

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

**Wednesday, June 1, 2011 – 5:00 PM
Mendocino College – Lake Center
1005 Parallel Drive, Lakeport CA 95453**

CALL TO ORDER /PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

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

1. APPROVAL OF AGENDA AND MINUTES

- 1.1 Approval of Agenda
- 1.2 Approval of Minutes of the Regular Meeting held on May 4, 2011.

2. OATH OF OFFICE

Oath of Office is Administered to Student Trustee Jennifer Evans

3 & 4 CONSENT AGENDA

3. Personnel

- 3.1 Employment – Short-Term Employees
A list of short-term employees may be presented at the meeting
- 3.2 Employment – Summer Session Faculty and Part-Time Faculty
A list of summer session faculty and part-time faculty for fall session is submitted for approval
- 3.3 Volunteers
A list of volunteers is submitted for approval
- 3.4 Resignation- Faculty
Recommendation to accept the resignation of Shannon McCulley
- 3.5 Staffing Changes
Recommendation to ratify changes in assignments for Counselor/Articulation Officer and Center Assistant
- 3.6 Employment – Professional Expert
Recommendation to employ Jennifer Banks as EMT-Paramedic Program Director
- 3.7 MPFA (Mendocino Part-Time Faculty Association) Contract Revisions, 2010-11
Recommendation to ratify the contract revisions and side letters
- 3.8 Mendocino College Federation of Teachers (MCFT) 2011-12 Reopeners
Recommendation to receive the initial collective bargaining proposal
- 3.9 Mendocino College Federation of Teachers (MCFT) – Side Letter
Recommendation to ratify the side letter which has no financial impact

4. Other Items

- 4.1 Fiscal Report as of April 30, 2011
Submitted for acceptance
- 4.2 Donation of Automobiles
Recommendation to accept the donation of automobiles to the Auto Tech Club
- 4.3 Child Development Center Program Self-Evaluation
Recommendation to receive the Self-Evaluation
- 4.4 Mendocino College 2011 Catalog
Recommendation to approve the 2011 College Catalog
- 4.5 Donation of 45 yards of Compost
Recommendation to accept the donation

- 4.6 District Order of Priorities - Five-Year Capital Construction Plan 2013-17
Recommendation to approve

5. ACTION ITEMS

- 5.1 2011/2012 Tentative Budget
Recommendation to adopt
- 5.2 New Policy 413 Community Service Classes
Recommendation to adopt
- 5.3 Substitution of Listed Subcontractor – Library/Learning Center
Recommendation to approve subcontract substitutions for concrete and electrical

6. INFORMATIONAL REPORTS

- 6.1 President's Report
Report on the monthly activities of the Superintendent/President
- 6.2 Education and Student Services Report
- 6.3.1 Report on the monthly activities of the Education and Student Services Departments
- 6.3.2 Annual report on Community Advisory Committees
- 6.3 Administrative Services Report
- 6.3.1 Administrative Services Department informational report
- 6.3.2 Measure W Bond report
- 6.4 Mendocino College Foundation, Inc.
Report on the monthly activities of the Foundation
- 6.5 Constituents Reports
No written reports were submitted. Oral reports may be given at the meeting.
- 6.6 Health Benefits Report
Submitted as information

7. TRUSTEE COMMUNICATIONS

- 7.1 Trustee Reports
- 7.1.1 Report on the monthly activities of the Trustees
- 7.1.2 Reports from Board subcommittees
- Trustee Areas and Elections
 - Trustee Health Benefits (Policy 209)
 - Election of Board Officers (Policy 204)

8. PRESENTATION (Time Certain 6:00 PM)

- 8.1 Native American Education (Time limited – Five Minute Presentation)
Community Member Requested Agenda Item – Presentation by Verle Anderson

9. “THE BIG PICTURE”

- 9.1 Native American Curriculum and Activities at Mendocino College
Presentations by:
- Faculty curriculum sponsor Rebecca Montez
 - Native American Advisory Committee (NAAC)
 - American Indian Alliance (AIA)
- 9.2 Future agenda items

10. CLOSED SESSION

- 10.1 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(a) 2 cases
Case names unspecified: Disclosure would jeopardize existing settlement negotiations
- 10.2 Employee Discipline/Dismissal Release – GC 54957

10.3 Collective Bargaining/Meet and Confer - GC 54957.6

Designated Representatives: Lehner, Randall, Perryman, Chaty
Employee Organizations: MCFT, MPFA, M/S/C, MLCCCBU

10.4 Public Employee Performance Evaluation – GC 54957

Title: Superintendent/President

11. ADJOURNMENT

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

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

Future Board Meetings: Regular Meeting: July 6, 2011, 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, May 4, 2011, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 5:03 PM.

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

Secretary Kathy Lehner, Superintendent/President

Support Staff Gwen Chapman, Executive Assistant II Superintendent/President

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

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

Public Comments Two students from the Theater Department invited the Board to the Dance Festival and spoke briefly about the different varieties of dance and the number of students participating in the Festival.

Katie Wojcieszak, Executive Director of the Mendocino College Foundation, invited the board to the Veterans History Project Reception, Monday, May 16.

Agenda Approval M/S/C (Eriksen/Tomkins) To approve the agenda as amended. Item 9.1 Measure W Bond Report and Review of Bond Projects will be discussed along with the Item 5.1 Selling of General Obligation Bonds. Item 8.1 ARCC Report will be presented as part of the Superintendent/President's report.

Minutes/Approval M/S/C (Tomkins/Haynes) To approve the minutes of the regular meeting held on April 6, 2011 as submitted.

Recognition of Tenured Faculty Recently tenured faculty members Phil Warf and Doug Browe were recognized by the Board. Each spoke briefly about their teaching experience at the College.

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

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

Personnel

- Employment – Short-Term Employees* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the Short-Term Employees as presented at the meeting.
- Employment – Summer Session Faculty* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ the Summer Session Faculty for 2011 as presented at the meeting.
- Volunteers* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the volunteers as submitted.
- Employment – Tenure Track Faculty* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ as tenure-track instructors Leslie Banta, Nicholas Petti and Eric Stadnik, effective August 19, 2011.

Other Items

- Fiscal Report as of March 21, 2011* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.
- Citizens' Bond Oversight Committee Membership* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby appoint Wade Koeninger, Richard C. Eschenbach, and Diane L. Clatty to the Citizens Bond Oversight Committee for a first two-year term, July, 2011 – June, 2013.
- Modified Degree- Mathematics for Transfer* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the modified Associate of Science degree in Mathematics for Transfer.
- Quarterly Fiscal Status Report* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the quarterly fiscal status report as presented.
- Student Trustee Privileges* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby maintain the Student Trustee Privileges as presented.

Action Items

- Resolution 05-11-01 Authorizing the Issuance of General Obligation Bonds, Series B* M/S/C (Tomkins/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 05-11-01 as presented.
- Roll Call Vote:
Trustee Tomkins, Chaniot, Eriksen, Ubelhart, Haynes, and Clark - yes
- The Big Picture and Review of Bond Projects* Superintendent/President Lehner introduced Nic Heuer, bond attorney from Stradling Yocca Carlson & Rauth, and Jim Roth, bond underwriter from Piper Jaffray & Co, who addressed the Board regarding the issuance of bonds.
- Superintendent/President Lehner reported that she and Vice President Perryman

and Director of Fiscal Services Eileen Cichocki gave a presentation to Moody's and Standard and Poor's in order for them to assign a bond rating for our District.

Jim Roth briefly discussed the rating agencies and stated that the highest rating is AAA. A rating is assigned to communicate the financial stability of a district and it is expected that our District will receive an A or A+ rating. Information similar to the presentation given to the rating agencies will be presented to a bond insurance company. A bond insurance company guarantees the rating of the bond. It is possible for the District to get a better interest rate with the purchase of bond insurance.

Some of the topics discussed:

- Why the market has changed and why we may not be able to sell all \$37.5M in bonds.
- The tax rate for Mendocino College bonds is limited by Proposition 39 to \$25 per \$100,000 assessed valuation (AV). It is currently \$23 per \$100,000.
- If AV does not grow as expected, the tax rate could potentially increase above \$25 per \$100,000.
- Issuing less than the full \$37.5M would mean that bond projects would need be re-prioritized. This decision will affect the timeline for our building program.

Vice President Perryman reviewed the bond projects as listed in the Quarterly Bond Report with the Board. He reminded the Board that the Bond Implementation Planning Committee (BIPC) makes recommendations on bond projects to the Superintendent/President who in turn brings recommendations to the Board. BIPC will be reviewing the prioritized list of projects. If the entire \$37.5M in bonds are not sold, all projects on the list will not be able to be completed. It may be several years before series C bonds could be sold.

Superintendent/President Lehner advised the Board that going to bid on the Pt. Arena project, which the Board approved at last month's board meeting, has been placed on hold due to the uncertainty of the amount of bonds to be issued. She also mentioned to the Board that they are not being ask at this time to make a decision on the amount of bonds to be sold, but once that decision is made then projects will need to be prioritized. She then asked the Board if they had preferences for prioritizing projects that she could relay to BIPC. Individual Board members made the following comments:

- Finish the Library/Learning Center.
- Build the Willits and Lake Centers. Prepare bids for two alternatives, one for partial and one for full completion.
- Hold off on the remodel of the former library building area into an eating area and student center.
- There is a strong incentive to issue the entire \$37.5M.

Facilities Master Plan

M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the Facilities Master Plan as presented.

Vice President Perryman reminded the Board that this is an ongoing plan and revisions will be made to the document in the same manner as with the Strategic

Plan and the Educational Master Plan.

*Board Policies-
New, Revised, and
Deleted*

Following brief discussions, the Board made the following motions:

M/S/C (Chaniot/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revisions to Policy 213 Participation in Local Decision Making.

M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the new Policy 510 Catalog Rights.

M/S/C (Haynes/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revisions to Policy 705 Minimum Qualifications/Equivalency-Educational Administrators.

M/S/C (Chaniot/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the deletion of Policy 706 Compensation for Faculty Work Experience Coordinator and Policy 709 Evaluation Process-Management and Confidential Employees.

*Library/Learning
Center Change
Order No. 7*

M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 7 for the Library/Learning Center project to Midstate Construction in the amount of \$15,232.

Informational Reports and Presentations to Inform the Board

President's Report

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

- Superintendent/President Lehner has been meeting with the constituent groups about the District budget.

*Accountability
Report for
Community
Colleges*

Dr. Charles Duffy, Director of Institutional Research, gave a PowerPoint presentation to the Board on Mendocino College's statistics in the Accountability Report for Community Colleges (ARCC).

The Board asked questions of Dr. Duffy and discussed the data presented with Duffy, Superintendent/President Lehner, and Vice President Randall.

