/President and staff.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	1	14.3	Strongly Agree	7	100.0
Strongly Agree	6	85.7			
Total	7	100.0			

11. The Board, through the Superintendent/President and appropriate committees, receives advice and recommendations from faculty, staff and students.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	3	42.9	Agree	2	28.6
Strongly Agree	4	57.1	Strongly Agree	5	71.4
Total	7	100.0	Total	7	100.0

12. The Board is appropriately involved in defining the mission, vision, values, goals and objectives.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	1	14.3	Strongly	7	100.0
Strongly	6	85.7	Agree		
Agree					
Total	7	100.0			

13. The Board sets priorities in collaboration with the Superintendent/President

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	1	14.3	Strongly	7	100.0
Strongly	6	85.7	Agree		
Agree					
Total	7	100.0			

Comments on Section B:

Re: #9 Gwen keeps us on our toes.

Re: #12 Thanks to the administration and staff we are able to be involved in the process and not just “rubber stamping” an end product.

Re: #9 Gwen is particularly helpful with this!

C. Community Relations

14. The Board understands community and regional needs and expectations and responds to them.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	7	100.0	Agree	5	71.4
			Strongly Agree	2	28.6
			Total	7	100.0

15. Board members interact with and listen to community members.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	6	85.7	Agree	4	57.1
Strongly Agree	1	14.3	Strongly Agree	3	42.9
Total	7	100.0	Total	7	100.0

16. Board members cultivate relationships with community leaders.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	7	100.0	Agree	4	57.1
			Strongly Agree	3	42.9
			Total	7	100.0

17. Board members inform the Superintendent/President about community concerns.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	4	57.1	Agree	4	57.1
Strongly Agree	3	42.9	Strongly Agree	3	42.9
Total	7	100.0	Total	7	100.0

18. The Board recognizes and celebrates positive accomplishments of the District and its employees.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	3	42.9	Agree	2	28.6
Strongly Agree	4	57.1	Strongly Agree	5	71.4
Total	7	100.0	Total	7	100.0

19. Board members support the District by attending various District and community events.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	6	85.7	Agree	4	57.1
Strongly Agree	1	14.3	Strongly Agree	3	42.9
Total	7	100.0	Total	7	100.0

20. The Board helps educate the local community about District programs and issues.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Disagree	1	14.3	Disagree	1	14.3
Agree	6	85.7	Agree	4	57.1
Total	7	100.0	Strongly Agree	2	28.6
			Total	7	100.0

21. The Board advocates District interests to regional, state, and national agencies and legislators.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Disagree	2	28.6	Agree	2	28.6
Agree	5	71.4	Strongly Agree	4	57.1
Total	7	100.0	Don't Know	1	14.3
			Total	7	100.0

22. Board members follow protocols for dealing with District and community citizens and the media.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	4	57.1	Agree	3	42.9
Strongly Agree	3	42.9	Strongly Agree	4	57.1
Total	7	100.0	Total	7	100.0

Comments on Section C:

Again, the “3”s indicate that we could be doing more.

I am not aware of the level of advocacy with regional, state and national agencies.

Re #20: The College needs to do a better job of communicating with its constituents.

D. Board/Superintendent/President Relations

23. The Board and the Superintendent/President have a positive, cooperative relationship.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	1	14.3	Agree	1	14.3
Strongly Agree	6	85.7	Strongly Agree	6	85.7
Total	7	100.0	Total	7	100.0

24. The Board maintains open communication with the Superintendent/President (no surprises).

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	1	14.3	Strongly Agree	7	100.0
Strongly Agree	6	85.7			
Total	7	100.0			

25. The Board annually develops goals and objectives that are used in the evaluation of the Superintendent/President.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	1	14.3	Agree	1	14.3
Strongly Agree	6	85.7	Strongly Agree	6	85.7
Total	7	100.0	Total	7	100.0

26. The Board understands the role of the Superintendent/President as the link between the Board and staff.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	1	14.3	Agree	1	14.3
Strongly Agree	6	85.7	Strongly Agree	6	85.7
Total	7	100.0	Total	7	100.0

Comments on Section D:

There were no comments.