*Education and
Student Services
Report*

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

- Four MESA students received national science foundation scholarships.
- The ASMC is having a spring festival on May 19.

*Administrative
Services 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 Wojcieszak, Executive Director of the Mendocino College Foundation.

*Constituents
Report*

A written report was submitted by John Koetzner, Academic Senate President. Oral reports were given as follows:

- John Koetzner reported that he and Academic Senate Vice President Steve Hixenbaugh met with Dean Guleff to work on a professional development plan for faculty.
- Cindy Chapman reported that Dean Goff will be President and Dean Guleff Vice President of the M/S/C group for 2011-12.

*Health Benefits
Report*

A written report was submitted as information.

Trustee Reports

Trustee Communication

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

Trustees who attended the recent conference will present a written report to be included in the board packet for the next meeting.

*Change Date for
June Workshop*

M/S/C (Ubelhart/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees do hereby cancel the Board workshop scheduled to be held on June 4, 2011.

*Future Agenda
Items*

There were no proposed future agenda items.

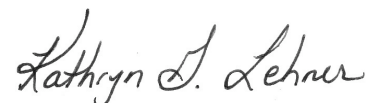
Closed Session

The Board of Trustees adjourned to Closed Session at 8:01 PM. Trustee Clark announced that both items for Closed Session will be discussed and no decisions will be made.

ADJOURNMENT

M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:37 PM.

Submitted by:



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

ITEM NO: 3.1
DATE: June 1, 2011

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.

ITEM NO: 3.2
DATE: June 1, 2011

SUBJECT: EMPLOYMENT
SUMMER SESSION FACULTY AND PART-TIME FACULTY

SYNOPSIS:

Employment of Summer Session Faculty for 2011
Employment of Part-Time Faculty for the Fall Semester, 2011

RECOMMENDATION:

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

ANALYSIS:

The Deans recommend employment of the Summer Session and Part-Time Faculty included on the attached list. Each individual meets the state-mandated qualifications or the District's equivalency policy for the assignment or possesses a valid, applicable credential.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the attached list of Summer Session Faculty and Part-Time Faculty for the Fall Semester, 2011.

Summer Session 2011

Name	Position	Location
Rosoff, Catherine	Mental Health Counselor	Ukiah

Part-time Faculty Fall 2011

Name	Position	Location
Adam, David	Geology Instructor	Lake Center
Adams, Kathlyne	English Instructor	Online
Ahders, Heidi	Mathematics Instructor	Online
Alarie, Lynne	Nursing - Registered Nursing Instructor	Ukiah
Albuquerque, Lilia	English as a Second Language Instructor	Ukiah
Alverio, Bernadette	Theatre Arts - Dancing Instructor	Ukiah
Ammerman, Kristine	Agriculture Instructor	Ukiah
Anderson, David	Philosophy Instructor	Ukiah
Ashby, Rosalyn	History Instructor	Ukiah
Banks, Jennifer	Health-Continuing Ed Instructor	Ukiah
Bartolomie, Jill	Nursing - Registered Nursing Instructor	Ukiah
Bartow, Robert	Welding Instructor	Ukiah
Bayer, Lucille	English Instructor	Ukiah
Bazzani, Michael	Administration of Justice Instructor	Ukiah
Beale, Edward	Geology Instructor	Willits
Beck, Rosemary	Chemistry Instructor	Ukiah
Bell, Kenneth	Automotive Technology Instructor	Ukiah
Bird, Charles	Mathematics Instructor	Willits
Bishop, Roswell	Computer Science Instructor	Lake Center
Blake, Cheryl	Child Development Instructor	Lake Center
Boghosian, Joyce	Fire Science Instructor	Ukiah
Brady-Arthur, Lorraine	Art - Painting, Drawing Instructor	Lake Center
Braider, Justin	English Instructor	Lake Center
Brandt, Floyd	Mathematics Instructor	Lake Center
Brunner, Jeffrey	English Instructor	Ukiah/Willits
Bushway, Ginger	Nursing Instructor	Ukiah
Buzzell, Nancy	Child Development Instructor	Online

Part-time Faculty Fall 2011

Name	Position	Location
Byard, Gregory	Ceramics Instructor	Ukiah
Cartwright, Tammy	Business Office Technology Instructor	Uk/Willits/Online
Chapman, Janel	Business Office Technology Instructor	Lake/Online
Chapman, Kelvin	Physical Ed - General Instructor	Ukiah
Chaudrue, Vicki	Nursing - Registered Nursing Instructor	Ukiah
Cheek, Joshua	Physical Ed - General Instructor	Ukiah
Churchill, Jabez	Spanish Instructor	Ukiah/Lake
Clendennin, Donna	American Sign Language Instructor	Ukiah
Collins, Jeanne	American Sign Language Instructor	Ukiah
Colt, Herbert	Mathematics Instructor	Lake Center
Cordell, Susan	English Instructor	Lake Center
Corippo, John	Fire Science Instructor	Ukiah
Cortez, Cristobal	Child Development Instructor	Ukiah
Cox, Kathleen	Spanish Instructor	Ukiah
Crawford, Eric	Agriculture Instructor	Ukiah
Cuellar, Jane	Business Instructor	Online
Daugherty, Janet	College & Career Success Instructor	Ukiah
DeVries, Virginia	English Instructor	Lake Center
Dingman-Katz, Kathy	Theatre Arts - Technical Theater Instructor	Ukiah
Doering, Debra	Spanish Instructor	Ukiah
Dwyer, Molly	English Instructor	Ukiah
Easter, Lorraine	Mathematics Instructor	Lake Center
Ehrhardt, Debra	Speech Instructor	Ukiah
Era, Susan	Human Services Instructor	Ukiah
Falandes, Helen	Alcohol and Other Drugs Instructor	Ukiah
Fanene, Eric	Physical Ed - General Instructor	Ukiah
Farris, Linda	English Instructor	Lake Center

Part-time Faculty Fall 2011

Name	Position	Location
Flaim, David	Biology Instructor	Ukiah
Flores, Minerva	Spanish Instructor	Ukiah
Ford, Aaron	Physical Ed - General Instructor	Ukiah
Fries, Terry	Business Instructor	Ukiah
Fry, Joseph	Philosophy Instructor	Ukiah/Online
Garcia, Luz	English as a Second Language Instructor	Ukiah
Gervase, Tom	Agriculture Instructor	Ukiah
Gibson, Gail	Health-Continuing Ed Instructor	Ukiah
Gilmore, Karen	English as a Second Language Instructor	Ukiah
Glenn, Michael	Mathematics Instructor	Ukiah
Glossenger, Bessie	Child Development Instructor	Ukiah
Gonzalez, Gerardo	Administration of Justice Instructor	Willits
Gonzalez, Ignacio	Real Estate Instructor	Ukiah
Goodman, Nancy	Nursing - Registered Nursing Instructor	Ukiah
Gordon, Matt	Physical Ed - General Instructor	Ukiah
Griffith, Robert	Computer Science Instructor	Online
Grigsby, Channing	English Instructor	Lake Center
Groo, Abigail	Computer Science Instructor	Online
Gross, Susan	Art - Painting, Drawing Instructor	Ukiah
Guebert, Linda	English as a Second Language Instructor	Lake Center
Guleff, Michael	Music Instructor	Online
Guyer, Rodney	Art - Ceramics Instructor	Ukiah
Hanson, Norma	Spanish Instructor	Willits
Harris, Sissa	Sociology Instructor	Lake Center
Headrick, Donna	Business Office Technology Instructor	Online
Heffel, Cheri	Alcohol and Other Drugs Instructor	Ukiah
Hellman, Steven	English Instructor	Willits/Lake

Part-time Faculty Fall 2011

Name	Position	Location
Hogan, Dennis	Mathematics Instructor	Willits
Holl, Merie	College & Career Success Instructor	Ukiah
Hoomalu, Michelle	Nursing - Registered Nursing Instructor	Ukiah
Horiguchi, Jaclyn	Physical Ed - General Instructor	Ukiah
Huff, Shane	Physical Ed - Major Instructor	Ukiah
Hutton, Dina	English as a Second Language Instructor	Willits
Jacobson-Todd, Karen	Art Instructor	Ukiah
Jernigan, Jeremy	Music Instructor	Lake Center
Johnson, Cameron	English As a Second Language Non-Credit	Ukiah
Johnson, Cassandra	Child Development Instructor	Lake Center
Johnson, Clifford	Music Instructor	Lake Center
Johnson, Deborah	Computer Science Instructor	Ukiah
Jones, Christopher	English Instructor	Lake Center
Jones, Michael	Welding Instructor	Lake Center
Jones, Richard	History Instructor	Lake Center
Kammer, Bradley	Psychology Instructor	Ukiah
Kauffman, Kenneth	Mathematics Instructor	Ukiah
Kelley, Thomas	Mathematics Instructor	Ukiah
Killian, Rose	Clothing Instructor	Ukiah
Kirkpatrick, Kathleen	Art - Painting, Drawing Instructor	Willits
Kirkpatrick, Ruth	Biology Instructor	Ukiah
Krasts, Pauls	English Instructor	Ukiah
Landers, Joshua	English Instructor	Ukiah
Lanier, Kathryn	Learning Skills Instructor	Ukiah
Larsen, Erick	Mathematics Instructor	Lake Center
Lipke, Stephen	Art Instructor	Lake Center
Lockart, Daniel	Administration of Justice Instructor	Ukiah

Part-time Faculty Fall 2011

Name	Position	Location
Lovejoy, Leslie	Health-Continuing Ed Instructor	Lake Center
MacDougall, Elizabeth	Music Instructor	Ukiah
Magann, Carl	Fire Science Instructor	Ukiah
Magratten, Anne	Art - Painting, Drawing Instructor	Ukiah
Mangan, Karen	Agriculture Instructor	Ukiah
Mari, Michael	Health-Transfer Instructor	Online
McGarvey, Loren	Alcohol and Other Drugs Instructor	Ukiah
McKay, Carol	Child Development Instructor	Online
Meehl, Scott	Nursing - Registered Nursing Instructor	Ukiah
Metzler, Sandra	Physical Ed - General Instructor	Ukiah/Willits
Mills, Christopher	Physical Ed - General Instructor	Ukiah
Mitchell, Rodney	Administration of Justice Instructor	Lake Center
Molina, Michele	English as a Second Language Instructor	Lake Center
Monti, Kristine	Nursing - Registered Nursing Instructor	Ukiah
Moore, Dawna	Business Office Technology Instructor	Ukiah
Morgan, Heidi	Psychology Instructor	Online
Morie, Benjamin	Physical Ed - General Instructor	Ukiah
Myklebust, Martha	Child Development Instructor	Willits
Nishiyama, Robert	Administration of Justice Instructor	Ukiah
Offill, William	Physical Ed - Major Instructor	Ukiah
O'Meara, Melbourne	Mathematics Instructor	Lake Center
O'Neill, Magdalena	Computer Science Instructor	Willits
O'Rourke, Lois	Computer Science Instructor	Ukiah
Orozco, Elizabeth	Business Office Technology Instructor	Online
Orpustan-Love, Denise	Sociology Instructor	Online
Otten, Marc	Physical Ed - General Instructor	Ukiah
Paine, Kristy	Administration of Justice Instructor	Online

Part-time Faculty Fall 2011

Name	Position	Location
Patterson, Victoria	Sociology Instructor	Willits
Pedroni, Dennis	Engineering Instructor	Ukiah
Pettersen, Neil	Health-Continuing Ed Instructor	Willits
Phelps, Barbara	Art - Painting, Drawing Instructor	Ukiah
Phillips, Nancy	Business Office Technology Instructor	Ukiah
Phillips, Thomas	Mathematics Instructor	Ukiah
Post, Ezra	English as a Second Language Instructor	Ukiah
Prather, Douglas	Anthropology Instructor	Ukiah/Lake
Prax-Lodge, Ollie	English Instructor	Ukiah
Price, Christine	Alcohol and Other Drugs Instructor	Ukiah
Rader-Lee, Victoria	English as a Second Language Instructor	Ukiah
Rhodes, Naomi	Physical Ed - General Instructor	Ukiah
Rice, Lillian	Nursing - Registered Nursing Instructor	Ukiah
Rumfelt, Robert	Health-Continuing Ed Instructor	Lake Center
Rush, Terry	Automotive Technology Instructor	Ukiah
Sammel, David	Spanish Instructor	Online
Sanchez, Margaret	Education Instructor	Ukiah/Lake
Schmidt, Victoria	Psychology Instructor	Lake Center
Schuman, Edwin	English Instructor	Willits
Sears, Christina	Psychology Instructor	Covelo/Round Valley
Shaw, Wayne	Speech Instructor	Willits
Shimada, Machiko	Mathematics-Basic Skills Instructor	Ukiah
Siegel, William	Music Instructor	Ukiah
Simms, Thomas	Business Instructor	Ukiah
Simpson, Marilyn	Music Instructor	Ukiah
Smith, Marius	Mathematics Instructor	Willits
Snider, Michelle	Mathematics Instructor	Online

Part-time Faculty Fall 2011

Name	Position	Location
Sousa, Toni	Librarian	Ukiah
Spencer, Sandy	Librarian	Ukiah
Spinas, George	Librarian	Ukiah
Steliga, Jody	Physical Ed - General Instructor	Ukiah
Stewart, Carolyn	English Instructor	Willits
Stocker, Ricardo	Psychology Instructor	Ukiah
Stubbs, Janis	Child Development Instructor	Lake Center
Tannenbaum, Deborah	Psychology Instructor	Ukiah
Taylor, Riba	English Instructor	Online
Taylor, Trent	Administration of Justice Instructor	Ukiah
Tevaseu, Logo	Physical Ed - General Instructor	Ukiah
Thomas, Alexander	Economics Instructor	Ukiah/Online
Thygesen, Patricia	Child Development Instructor	Ukiah
Todd, Timothy	Computer Science Instructor	Ukiah
Tomlinson, John	Theatre Arts - Acting Instructor	Lake Center
Turner, Jacob	Music Instructor	Ukiah
Turner, Kirsten	Theatre Arts - Dancing Instructor	Ukiah
Tweedie, Norine	Business Office Technology Instructor	Ukiah
Varkevisser, Brian	Chemistry Instructor	Ukiah
Vazquez, Yolanda	Computer Science Instructor	Ukiah
Veiga, Nancy	English Instructor	Ukiah
Veno, Kathryn	Anthropology Instructor	Online
Vetzmadian, Shushan	English as a Second Language Instructor	Lake Center
Wagschal, Kathleen	Psychology Instructor	Lake Center
Wagschal, Peter	Computer Science Instructor	Lake Center
Walker, Orion	Sustainable Technologies Instructor	Ukiah
Wandrei, Karin	Psychology Instructor	Willits

Part-time Faculty Fall 2011

Name	Position	Location
Warda, Valerie	English Instructor	Ukiah
Waterbury, Walter	Business Instructor	Ukiah
Waters, Melinda	Health-Paramedic Instructor	Ukiah
Watson-Krasts, Dena	Theatre Arts - Dancing Instructor	Ukiah
Webster, William	Health-Paramedic Instructor	Ukiah
Weiss, Elizabeth	Business Instructor	Lake Center
Whipple, Andrea	English Instructor	Covelo/Round Valley
Wicks-DeMartino, Verna	Music Instructor	Lake Center
Wilson, Patrick	History Instructor	Ukiah
Wingate, Eliza	Librarian	Ukiah
Wong, Wilson	Mathematics Instructor	Ukiah/Online
Yates, Norman	Fire Science Instructor	Ukiah
Young, Greg	Agriculture Instructor	Ukiah
Zhang, Min	Mathematics Instructor	Ukiah
Zotter, Frank	Business Instructor	Ukiah/Lake

ITEM NO: 3.3
DATE: June 1, 2011

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
Molly Ryan	Assist instructor in history class
Henry Miller	Computer input for Curriculum Database
Jonathan Plank	Assist Director of Admissions & Records with Veterans of Administration requirements

MOTION/ACTION:

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

ITEM NO: 3.4

DATE: June 1, 2011

SUBJECT: RESIGNATION - FACULTY

SYNOPSIS:

Resignation from Shannon McCulley

RECOMMENDATION:

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

ANALYSIS:

Shannon McCulley, Counselor, is resigning on June 30, 2011. She has been employed since January 2, 2001, as a full-time Counselor at the Lake Center.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Shannon McCulley on June 30, 2010.

SUBJECT: STAFFING CHANGES

SYNOPSIS:

Ratification of staffing changes recently authorized by the Superintendent/President

RECOMMENDATION:

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

ANALYSIS:

Due to the resignation of the full-time Counselor/Lake Center, and as part of an on-going effort to reduce the budget and reassign work duties whenever possible as resignations occur (rather than filling vacancies), the Superintendent/President recently authorized changes in assignments for two employees working at the Lake Center:

Kurt Combs, Counselor/Articulation Officer, from 193 to 211 days/year
(increased days to backfill counseling hours)

Denice Solgat, Center Assistant, 10 months/year, from 32 to 40 hours per week
(additional hours to provide articulation data entry)

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the following staffing changes, effective 7/1/11:

- Kurt Combs, Counselor/Articulation Officer - 193 to 211 days/year
- Denice Solgat, Center Assistant (10 months/year) - 32 to 40 hours per week

ITEM NO: 3.6
DATE: June 1, 2011

SUBJECT: EMPLOYMENT – PROFESSIONAL EXPERT

SYNOPSIS:

Approval of employment of professional expert is requested.

RECOMMENDATION:

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

ANALYSIS:

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

It is recommended that Jennifer Banks be employed as EMT-Paramedic Program Director as defined by the college, pursuant to applicable regulations, requirements, and policy. Jen has a BA in Communications/Journalism from Humboldt State University and has completed the Mendocino College Paramedic Program. Since 2001, she has worked as a Paramedic for Ukiah Ambulance, taught and assisted with EMT courses for Mendocino College and also taught CPR courses for Mendocino Office of Education.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby employs Jennifer Banks as EMT-Paramedic Program Director, pursuant to Education Code, Section 88003, July 1, 2011, through June 30, 2012.

ITEM NO: 3.7
DATE: June 1, 2011

SUBJECT: MPFA CONTRACT REVISIONS, 2010-11

SYNOPSIS:

Tentative agreement between the Mendocino-Lake Community College District and the Mendocino Part-time Faculty Association (MPFA)

RECOMMENDATION:

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

ANALYSIS:

Negotiations between the District and MPFA resulted in the attached tentative agreement subsequently ratified by MPFA and side letters of 6/1/09, 6/22/09 and 8/3/09, also attached.

Section 3547.5 of the Government Code requires a public school employer to disclose at a public meeting the major provisions of any labor agreement, including cost, before entering into the agreement. The District cost for the attached agreement is approximately \$150,000.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2010-11 MPFA contract revisions and side letters of 6/1/09, 6/22/09 and 8/3/09 as presented.

MPFA TENTATIVE AGREEMENT, 2010-11

ARTICLE 9 – LEAVES

Revise 9.3.1 Sick leave for a unit member's illness or injury shall ~~be granted~~ accrue on the basis of one-hour of leave for every sixteen (16) hours ~~taught~~ contracted.

Add 9.5 **Industrial Injury or Illness Leave**

9.5.1 Part-time faculty who are unable to work due to a work-related injury or illness are entitled to use up to sixty (60) days of non-accruable Industrial Injury or Illness Leave for a work-related injury or illness. When such an absence overlaps fiscal years, only the unused balance of the sixty (60) days is available in the following fiscal year for that injury or illness.

9.5.2 An injury or illness that may qualify for this leave must be immediately reported to Human Resources, supported by medical verification, and approved by the District and/or its worker's compensation agency.

9.5.3 Industrial Injury or Illness Leave begins on the first day of absence and is reduced by one day for each work day of absence as included in the individual contract for the part-time faculty member, regardless of the number of hours absent or the amount of the worker's compensation award.

9.5.4 If the sixty (60) days of leave are depleted, entitlement to sick leave is then used, but only the amount of sick leave which, when added to the worker's compensation award, equals the amount of pay for the work hours scheduled for that day.

9.5.5 Worker's compensation awards are assigned to the District. The amount paid to a part-time faculty member for industrial leave, sick leave, and/or worker's compensation will not exceed the amount of pay for the work hours scheduled for that day.

EXHIBIT 2 – MENDOCINO COLLEGE EVALUATION PROCESS FOR PART-TIME INSTRUCTORS (7/09) (3/11)

Revise Form A Under Directions: (Form A is available on the ~~Intranet~~ Portal, Human Resources, to allow for open-ended comments.)

Revise Form B 1. Describe the effects which you believe your instruction ~~or counseling~~ has on students.

ARTICLE 16 – SALARY

Revise 16.11 Effective Fall 2006, unit members evaluated pursuant to Article 13 shall be compensated \$50 upon ~~completion of~~ **completing** their portions of the evaluation.

Add 16.15 Effective Spring 2011, with approval of the assigned Dean, each semester a Part-time Instructor can be paid twelve (12) hours at their hourly rate for developing and administering an independent study program for each student enrolled in and completing an Independent 199 course in the Instructor's discipline, irrespective of the student's final grade. If a student withdraws from the course by the last day to withdraw from full-semester courses, the stipend will be reduced to eight (8) hours.