E. District Operations

27. The Board is knowledgeable about the educational programs and services of the District.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	7	100.0	Agree	4	57.1
			Strongly Agree	3	42.9
			Total	7	100.0

28. The Board understands the District budget document, financial audit and fiscal condition of the District.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	4	57.1	Agree	4	57.1
Strongly Agree	3	42.9	Strongly Agree	3	42.9
Total	7	100.0	Total	7	100.0

29. The Board assures that the District budget is linked to planning.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	2	28.6	Agree	2	28.6
Strongly Agree	5	71.4	Strongly Agree	5	71.4
Total	7	100.0	Total	7	100.0

30. The Board has a collaborative and productive relationship with the Mendocino College Foundation.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	2	28.6	Agree	3	42.9
Strongly Agree	5	71.4	Strongly Agree	4	57.1
Total	7	100.0	Total	7	100.0

31. The Board establishes clear parameters for collective bargaining and meet and confer with employee groups.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	3	42.9	Agree	3	42.9
Strongly Agree	4	57.1	Strongly Agree	4	57.1
Total	7	100.0	Total	7	100.0

32. The Board is appropriately involved in the accreditation process.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	2	28.6	Agree	3	42.9
Strongly Agree	4	57.1	Strongly Agree	4	57.1
Don't Know	1	14.3	Total	7	100.0
Total	7	100.0			

33. The Board ensures that a collegial governance structure is used to provide access to and input from all constituencies.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	2	28.6	Agree	2	28.6
Strongly Agree	5	71.4	Strongly Agree	5	71.4
Total	7	100.0	Total	7	100.0

Comments on Section E:

There were no comments on Section E.

F. Board Education

34. New trustees receive timely and individualized mentoring to the Board and the District,

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Agree	4	57.1	Agree	4	57.1
Strongly Agree	2	28.6	Strongly Agree	2	28.6
Don't Know	1	14.3	Don't Know	1	14.3
Total	7	100.0	Total	7	100.0

35. Board members are engaged in continuing education including individual learning activities.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Disagree	1	14.3	Disagree	1	14.3
Agree	3	42.9	Agree	2	28.6
Strongly Agree	2	28.6	Strongly Agree	2	28.6
Don't Know	1	14.3	Don't Know	2	28.6
Total	7	100.0	Total	7	100.0

36. Sufficient resources are allocated for Board members to attend appropriate conferences and participate in other educational opportunities.

Rating of Self			Rating of Board		
	Frequency	Percent		Frequency	Percent
Disagree	2	28.6	Disagree	2	28.6
Agree	5	71.4	Agree	5	71.4
Total	7	100.0	Total	7	100.0

Comments on Section F:

Re #34: Janet is particularly good at this.

Re #36: While money is budgeted for conferences, it is uncomfortable to use it when it might be better spent on students.

Re #35 & #36: Finances preclude travel and CE for Board members. It would be nice to have insight of cost saving measures and new education instruction proposals.

I am not aware of the continuing education efforts of the other Board members.

Re #36: Board members should be commended for sharing conference expenses.

Appendix II: Written Comments:

(1) What are the major accomplishments of the Board/District in the past year?

The Board/District dealt with the departure of our Supt./Pres. during the year and then the departure of our V-P of Ed. while keeping Mendocino College on track and following State guidelines about concentrating on Career and Technical Ed., Transfer to 4 yr. college/univ. Basic Ed. Even during the poor economic times, we haven't had to lay off any employees and all constituent groups have worked together for the success of Mendocino College students.

Maintaining a viable education program in the midst of a continuing reduction of state funding.

Supporting the completion of Measure W building projects.

Finances – getting through the year w/o layoffs.

Governance – moving forward getting new S/P and VP.

Finish library and begin construction of Willits and Lake.

Help prioritize the budget

Library/Learning Center, Willits Center, Lake Center

Employee recognition

Five-year capital outlay plan

Informational reports

Continue to support “Adopt a 5th grader”.

Oversight of:

administrative change process

Measure W bond projects completion

Handling of difficult budget issues and rare but present cases requiring admin. discipline or legal action.

Hiring interim CEO

Hiring search firm

New building

Budget oversight

Lake Center

North County Center

Working within budget

(2) What are the Board's greatest strengths?

Trust.

Positive, cooperative working attitude. Committed to SLOs.

Respect for one another and all staff work as a team.

Working as a team

Trust in each other. Truly listening to divergent view points. I enjoy the meetings—for the most part they are fun.

The collaborative climate and collegial attitude exhibited by the Board members.

We share a strong commitment to student success and to making Mendocino College the best college we can.