Add 16.16 Effective Spring 2011, with approval of the assigned Dean, each semester a Part-Time Instructor can be paid 3 hours at their hourly rate for developing and administering a Credit by Examination when such is approved through the petition process and a Full-Time Instructor is unavailable in a discipline. For each subsequent petition approved for the same class that semester, an additional hour will be paid for administering each subsequent exam.

Add 16.17 Cooperative Work Experience Education (CWEE) Instructors
As assigned and approved by the Instructor/Director-CWEE, part-time CWEE instructors will be paid 3 hours at their part-time faculty hourly rate per student, for work completed pursuant to the District Plan for CWEE. Compensation is based on student enrollments as of the first census date and adjusted for students who add Work Experience subsequent to that date.

Revise 16.15 18 The ~~2008-09~~ Part-Time Faculty Salary Schedule, **effective 6/1/11**, is attached as Exhibit 6.

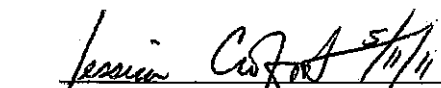
(Note: The salary schedule includes a 10% increase.)

Also, on 6/23/11 a one-time 10% bonus will be paid on certain wages including contract hours, orientation hours, flex hours, and substitute hours worked during the Spring Semester 2011.

ARTICLE 20 – DURATION

Revise 20.1 This Agreement shall be in effect from ~~July 1, 2008~~, **January 1, 2011**, through June 30, ~~2011~~ **2013**.

AGREED:

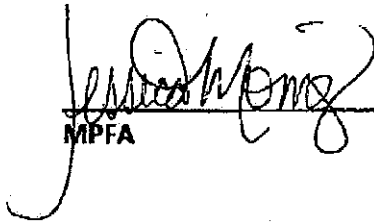


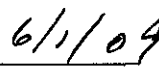

Jessica Crofoot, MPFA Date


Karen Chaty, MLCCCD

SIDE LETTER

20.2 Each party reserves the right to reopen negotiations for ~~2006-07 and 2007-08~~ under Article 16 (Salary); Article 20 (Duration); and an additional three (3) articles each.

AGREED:

			
MPFA	Date	District	Date

SIDE LETTER

1.3

The term "part-time" as used in this agreement refers to part-time, temporary faculty who teach classes for not more than ~~60~~ 67 percent of the hours per week considered a full-time assignment, as referenced in Education Code 87482.5.

AGREED:

Jessica Mamy 6-22-09
MPFA Date

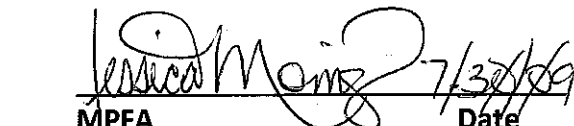
Karen Chazy 6-22-09
District Date

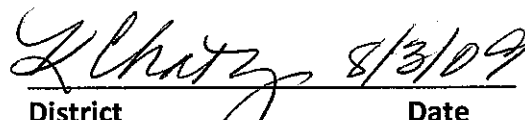
SIDE LETTER

18.2.9

Unit members shall obtain a Mendocino College email account and check it at least weekly, as related to their assignment. An email account is needed to conduct college business such as obtaining class rosters, filing census certifications and grade reports, completing counseling assignments, and communicating with students.

AGREED:


MPFA 7/30/09
Date


District 8/3/09
Date

w

ITEM NO: 3.8
DATE: June 1, 2011

SUBJECT: MENDOCINO COLLEGE FEDERATION OF TEACHERS, 2011-12 REOPENERS

SYNOPSIS:

Initial 2011-12 collective bargaining proposal from MCFT

RECOMMENDATION:

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

ANALYSIS:

Mendocino College Federation of Teachers has requested to negotiate the items included in the attached initial proposal for 2011-12.

Article 8, Section 3547, of the Public Employees Relations Act requires that initial proposals be presented at a public meeting of the Board and that sufficient time be allowed for public comment on the proposal before negotiations commence.

Any related public comments will be accepted by the Superintendent/President prior to the July Board meeting. At that time, the District will present its initial proposal and time will again be allowed for public comment. Negotiations can then commence at least ten days thereafter.


MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2011-12 collective bargaining proposal from Mendocino College Federation of Teachers and directs the Superintendent/President to receive public comments on this proposal prior to the July meeting of the Board.



MENDOCINO COLLEGE FEDERATION OF TEACHERS
AFT/CFT LOCAL 6322

TO: Meridith Randall and Karen Chaty
MLCCD Negotiators

FROM: Rebecca Montes and Catherine Indermill
MCFT Negotiators 

SUBJECT: MCFT REOPENERS FOR MLCCD (2011 – 2012)

DATE: May 20, 2011

The Mendocino College Federation of Teachers, Local 6322 AFT/CFT, respectfully submits the following items as reopeners for the purpose of negotiations between MCFT and the Mendocino Lake Community College District for 2011 - 2012.

In addition to Article 10 (Salary), Article 11 (Employee Benefits), and Article 18 (Duration), we would like to reopen negotiations on **Article 4** (Dues and Payroll deductions), **Article 8** (Evaluations), **Article 14** (Leaves), and **Article 17** (Grievance Procedure).

We look forward to working with you.

Mendocino College Federation of Teachers – AFT/CFT Local 6322

Catherine Indermill, President
(707) 468-3001
cindermi@mendocino.edu

Jody Gehrman, Vice President
(707) 468-3150
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Roger Ahders, Treasurer
(707) 468-3161
rahders@mendocino.edu

ITEM NO: 3.9
DATE: June 1, 2011

SUBJECT: SIDE LETTER, MENDOCINO COLLEGE FEDERATION OF TEACHERS (MCFT)

SYNOPSIS:

Side letter between the District and MCFT (Full-Time Faculty)

RECOMMENDATION:

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

ANALYSIS:

Representatives of the District and MCFT agreed to the attached May 20, 2011, side letter which has no financial impact.


MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the May 20, 2011, side letter with MCFT.



MENDOCINO COLLEGE FEDERATION OF TEACHERS
AFT/CFT LOCAL 6322

TO: Meridith Randall and Karen Chaty
MLCCD Negotiators

FROM: Rebecca Montes and Catherine Indermill
MCFT Negotiators 

SUBJECT: MCFT REOPENERS FOR MLCCD (2011 – 2012)

DATE: May 20, 2011

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We look forward to working with you.

Mendocino College Federation of Teachers – AFT/CFT Local 6322

Catherine Indermill, President
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ITEM NO: 4.1
DATE: June 1, 2011

SUBJECT: FISCAL REPORT AS OF APRIL 30, 2011

SYNOPSIS:

A report on District fiscal data as of April 30, 2011.

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of April 30, 2011 is submitted as information. The Board of Trustees is requested to accept the report.

ACTION:

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

Mendocino-Lake Community College District
General Fund
2010/11 Fiscal Report as of April 30, 2011

	2010/11 Working Budget	Year-to-date Actuals	Balance	%
REVENUE				Rec/Exp
Beginning Fund Balance	\$3,046,665			
FEDERAL				
Federal Forest Reserve	\$60,000	\$24,086	\$35,914	40%
Federal Work Study	\$51,888	\$33,189	\$18,699	64%
CAMP	402,683	256,026	146,657	64%
HEP	583,823	259,984	323,839	45%
PELL Grant Administration	7,615	7,615	0	100%
CTEA	249,022	79,051	169,971	32%
ARRA	13,179	13,179	0	100%
Other Federal Revenue	28,000	28,000	0	100%
TOTAL FEDERAL SOURCES	\$1,396,210	\$701,130	\$695,080	50%
STATE				
State General Apportionment	\$11,768,773	\$7,726,155	\$4,042,618	66%
Board of Governors Grant	19,322	16,230	3,092	84%
Basic Skills	201,714	187,314	14,400	93%
Part-time Faculty Office Hours	8,500	2,187	6,313	26%
Part-time Faculty Compensation	56,315	48,145	8,170	85%
Other Categorical Apportionments	406,610	344,094	62,516	85%
TANF	42,022	35,298	6,724	84%
DSPS	293,834	246,821	47,013	84%
CALWORKS	132,194	111,043	21,151	84%
BFAP	164,402	138,098	26,304	84%
Matriculation	142,548	119,739	22,809	84%
EOPS	284,822	239,250	45,572	84%
EOPS CARE	39,838	33,464	6,374	84%
MESA	50,568		50,568	0%
Other Categorical Program Allowances	106,087	81,213	24,874	77%
State Subventions	109,764	46,881	62,883	43%
Lottery	400,000	177,626	222,374	44%
Mandated Cost Reimbursements	55,945	55,945	0	100%
Other State Revenue	609	609	0	100%
TOTAL STATE SOURCES	\$14,283,867	\$9,610,112	\$4,673,755	67%
LOCAL				
Property Taxes	\$5,767,496	\$4,590,744	\$1,176,752	80%
Local Contributions/Grants/Donations	153,700	53,700	100,000	35%
Contract Instructional Services	34,340	18,131	16,209	53%
Rents/Leases (Facilities Use)	10,000	11,139	-1,139	111%
Interest	6,000	4,758	1,242	79%
Community Extension	65,000	39,906	25,095	61%
Student Fees	1,036,741	914,229	122,512	88%
Bookstore Commission	60,000	58,380	1,620	97%
Other Local Revenue	238,431	214,311	24,121	90%
TOTAL LOCAL SOURCES	\$7,371,708	\$5,905,297	\$1,466,411	80%
TOTAL REVENUES	\$23,051,786	\$16,216,539	\$6,835,247	70%
TOTAL RESOURCES AVAILABLE	\$26,098,451			
EXPENDITURES				
Certificated Salaries	\$8,740,707	\$7,096,296	\$1,644,411	81%
Classified Salaries	4,991,067	4,078,848	912,220	82%
Benefits	5,279,140	4,362,843	916,297	83%
Subtotal Personnel Costs	\$19,010,914	\$15,537,987	\$3,472,927	82%
Supplies	\$778,369	\$472,538	\$305,831	61%
Services	2,218,280	1,615,180	603,100	73%
Capital Outlay	162,286	26,210	136,076	16%
Transfers/Other Outgo	544,320	132,947	411,373	24%
TOTAL EXPENDITURES	\$22,714,168	\$17,784,862	\$4,929,306	78%
Ending Fund Balance	\$3,384,283			
TOTAL EXPENDITURES/CONTINGENCY	\$26,098,451			

ITEM NO: 4.2

DATE: June 1, 2011

SUBJECT: DONATION OF AUTOMOBILES

SYNOPSIS:

Acceptance of five automobiles donated to Mendocino College as follows:

1988 Ford Aerostar donated by Harold Burbery
1993 Nissan Sentra donated by Kevin Morrill
1997 Pontiac Montana donated by Dan Hamburg
2000 Infinity XQ4 donated by Linda and Billy Ayotti
1986 Dodge 6000 Convertible by Connel Murray.

RECOMMENDATION:

The Superintendent/President recommends acceptance of these gifts.

ANALYSIS:

These automobiles have been donated to Mendocino College for the Auto Tech Club. They 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.

Thank you letters will be sent to each of the above donors.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the above automobiles generously donated to Mendocino College by Harold Burbery, Kevin Morrill, Dan Hamburg, the Ayottis, and Connel Murray.

SUBJECT: CHILD DEVELOPMENT CENTER PROGRAM SELF-EVALUATION

SYPNOSIS:

The California Department of Education requires that Child Development Programs receiving state funding conduct an annual self-evaluation and present to the agency board.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees receive the CDV Center self-evaluation as detailed below as information.

ANALYSIS:

Mendocino-Lake Community College District contracts with the California Department of Education, Child Care Division to provide subsidized childcare and education for children of students, staff and faculty, and community families at Mendocino College Child Development Center.

During the annual self-evaluation CDV Center Staff are required to review the following items and develop a Program Action Plan for improvement. The CDV Center Director, CDV Specialists, and the CDV Parent Club (advisory committee) reviewed the following evaluative instruments:

1. Parent Surveys completed in November, 2010 and center wide action plans.
2. Environmental Rating Scales (ERS) completed on each classroom in November, 2010 and individual classroom action plans.
3. Desired Results Developmental Profiles (DRDP) completed on each child and classroom wide action plans based on overall educational needs of the children.
4. Educational qualifications of center personnel.

The results of these reviews are used to create a “Desired Results” Program Action Plan, which are used to set goals for improvement. The goal selected during this review and action steps are:

GOAL: To increase opportunities for children to enhance literacy and mathematical knowledge.

- Activity 1. Train staff to support literacy and math knowledge of center children.
- Activity 2. Increase curriculum activities to promote literacy and math knowledge.
- Activity 3. Offer educational workshop for parents about activities they can do at home to promote literacy and math knowledge in the children.

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby receive the CDV Center self-evaluation as detailed above.

ITEM NO. 4.4
DATE: June 1, 2011

SUBJECT: MENDOCINO COLLEGE 2011-12 CATALOG

SYNOPSIS:

Board of Trustees approval of the 2011-12 Mendocino College Catalog

RECOMMENDATION:

The Superintendent/President recommends approval of the 2011-12 Mendocino College Catalog.

ANALYSIS:

In accordance with Policy 402 Curriculum Development, the Board annually approves the college catalog.

This catalog reflects all course and program additions, modifications and revisions approved by the Curriculum Committee in 2010-11. Included in the program revisions is the addition of the new Associate Degrees for Transfer in Communication Studies, Mathematics and Sociology, as well as the new Area of Emphasis in Native American Studies, and a Human Services Paraprofessional degree. New certificates in Human Services Paraprofessional, Sustainable Technology – Construction, Sustainable Technology – Renewable Energy, and Sustainable Technology – Residential Performance and Efficiency are also included.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the 2011-12 Mendocino College Catalog.

ITEM NO: 4.5

DATE: June 1, 2011

SUBJECT: DONATION OF 45 YARDS OF COMPOST

SYNOPSIS:

Cold Creek Compost has donated 45 yards of Agro Blend Compost to Mendocino College.

RECOMMENDATION:

The Superintendent/President recommends acceptance of this gift.

ANALYSIS:

Cold Creek Compost, of Potter Valley, has donated a 45 yards of Agro Blend Compost for use in the landscaping on the east campus, the old grove and the newly built area.

A letter of thanks will be written to Martin Mileck of Cold Creek Compost from the agriculture department upon receiving the donation.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the above listed compost generously donated by Cold Creek Compost for the Agriculture Program.

ITEM NO: 4.6
DATE: June 1, 2011

SUBJECT: DISTRICT ORDER OF PRIORITIES FOR FIVE YEAR CAPITAL
OUTLAY PLAN, 2013-2017

SYNOPSIS:

Board of Trustees consideration of establishing District Order of Priorities for Five Year Capital Construction Plan for 2013-2017.

RECOMMENDATION:

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

ANALYSIS:

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

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

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

PRIORITY NO. PROJECT

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

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the District Order of Priorities for the 2013-2017 Five-Year Capital Construction Plan as presented.

ITEM NO: 5.1
DATE: June 1, 2011

SUBJECT: 2011/12 TENTATIVE BUDGETS

SYNOPSIS:

Board of Trustees consideration of the adoption of the 2011/12 Tentative Budgets.

A public hearing on the proposed Adopted 2011/12 budgets will be held at the regular Board of Trustees meeting in September.

RECOMMENDATION:

The Superintendent/President recommends the adoption of the 2011/12 Tentative Budgets for the Mendocino-Lake Community College District General Fund, Debt Service Fund, Child Care Fund, Capital Projects Fund, Bond Projects Fund, Special Reserve Fund, Health Fund, Student Representation Fee Fund, Student Center Fund, and Student Financial Aid Award Projections, as shown in Attachments A through J.

ANALYSIS:

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

BEGINNING BALANCE

The projected 2011/12 General Fund beginning balance is \$3,384,282 based on the 2010/11 estimated actual ending balance. \$3,186,001 of the projected 2011/12 beginning balance is unrestricted. Currently over \$150,000 of prospective expenditures are encumbered. Actual expenditure levels cannot be determined until the current year's books are closed and those encumbrances are resolved.

REVENUE:

The General Fund revenue included herein is based on the most recent 2011/12 fiscal year budget information received from the Governor's Budget, the Chancellor's Office, the Community College League of California, and School Services of California.

Apportionment Base/ Restoration/Stability

This proposed Tentative Budget assumes that the District will report an enrollment of 3,114 FTES for 2010/11 which is equal to our enrollment base. It is anticipated that our enrollment base will be reduced by an estimated 9.1% for 2011/12 to reflect the reduction of State apportionments. The District is eligible to receive stability funding in 2011/12 if needed.

COLA Revenue

The most recent information received from School Services of California includes a 2.24% statutory COLA for 2011/12 that is not expected to be funded due to the State's financial woes; therefore this proposed Tentative Budget reflects no additional COLA revenue on general apportionment.

Growth Revenue

The Governor's Budget includes no growth revenue for 2011/12.

Enrollment Fees

The Governor's Budget increases student fees from \$26 per unit to \$36 for 2011/12 although it is anticipated that significant pressure will continue to be exerted to further increase enrollment fees. This increase will generate \$110 million system wide which will be used to offset cuts in apportionment revenue.

Apportionment

The Governor's Budget continues to assume an extension of prior taxes to be ratified by a vote of the people. Due to the widespread doubt that such an election would be successful, this budget reflects an all-cuts scenario with no tax extensions. This would mean a net reduction in State apportionments for community colleges of \$510 million or a \$1,646,000 reduction for Mendocino College for 2011/12.

EXPENDITURES:

Salaries, Wages, and Benefits

Due to cuts in the State Budget, staff vacancies have been placed on hold for the time being with the annual projected savings to be \$955,000. Prior year reductions in various expenditure accounts have been carried forward into the 2011/12 budget year except for a 4% salary reduction for all employees which was restored in January 2011. Additional reductions in the 2011/12 budget include sections taught by part-time faculty (\$300,000), part-time counselors (\$60,000), temporary hourly (\$50,000), and anticipated retirements (\$129,000).

Projected 2011/12 costs for all currently authorized positions are reflected in this budget, including step and longevity increments for which current staff are eligible. The cost of these increments is approximately \$195,000. Salaries and wages are budgeted according to the terms of the current collective bargaining agreements. This proposed budget does not include expenditures which may result from future collective bargaining settlements.

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

Due to the recession, State unemployment costs have greatly increased resulting in an increase in unemployment rates. Our SUI rate is increasing from 0.72% to 1.61% which will increase our payroll costs by \$140,000 for 2011/12.

The Proposed 2011/12 June Tentative Budget includes a PERS (Public Employee Retirement System) District contribution rate of 10.923%, an increase from the 2010/11 rate of 10.707%.

The Tentative Budget includes a STRS (State Teachers Retirement System) District contribution rate of 8.25%, unchanged from 2010/11.

Supplies and Services

Departmental supplies and services budgets reflect the continuation of significant reductions that were made in the prior three years and include an additional \$40,000 in cuts to travel budgets and \$25,000 in cuts to the marketing budget for 2011/12.

Capital Outlay

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

CATEGORICAL PROGRAMS

The proposed June Tentative Budget includes over thirty categorical programs, totaling approximately \$3.3 million. Categorical revenues are projected based on tentative information from various state and federal agencies. \$389,252 of General Fund monies have been set aside in 2011/12 to backfill categorical programs that have been previously cut in the State Budget by 14.7% (\$405,000) in 08/09 and 57.2% (\$1.3 million) in 09/10. Until a 2011/12 State budget is adopted, some degree of uncertainty will prevail as to categorical program budgets.

ENDING BALANCE:

The projected 2011/12 unrestricted ending fund balance is \$1,554,577 or 7.9% of expenditures and transfers. Total unrestricted expenditures and transfers exceed revenue by \$1,631,424 which is in violation of Board Budget Parameters. This deficit is due to the anticipated reduction in apportionment revenue; if an election is successful in extending taxes then our situation would be greatly improved.

The primary new expenditures in this budget are:

- A \$176 per plan participant per month increase in the contribution rate to the Health Fund in accordance with Board Budget Parameter "D". This increase from \$1,760 to \$1,936 represents a 10% increase. The cost of this increase is estimated to be \$398,000.
- Step and longevity increases estimated to be \$195,000.
- Unemployment costs estimated to be \$140,000.

Typically, District expenditures are known with greater accuracy than revenues at this time. The 2011/12 beginning balance will also be more precisely projected by the time the Adopted Budget is presented. In the event of timely passage of the State Budget, more accurate revenue information will be available in time for inclusion in the September Adopted Budget.

OTHER FUND BUDGETS:

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

The Child Care Fund Budget (Attachment C), reflects a program similar to the 2010/11 program. The estimated increased costs for salary step and column advancements are included in this budget. The proposed budget reflects a general fund subsidy of \$83,663.

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

The Bond Projects Fund Budget (Attachment E), includes projected revenues, expenditures, and reserves for all Measure “W” Bond Projects anticipated from Series A bond proceeds. This budget also anticipates that we will receive Series B bond proceeds.

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

The Health Fund Budget (Attachment G), identifies those monies set aside for payment of health benefits during the 2011/12 fiscal year. This fund was established when the District made a decision to self-insure these benefits. Revenue is budgeted at \$1,936 per plan participant per month.