(3) What are areas in which the Board could improve?

Using the student survey info... "Big Picture"

A stronger focus on regional, state and national agencies and legislators.

More CE once finances improve.

Possibly trustees could attend more student/college events.

Becoming more familiar with the changes that will take place due to budget challenges.

More understanding of how to govern by policy

Activities with other regional boards.

(4) Other comments you would like to add as part of this self-evaluation.

As usual, I will be anxious to see what the staff says (to learn how I need to improve).

I am proud to be associated with Board members that take their responsibilities seriously. The relationship to staff is cordial and respectful. The students that completed their evaluation of the College have a very positive attitude which reflects something good is happening.

I wish we could have one of the state-wide Trustee Conferences or at least one or two workshops from each conference via the internet. That way all trustees would have a better chance to "attend" and keep up with new ideas. At the same time this would save money to be used for campus events and students.

Have joint meetings with other boards.

**Mendocino-Lake Community College District
Board of Trustees
Evaluation Instrument
2012**

Evaluations By Staff Who Regularly Attend Board Meeting

Rating Scale:
4 = Strongly Agree
3 = Agree
2 = Disagree
1 = Strongly Disagree
DK = Don't Know

Evaluation Date: 10/18/12

A. Board Meetings and Operations	Rating: Self	Rating: Board of Trustees
5. In general, Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.		3.6
2. Board members uphold the final majority decision of the Board.		3.8
3. The Board maintains confidentiality of privileged information.		4
4. The Board operates ethically without conflict of interest.		3.6
5. Board meeting agendas allow appropriate input from staff, students, Mendocino College Foundation and community.		3.8
6. The information requested by and provided to Board members does not put an undue burden on faculty and staff.		3.2
7. The Board works to achieve the District's goal and objectives.		3.4
8. The Board works to achieve the Board's goals and objectives.		3.4

B. Board Policies	Rating: Self	Rating: Board of Trustees
9. The Board assures a systematic, comprehensive review of Board policies and the procedures that implement them.		3.6
10. The Board recognizes the difference between its policy role and the roles of the Superintendent/President and staff.		3.8
11. The Board, through the Superintendent/President and appropriate committees, receives advice and recommendations from faculty, staff and students.		4
12. The Board is appropriately involved in defining the mission, vision, values, goals, and objectives.		3.6
13. The Board sets priorities in collaboration with the Superintendent/President.		3.5

C. Community Relations	Rating: Self	Rating: Board of Trustees
14. The Board understands community and regional needs and expectations and responds to them.		3
15. Board members interact with and listen to community members.		3.25
16. Board members cultivate relationships with community leaders.		3.25
17. Board members inform the Superintendent/President about community concerns.		3.4
18. The Board recognizes and celebrates positive accomplishments of the District and its employees.		4
19. Board members support the District by attending various District and community events.		3.8
20. The Board helps educate the local community about District programs and issues.		3.2
21. The Board advocates District interests to regional, state, and national agencies and legislators.		3.5
22. Board members follow protocols for dealing with District and community citizens and the media.		3.75
D. Board/Superintendent/President Relations	Rating: Self	Rating: Board of Trustees
23. The Board and the Superintendent/President have a positive, cooperative relationship.		4
24. The Board maintains open communication with the Superintendent/President (no surprises).		3.8
25. The Board annually develops goals and objectives that are used in the evaluation of the Superintendent/President.		3.75
26. The Board understands the role of the Superintendent/President as the link between the Board and staff.		4
E. District Operations	Rating: Self	Rating: Board of Trustees
27. The Board is knowledgeable about the educational programs and services of the District.		3
28. The Board understands the District budget document, financial audit and fiscal condition of the District.		3.8

29.	The Board assures that the District budget is linked to planning.		3.5
30.	The Board has a collaborative and productive relationship with the Mendocino College Foundation.		3
31.	The Board establishes clear parameters for collective bargaining and meet and confer with employee groups.		3
32.	The Board is appropriately involved in the accreditation process.		3.75
33.	The Board ensures that a collegial governance structure is used to provide access to and input from all constituencies.		3.75

F. Board Education		Rating: Self	Rating: Board of Trustees
34.	New trustees receive timely and individualized mentoring to the Board and the District.		3.5
35.	Board members are engaged in continuing education including individual learning activities.		3.5
36.	Sufficient resources are allocated for Board members to attend appropriate conferences and participate in other educational opportunities.		3

Written Comments from Staff

A. Board Meetings and Operations

- Board President Clark has increased the efficiency and professionalism of the Board meetings while still allowing for adequate discussion on all subjects by the Board.
- Board President Joel Clark does an excellent job of keeping meetings on track and on keeping the Board focused on issues at hand.