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

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

The Student Financial Aid Award Projections Budget (Attachment J), reflects a program similar to the 2010/11 program with the exception that the Pell Grant program has been reduced from two to one per year and the Academic Competitiveness grants have been eliminated.

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the proposed 2011/12 Tentative Budgets as presented and shown on Attachments A through J:

Attachment A	Tentative General Fund Budget, 2011/12
Attachment B	Tentative Debt Service Fund, 2011/12
Attachment C	Tentative Child Care Fund Budget, 2011/12
Attachment D	Tentative Capital Projects Fund Budget, 2011/12
Attachment E	Tentative Bond Projects Budget, 2011/12
Attachment F	Tentative Special Reserve Fund Budget, 2011/12
Attachment G	Tentative Health Fund Budget, 2011/12
Attachment H	Tentative Student Representation Fee Fund, 2011/12
Attachment I	Tentative Student Center Fund, 2011/12
Attachment J	Tentative Student Financial Aid Award Projections, 2011/12

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
GENERAL FUND
2011/12**

	2010/11 APRIL REVISE BUDGET			2011/12 PROPOSED TENTATIVE BUDGET		
	Unrestricted Subfund 11	Restricted Subfund 12	Total General Fund Fund 10	Unrestricted Subfund 11	Restricted Subfund 12	Total General Fund Fund 10
BEGINNING FUND BALANCE						
Restricted - Student Health Fee Program		\$189,186	\$189,186		\$198,281	\$198,281
Unrestricted	\$2,857,479		2,857,479	\$3,186,001		3,186,001
TOTAL BEGINNING FUND BALANCE	<u>\$2,857,479</u>	<u>\$189,186</u>	<u>\$3,046,665</u>	<u>\$3,186,001</u>	<u>\$198,281</u>	<u>\$3,384,282</u>
REVENUE:						
A. Federal	\$67,615	\$1,320,595	\$1,388,210	\$62,500	\$1,073,543	\$1,136,043
B. State	12,418,619	1,865,248	14,283,867	10,743,343	2,097,063	12,840,406
C. Local	7,212,743	156,220	7,368,963	7,229,486	116,340	7,345,826
TOTAL REVENUE	<u>\$19,698,977</u>	<u>\$3,342,063</u>	<u>\$23,041,040</u>	<u>\$18,035,329</u>	<u>\$3,286,946</u>	<u>\$21,322,275</u>
EXPENDITURES:						
A. Certificated Salaries and Wages	\$8,049,138	\$677,850	\$8,726,988	\$8,012,259	\$668,490	\$8,680,749
Classified Salaries and Wages	3,985,840	991,223	4,977,063	3,984,258	977,536	4,961,794
Subtotal Salaries and Wages	<u>\$12,034,978</u>	<u>\$1,669,073</u>	<u>\$13,704,051</u>	<u>\$11,996,517</u>	<u>\$1,646,025</u>	<u>\$13,642,542</u>
Fringe Benefits	\$4,600,056	\$672,842	\$5,272,898	\$5,069,920	\$663,551	\$5,733,471
Total Personnel Costs	<u>\$16,635,034</u>	<u>\$2,341,915</u>	<u>\$18,976,949</u>	<u>\$17,066,437</u>	<u>\$2,309,577</u>	<u>\$19,376,014</u>
B. Supplies	\$636,193	\$146,268	\$782,460	\$149,620	\$144,248	\$293,868
C. Contractual Services	1,748,103	467,884	2,215,987	2,130,669	461,423	2,592,092
D. Capital Outlay	67,359	95,160	162,519	36,364	107,296	143,660
E. Transfers to Student Financial Aid Fund and Other Payments To/For Students		281,742	281,742		277,852	277,852
F. Other Transfers						
To Child Care Fund	83,766		83,766	83,663		83,663
To Debt Service Fund	200,000		200,000	200,000		200,000
	<u>\$283,766</u>	<u>\$0</u>	<u>\$283,766</u>	<u>\$283,663</u>	<u>\$0</u>	<u>\$283,663</u>
TOTAL EXPENDITURES AND TRANSFERS	<u>\$19,370,455</u>	<u>\$3,332,968</u>	<u>\$22,703,424</u>	<u>\$19,666,753</u>	<u>\$3,300,396</u>	<u>\$22,967,149</u>
ENDING FUND BALANCE						
Restricted - Student Health Fee Program		\$198,281	\$198,281		\$184,831	\$184,831
Unrestricted	3,186,001	16.4%	3,186,001	14.0%	1,554,577	7.9%
TOTAL ENDING FUND BALANCE	<u>\$3,186,001</u>	<u>\$198,281</u>	<u>\$3,384,282</u>	<u>\$1,554,577</u>	<u>\$184,831</u>	<u>\$1,739,408</u>
CHANGE IN RESERVES						
Restricted - Student Health Fee Program		\$9,095	\$9,095		(\$13,450)	(\$13,450)
Unrestricted	\$328,522		328,522	(\$1,631,424)		(1,631,424)
TOTAL CHANGE IN RESERVES	<u>\$328,522</u>	<u>\$9,095</u>	<u>\$337,617</u>	<u>(\$1,631,424)</u>	<u>(\$13,450)</u>	<u>(\$1,644,874)</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
DEBT SERVICE FUND
2011/12**

	2010/11 APRIL REVISE BUDGET FUND 29	2011/12 PROPOSED TENTATIVE BUDGET FUND 29
	<u> </u>	<u> </u>
BEGINNING FUND BALANCE	\$147,969	\$148,369
<u>REVENUE:</u>		
A. Interest	\$400	\$400
B. PG&E Incentive	517,774	514,515
C. Transfer from General Fund	200,000	200,000
	<u> </u>	<u> </u>
TOTAL FUNDS AVAILABLE	<u>\$866,143</u>	<u>\$863,284</u>
<u>EXPENDITURES:</u>		
A. Debt service payment	<u>\$717,774</u>	<u>\$863,284</u>
RESERVES	\$148,369	\$0
	<u> </u>	<u> </u>
TOTAL EXPENDITURES AND RESERVES	<u>\$866,143</u>	<u>\$863,284</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
CHILD CARE FUND
2011/12**

	2010/11 REVISED BUDGET FUND 33	2011/12 PROPOSED TENTATIVE BUDGET FUND 33
<u>REVENUE:</u>		
Federal		
A. Food Program	\$33,000	\$28,050
State		
B. CA State Preschool Program	178,994	152,145
C. CalWORKS via North Coast Opportunities	10,500	10,500
D. Food Program	2,000	1,700
E. General Contract	155,559	132,225
F. Instructional Materials Grant	437	
G. Renovation and Repair Grant	60,000	40,000
Local		
H. Parent Fees - Certified/Subsidized	100	100
I. Parent Fees - Non-Certified/Full Fee	40,500	34,829
J. Interest	-50	-50
K. NCO CAPP Program	11,000	11,000
L. Other Local Income	100	100
Transfers		
M. General Fund Subsidy	83,766	83,663
TOTAL REVENUE	<u><u>\$575,906</u></u>	<u><u>\$494,262</u></u>
<u>EXPENDITURES:</u>		
A. Personnel Costs		
1. Salary and Wages		
Classified Regular	173,613	155,965
Classified Hourly	147,537	127,225
	<u>\$321,150</u>	<u>\$283,190</u>
2. Benefits	<u>\$154,322</u>	<u>\$133,937</u>
Total Personnel Costs	<u>\$475,472</u>	<u>\$417,127</u>
B. Supplies	\$20,709	\$17,927
C. Contractual Services	\$18,525	\$16,426
D. Capital Outlay	<u>\$61,200</u>	<u>\$42,782</u>
TOTAL EXPENDITURES	<u><u>\$575,906</u></u>	<u><u>\$494,262</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
CAPITAL PROJECTS FUND
2011/12**

	2010/11 REVISED BUDGET FUND 41	2011/12 PROPOSED TENTATIVE BUDGET FUND 41
	<hr/>	<hr/>
BEGINNING FUND BALANCE		
Restricted	\$97,415	
Unrestricted	1,057,803	\$533,636
TOTAL BEGINNING FUND BALANCE	<hr/> \$1,155,218	<hr/> \$533,636
<u>REVENUE:</u>		
A. Interest	\$3,000	\$1,000
B. PG&E Rebate	17,077	
C. Physical Plant Block Grant	18,443	
D. Redevelopment Agency	5,000	
TOTAL REVENUES	<hr/> \$43,520	<hr/> \$1,000
TOTAL FUNDS AVAILABLE	<hr/> <hr/> \$1,198,738	<hr/> <hr/> \$534,636
<u>EXPENDITURES:</u>		
A. Science Building	\$97,415	
B. EBS Educational Broadcast System	17,000	
C. HVAC Upgrades - Block Grant	18,443	
D. HVAC Upgrades	15,000	\$35,000
E. Lake Center	5,000	5,000
F. North State Street Improvements	500,000	
G. Other Capital Projects	12,244	15,000
TOTAL EXPENDITURES	<hr/> \$665,102	<hr/> \$55,000
<u>RESERVES:</u>		
A. Other Capital Projects	533,636	479,636
TOTAL RESERVES	<hr/> \$533,636	<hr/> \$479,636
TOTAL EXPENDITURES AND RESERVES	<hr/> <hr/> \$1,198,738	<hr/> <hr/> \$534,636

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
BOND PROJECTS FUND
2011/12**

	2010/11 REVISED BUDGET FUND 43	2011/12 PROPOSED TENTATIVE BUDGET FUND 43
	<u> </u>	<u> </u>
BEGINNING FUND BALANCE	\$13,996,910	\$1,062,345
<u>REVENUE:</u>		
Series B bond proceeds	\$37,500,000	\$37,500,000
Interest	638,724	600,000
TOTAL REVENUES	<u>\$38,138,724</u>	<u>\$38,100,000</u>
TOTAL FUNDS AVAILABLE	<u>\$52,135,634</u>	<u>\$39,162,345</u>
<u>Project #</u>		
Bond Project Management		
717320 Salary and Benefits	\$224,819	\$237,792
717320 Consultants	115,000	25,000
717320 Supplies, Services, & Equipment	57,000	50,000
Subtotal, Bond Project Management	<u>\$396,819</u>	<u>\$312,792</u>
717000 Campus Lighting	\$135,000	
717010 Disabled Access Improvements	66,007	\$10,000
717020 Energy Projects	143,848	10,000
717030 Flooring Replacement	69,638	25,000
717050 Other Campus Infrastructure	390,000	332,418
717060 Point Arena Field Station	457,588	
71707X Renovation for Instructional and Student Services	66,178	45,000
717170 Allied Health/ Nursing Facility	20,000	200,000
717180 Athletic Field Improvements	685,000	
717190 Library/Learning Center	23,033,000	17,885,353
717200 Student Center Cafeteria (renovate current Library Bldg.)	464,972	2,779,809
717210 Maintenance/Warehouse	2,543,626	50,000
717240 Modernize Vocational Program Facilities and Equipment	154,358	154,083
717270 Integrated Information System	788,801	300,000
717300 Lake County Center	800,000	11,612,211
717310 Willits/Northern Mendocino County Center	1,749,000	580,000
000000 Other Bond Projects	256,423	500,000
Subtotal, Bond Projects	<u>\$31,823,439</u>	<u>\$34,483,874</u>
000000 Contingency	500,000	500,000
TOTAL EXPENDITURES	<u>\$32,720,258</u>	<u>\$35,296,666</u>
RESERVES:	<u>\$19,415,376</u>	<u>\$3,865,679</u>
TOTAL EXPENDITURES AND RESERVES	<u>\$52,135,634</u>	<u>\$39,162,345</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
SPECIAL RESERVE FUND
2011/12**