B. Board Policies

- (regarding question #10) The Board continues to look for ways to learn all they can about college programs without stepping out of their role at the policy level. When in doubt, they question if their actions are correct.

C. Community Relations

- The Board is clearly supportive of the District and its activities. We are especially fortunate that Trustee Janet Chaniot represents us at the state level.

D. Board/Superintendent/President Relations

- No written comments.

E. District Operations

- The Board does its best to remain current on educational programs and services. There are constant changes in this area, and having spotlights has been an effective tool in keeping the Board informed.

- The Board's agenda allows for presentations by faculty and staff at each Board meeting. Board members request specific presentations and the S/P schedules presentations that keep the Board current.

F. Board Education

- In this time when resources are scarce, Board members have self-educated rather than attend conferences and share what they've learned with other board members at the Trustee report section of the agenda.

OPEN ENDED QUESTIONS

1. What are the major accomplishments of the Board/District in the past year?

- Meetings are much better run and organized.
- The Board has provided consistency and meaningful direction in this time of change.
- Trustee Clark's leadership as Board President has made a big impact on the staff's opinion of the Board.
- Working quickly and efficiently to employ an interim S/P in addition to initiating the selection process for the S/President.
- The board was very proactive in quickly hiring an interim superintendent president, setting some clear objectives for the interim period, and involving the various campus constituencies in the process.

2. What are the Board's greatest strengths?

- Commitment to the success of Mendocino College!
- Board works together well and avoids micromanaging.
- The board does a good job delegating authority to the president for operational matters.
- It is clear that the Board has the best interests of students at heart. They deeply care about providing quality educational experience for all students.
- Being respectful of each other while continuing to express their own opinions.
- Following the Trustee Protocols they created for participating in meetings and outside of meetings.

3. What are areas in which the Board could improve?

- Board meetings still tend to veer off topic at times or get into too many personal details, but the chair does a good job reeling everyone in.
- I would encourage the Board to continue to ask questions about educational programs and services and to provide continued opportunity to respond to their inquiries in this area.
- The Board can continue to be mindful of micromanaging.
- Be careful to not offer personal opinions to staff and students who may think that it is a directive from the full Board.
- Resolve miscellaneous questions prior to Board meeting.
- The Board should continue to learn about all areas of the college in order to provide accurate and timely information to the public. They do a good job at this already and should continue this work.

4. Other comments you would like to add as part of this self-evaluation.

- Many thanks, once again, to Board President Joe Clark for his excellent leadership!
- Great Trustees who are very dedicated to Mendocino College. Their time, interest and support are greatly appreciated.

Item: 7.3
Date: November 14, 2012

Future Agenda Topics

Date Requested By Board	Item	Board Meeting to be Agendized	Status
May 2, 2012	Refresher to the Board on historical decisions made by BIPC on redistribution of funds	September Board meeting Report-VP Perryman	Completed
Feb 1, 2012	Trustee Areas	October Board meeting Report from subcommittee	Completed
Dec 7, 2011	A report on the AG Program	November Board meeting Time Certain Presentation - sabbatical report and future plan for AG Department	
Nov 2, 2011	Mendocino College Business/Entrepreneurship programs, as related to Economic Development.	December Board meeting Time Certain Presentation	
Report from the S/P	Culinary Arts – Presentation (held over from spring 2012 semester)	October Board meeting Time Certain Presentation	Completed
Report from the S/P	Presentation on the Willits Center – Dean Rawitsch	August Board meeting	Completed
Report from the S/P	Review of Student Survey Results – Dr. Duffy	September Board meeting Big Picture Item	Completed
Sept. 12, 2012	Report from S/P on how donations to the college are vetted prior to coming to the Board for approval	December President's report	
Sept. 15, 2012	Report on how FTES is calculated.	February workshop Item – VP Perryman	
Oct 3, 2012	Trustee Health Benefits	November - Closed Session	
Report from the S/P	Auto Program – presentation	March or April, 2013 Time Certain Presentation	