	2010/11 REVISED BUDGET FUND 61	2011/12 PROPOSED TENTATIVE BUDGET FUND 61
BEGINNING FUND BALANCE	\$1,406,019	\$1,416,019
<u>REVENUE:</u>		
A. Interest	\$10,000	\$6,500
TOTAL FUNDS AVAILABLE	\$1,416,019	\$1,422,519
<u>EXPENDITURES AND TRANSFERS:</u>		
A. Transfer to Health Fund	\$0	\$0
<u>RESERVES:</u>		
A. Accrued Vacation Reserve	\$140,000	\$140,000
B. Load Banking Reserve	63,000	63,000
C. Health Fund Reserve	300,000	300,000
D. Incurred But Not Recorded (IBNR) Health Benefits	298,451 *	298,451 *
E. GASB 45 Reserve	470,447 **	470,447 **
F. Self Insurance Reserve	144,121	150,621
TOTAL RESERVES	\$1,416,019	\$1,422,519
TOTAL EXPENDITURES AND RESERVES	\$1,416,019	\$1,422,519

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

**Total GASB 45 liability per actuarial study dated April 9, 2008 is \$4,313,494.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
HEALTH FUND
2011/12**

	2010/11 REVISED BUDGET FUND 62	2011/12 PROPOSED TENTATIVE BUDGET FUND 62
	<u> </u>	<u> </u>
BEGINNING FUND BALANCE	\$16,304	\$100,000
 <u>REVENUE:</u>		
A. Contribution from Other Funds	\$3,388,195	\$3,786,816
B. Employee Contributions	15,000	15,000
C. Transfer from Special Reserve		
D. Transfer from General Fund		
E. Interest	(2,000)	(2,000)
TOTAL REVENUE	<u>\$3,401,195</u>	<u>\$3,799,816</u>
 TOTAL FUNDS AVAILABLE	 <u><u>\$3,417,499</u></u>	 <u><u>\$3,899,816</u></u>
 <u>EXPENDITURES:</u>		
A. Health Care Services	<u>\$3,417,499</u>	<u>\$3,799,816</u>
TOTAL EXPENDITURES	\$3,417,499	\$3,799,816
 B. Reserve for Future Expenditures	 <u>\$0</u>	 <u>\$100,000</u>
 TOTAL EXPENDITURES AND RESERVES	 <u><u>\$3,417,499</u></u>	 <u><u>\$3,899,816</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT REPRESENTATION FEE FUND
2011/12**

	2010/11 REVISED BUDGET FUND 72	2011/12 PROPOSED TENTATIVE BUDGET FUND 72
BEGINNING FUND BALANCE	\$30,170	\$28,770
<u>REVENUE:</u>		
A. Student Representation Fees	\$13,500	\$9,000
B. Interest	100	100
TOTAL REVENUE	<u>\$13,600</u>	<u>\$9,100</u>
TOTAL FUNDS AVAILABLE	<u><u>\$43,770</u></u>	<u><u>\$37,870</u></u>
<u>EXPENDITURES:</u>		
A. Services (Travel)	\$15,000	\$9,000
TOTAL EXPENDITURES	<u>\$15,000</u>	<u>\$9,000</u>
RESERVES	\$28,770	\$28,870
TOTAL EXPENDITURES AND RESERVES	<u><u>\$43,770</u></u>	<u><u>\$37,870</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT CENTER FUND
2011/12**

	2010/11 REVISED BUDGET FUND 73	2011/12 PROPOSED TENTATIVE BUDGET FUND 73
BEGINNING FUND BALANCE	\$225,545	\$260,295
<u>REVENUE:</u>		
A. Student Center Fees	\$38,000	\$30,000
B. Interest	1,000	1,000
TOTAL REVENUE	<u>\$39,000</u>	<u>\$31,000</u>
TOTAL FUNDS AVAILABLE	<u><u>\$264,545</u></u>	<u><u>\$291,295</u></u>
<u>EXPENDITURES:</u>		
A. Supplies	\$1,250	\$1,500
B. Equipment	3,000	
TOTAL EXPENDITURES	<u>\$4,250</u>	<u>\$1,500</u>
RESERVES	\$260,295	\$289,795
TOTAL EXPENDITURES AND RESERVES	<u><u>\$264,545</u></u>	<u><u>\$291,295</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT FINANCIAL AID AWARD PROJECTIONS
2011/12**

	<u>2010/11 ESTIMATED AWARDS</u>	<u>2011/12 ESTIMATED AWARDS</u>
<u>SOURCE OF FUNDS:</u>		
FEDERAL SOURCES		
A. PELL GRANT	\$5,300,000	\$4,800,000
B. FSEOG	55,000	50,000
C. ACADEMIC COMPETITIVENESS GRANTS	6,500	0
D. BUREAU OF INDIAN AFFAIRS	5,000	5,000
E. STAFFORD LOANS	800,000	900,000
F. AMERICORPS	25,000	15,000
G. FEDERAL WORK STUDY	40,000	50,000
TOTAL FEDERAL SOURCES	<u>6,231,500</u>	<u>5,820,000</u>
STATE SOURCES		
A. CAL GRANT	\$195,000	\$195,000
B. EOPS GRANT	50,000	45,000
C. CARE GRANT	0	0
D. CHAFEE GRANT	5,000	20,000
TOTAL STATE SOURCES	<u>\$250,000</u>	<u>\$260,000</u>
C. LOCAL SOURCES		
1. SCHOLARSHIPS	\$235,250	\$240,000
TOTAL	<u><u>\$6,716,750</u></u>	<u><u>\$6,320,000</u></u>
<u>DISBURSEMENTS:</u>		
A. STUDENT FINANCIAL AID	<u><u>\$6,716,750</u></u>	<u><u>\$6,320,000</u></u>

ITEM NO. 5.2
DATE: June 1, 2011

SUBJECT: NEW BOARD POLICY - POLICY 413 COMMUNITY SERVICE CLASSES

SYNOPSIS:

Revised Board policies presented for discussion/action - FIRST reading

ANALYSIS:

As part of the ongoing effort to maintain the Board Policy Manual, a new policy is submitted for Board consideration. This policy has been through the participatory governance process through the President's Policy Advisory Committee (PPAC) at the April and May meetings.

It was determined that a policy was needed for Community Service Classes. Policy 413 Community Service Classes was written by Dean Guleff and staff, reviewed/revise by Vice President Randall and Superintendent/President Lehner. This policy was written based on Ed Code requirements. All staff had an opportunity to review the policy through the participatory governance process.

Board members are requested to review this policy and offer suggestions for substantive changes if deemed necessary. The Board may choose to adopt this policy at this meeting or refer it to the July Board meeting for adoption.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve Policy 413 Community Service Classes as presented/amended at the meeting.



BOARD POLICY

N 413

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

COMMUNITY SERVICE CLASSES

Mendocino-Lake Community College District may offer community service classes, also known as Community Extension classes (ComEx).

The Board of Trustees encourages the Superintendent/President or designee to design Community Extension classes to provide for the “physical, mental, moral, economic or civil development of the individuals or groups enrolled therein.”

In accordance with Education Code 78300 (c), General Fund monies may not be expended to establish and maintain community service classes. The District may charge students enrolled in community service classes a fee not to exceed the cost of maintaining said classes or may receive remuneration by contract, contributions or donations of individuals or groups.

Reference: Education code 78300

SUBJECT: SUBSTITUTION OF LISTED SUBCONTRACTOR –
LIBRARY/LEARNING CENTER

SYNOPSIS:

Board of Trustees approval of the substitution of subcontractors for the Library/Learning Center building.

RECOMMENDATION:

The Superintendent/President recommends substitution of the subcontractors below for the Library/Learning Center building.

ANALYSIS:

Public contract law requires bidders of public works projects to submit a list of all subcontractors when the bid is submitted. The law allows for substitutions of the listed contractors for such things as errors in the bid or clerical error, when the substitution is agreed to by the listed subcontractor or when the contractor is removed for cause. Such substitution must be approved by the awarding agency.

Midstate Construction has requested the following substitutions of subcontractors for Concrete and Electrical. The concrete contractor has been removed for cause and Midstate has followed the process as outlined by the District's Legal Counsel. The listed Electrical Contractor has agreed to the substitution.

	<u>Listed subcontractor</u>	<u>Substituted subcontractor</u>
Concrete	Congrove Construction	Elwood Concrete
Electrical	S. M. Leslie Electric	R. McClure Electric

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby approve subcontractor substitutions for the Library/Learning Center project as follows:

Concrete: Elwood Concrete
Electrical: R. McClure Electric

SUBJECT: PRESIDENT'S REPORT

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

ANALYSIS:

Planning and Budgeting Committee

PBC has started the process of reviewing programs for 1) contribution to the financial bottom line, and 2) relationship to mission/vision/values/goals of the College. We started with the programs that are more complicated to analyze – either because they have multiple revenue streams (grants, donations, product sales, event fees) or because they have indirect expenses that aren't coded specifically to their departments. The first programs to be analyzed will be athletics/PE, performing arts, fine arts, agriculture and automotive. As stated in one of my budget briefs, we may need to maintain some programs that are not as closely related to the mission as others, but that provide a positive cash flow that supports our other more costly programs.

The latest budget news indicates that there may be some relief for community colleges and that our budget cuts for 2011/12 may not be as deep as we have projected. Our hope is that whatever improvements are made to the 2011/12 budget can be carried over as reserves into 2012/13 and we will not have to resort to layoffs.

Citizens Bond Oversight Committee

The original members of the CBOC have all termed out as of May 2011. The committee bylaws call for two-year terms, with no member serving more than two consecutive terms. We will be seating the new members at the August meeting and are having our bond counsel, David Casnocha, attend the meeting to explain the role and responsibilities of CBOC members.

Pursuant to the requirements of Proposition 39, we have representatives from a senior citizens group, a taxpayer organization, the business community, our College Foundation and from our students. We will have two additional at-large members.

Trustees who were not here when we passed Measure W and established the first CBOC might want to attend the meeting on August 2, 2011 to hear the presentation by bond counsel.

Meeting of Northern California Presidents

Seven college superintendent/presidents attended the spring meeting at Feather River College in Quincy, along with several college CBOs (chief business officers). A new addition to the group was the president of Napa College, Edna Baehre. Her statement after meeting with us was that she learned more in her four hours with us than she has learned during her entire first year on the job!

This group will have many new members next year, as three of the presidents are retiring (Butte, Shasta and Tahoe) and two presidents (Lassen and Redwoods) have accepted other positions. That leaves only three of us continuing (Mendocino, Siskiyou and Feather

River).

Of the numerous discussion topics, those that we spent the most time on included:

- Budget issues and how we were dealing with layoffs, 50% law, etc. Mendocino is one of only two colleges that has not had layoffs to date.
- Athletics and the de-emphasis at the state level. For many small colleges, athletics is the life-blood that brings students to campus and provides the funding to support other programs.
- Child development centers. It is becoming increasingly difficult to operate child care facilities without substantial subsidies from the colleges' general funds.

Our next meeting is scheduled for fall at Lassen College.

Adopt-A-5th Grader Awards

One of the more enjoyable things I get to do at this time of year is to attend the various awards assemblies at the elementary schools in our district. This year we are giving out twenty-three 5th grade awards – at least one at every public school within our District. For the first time, we will be giving awards at Kelseyville, Upper Lake, Lucerne, Round Valley, Potter Valley and Laytonville. Although I can't make it to every ceremony, the schools are always appreciative to have the college president come talk to their students. I always ask the question, "How many of you are going to go to college?" and the hands fly up. If only there were a way to maintain that enthusiasm through high school!

Community Connections

- Met with Siri Nelson, CEO of Sutter Lakeside Hospital, to discuss continued funding of Nursing faculty position and potential new scholarships.
- Met with Charlie Mannon, President of Savings Bank, and Dennis Willeford, Ukiah High School Principal, to select Chessall Scholarship recipients. Interviewed seven UHS seniors and chose three to receive awards for 2011/12.
- Attended UVMC Community Advisory Committee meeting. Discussion topic was fundraising for new Emergency Department.
- Participated in ceremony for Veterans' History Project, hosted by Representative Mike Thompson and co-sponsored by Mendocino College Foundation.
- Met with new resident of Ukiah and potential new donor, who moved here from Hollywood where he owns a production company.
- Along with Katie Wojcieszak and Richard Cooper, met with potential donor at his residence on former Foundation land.
- Met with Paul Tichinin, Superintendent of Mendocino County Schools.
- Attended regular and special meetings of Ukiah Rotary and AAUW.

SUBJECT: EDUCATION AND STUDENT SERVICES REPORT

SYNOPSIS:

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

1. Accreditation: Assessment of ISLOs

To remain compliant with ACCJC standards and expectations, the Student Learning Outcomes Committee developed a plan to assess all 10 Institutional Learning Outcomes (ISLOs) this summer using classroom artifacts (such as research papers, lab books and tests). Eight faculty members will work together on June 1 and 2 to establish rubrics for each ISLO, measure the artifacts against the rubrics, and write a narrative assessing how well students seem to be meeting each ISLO. In addition, they will advise whether to change or eliminate some of the ISLOs themselves. This exercise prepares the College to be at the required "Proficiency Level" for SLO assessment in Fall 2012 and will also give the faculty valuable insight into what students are actually learning.

2. Curriculum: Transfer Degrees

Last week, Mendocino became one of the first colleges in the state to have a 1440 degree, Sociology for Transfer, approved by the Chancellor's Office. The Math and Communication Studies degrees should be approved as well in the next few weeks. In the meantime, several new transfer degrees in Administration of Justice, Early Childhood Education, Physics, Geology, History and Theatre Arts are ready for review by the faculty for adoption by Fall 2012.

3. Enrollment: Super Saturday and Registration

On May 14, 180 prospective students (primarily high school seniors about to graduate) came to the Super Saturday Orientation on the Ukiah campus to learn about the college, take placement tests and see counselors. By attending, students were able to register for both summer and fall sessions on May 16, and many took advantage of that early time since classes are filling quickly. At this point (5/25), registrations for both Summer and Fall 2011 are ahead of last year and several online classes for summer are already full. Registration for summer is now open to all students; new students can continue to get priority registration for Fall 2011 by attending orientations at all three college locations held throughout the next two months. Otherwise, fall registration opens to all students on July 5. This summer, an online version of the orientation will be completed and any new student will be required to view it before taking placement tests or seeing a counselor (with the expectation that students who are oriented are more likely to persist and succeed in college).

4. Events: Native American Motivation Day

On May 20, the 25th Annual Native American Motivation Day was held with more than 100 middle and high school students attending from schools throughout the college district as well as Point Arena. Students listened to a motivational speaker and participated in workshops on preparing for college, applying for financial aid and choosing a career path. Many thanks to our Native American Advisory Committee, Pinoleville Voc Rehab (which helped pay for the speaker), Darletta Fulwider, Andrea Moniz, and Rhea Hollis for organizing the event. Save the date for next year: May 18, 2012.

SUBJECT: CTE PROGRAM ADVISORY COMMITTEE SUMMARY FOR 2010-11

SYNOPSIS:

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

ANALYSIS:

Administration of Justice – In the past, this program advisory group has been combined with the Law Enforcement Training Managers (LETMA) group, which is in process of restarting its regular meetings. The CTE dean will attend these meetings and determine if there is enough focus on the College program to meet the intent of an advisory body as well as gauge interest among LETMA members on being on a separate advisory group.

Agriculture – The Agriculture Advisory Committee is scheduled to meet on May 25. Planned topics of discussion are: updates on the college budget and building projects; remodeling of the Agriculture Headhouse Building; status of agriculture internships; faculty sabbatical leave plans; development of a new small farm certificate program; and agriculture projects.

Automotive – The Automotive Advisory Committee met on Oct 28. There were several topics discussed with emphasis on gathering input on the direction of the program. There was committee consensus that basic entry level training is appropriate for the program. Not only are mechanical skills needed, but it is important to have good communication and teamwork skills, typing skills, computer skills, basic knowledge of electronics, and being able to read and comprehend technical material. The group also reviewed the current equipment and made recommendations as to what is needed.

Business Management/Accounting – This advisory committee met on April 29. Business faculty provided updates on curriculum changes and shared information on Careercafe.com with the group. The committee provided information on the types of jobs they hire for and the qualifications they are looking for in applicants. Some members volunteered to talk to classes about preparing for an interview. The need for students to have strong computer skills was stressed. The business department involvement in an upcoming county wide business plan competition was also discussed.

Business Office Technology – The Business Office Technology meeting was held jointly with the MCOE Business school on November 10 with a focus on medical office. The purpose of advisory committees was reviewed with the group. Current offerings, local needs, and a focus on building career paths were discussed. According to the employers who attended, the demand for clinical medical assistance remains strong and there is growing demand within coding and billing. Billing and coding will be updating to ICD-10 in October 2013 – from 33,000 to 141,000 codes. There are several industry certifications the College could explore in this area. Preparing students to work in medical offices is an important aspect of the BOT program that the newly hired full time faculty member will be working on.

Child Development – The Child Development Advisory Committee met on March 30. Discussed was an update on enrollments, the Child Development Center, class scheduling, new online classes, CSU articulation changes, curriculum updates, student recruitment, and the development of a lending library through Child Development Training Consortium funds.

Culinary Arts Management – The Culinary Arts Management Committee met on June 28 and October 4. Results of a pilot employer survey were discussed. The issues identified from the survey were: the CAM program mission is not clear; the curriculum needs to be updated; there is a need for a strong work experience component; the program needs a full-time instructor; the program needs to build credibility with employers; and students should be surveyed about their educational goals. It was recommended by the committee to revamp the curriculum and implement it in the coming year. An advisory subcommittee subsequently worked to provide input into the development of new curriculum that is now ready for fall 2010 semester and will be implemented by the newly hired full-time faculty member.

Computer Science – The Computer Science Committee met on February 25. A good portion of the meeting was spent reviewing curriculum changes. Additionally, employer needs, student internship possibilities, course suggestions, and the need for part-time faculty was discussed. Committee members stressed the need for this program to keep current and recommended students have strong networking fundamentals, communication skills, and the ability to research and learn new skills in the workplace.

EMT/Paramedic – The EMT/Paramedic Advisory Committee is in process of being scheduled by the Paramedic Director. Traditionally, the County Emergency Medical Care Committee (EMCC) has served in this capacity through its education subcommittee, but it has been found by the paramedic accrediting body, CAAHEP, that an advisory committee dedicated to the program is needed. The focus of the meeting will be to develop procedures to complete student and employer surveys, review the curriculum, and measure the effectiveness of the program.

Fire Science – This advisory committee function has been traditionally combined with the Mendocino County Fire Training Officers meetings, but it has been determined the College program would benefit from a separate advisory group. Advisory committee members will be identified and a meeting will be planned for the fall 2010 semester.

Human Services/Alcohol & Other Drugs – The new Human Services Paraprofessional certificate and degree program curriculum was introduced to the group and potential follow-on certificates were discussed. The following were determined to have the most potential for employment: Community Health; Criminal Justice; Cultural Competency; Family Relations; Gerontology; Mental Health; Youth Worker; and Working with People with Disabilities. There was also discussion around potentially partnering with the CDV program to offer a “Family Studies” mini-certificate. The committee also expressed interest in hosting student interns.

Nursing – This committee met on March 29. Students did a demonstration that simulated patient care on a pediatric patient with acute abdominal pain. Discussion about how having a dedicated simulated lab would help the program followed. Committee members expressed support and reminded everyone that Sim Labs are urgently needed so that students can fine tune skills at no risk to the patient. Committee members were updated on current classes, and the most recent NCLEX results (95% vs 87% nationally). Information about the Butte College Health IT Workforce online training available, collaboration with SSU, and local hiring needs were also discussed.

Welding – The Welding Advisory Committee was held jointly with the Ukiah High School/ROP Industrial Arts Advisory committee on May 19. Discussion around the College welding courses centered on the possibility of creating either a welding certificate or potentially making the welding classes part of another certificate or degree. Potential employers for such a certificate were discussed such as small manufacturers/fabricators or wineries. A tour of the high school machine shop was given that featured a new state-of-the art CNC machine recently purchased.

SUBJECT: ADMINISTRATIVE SERVICES REPORT

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

ANALYSIS: **Governor's May Revised Budget**

The Governor released his May Revision of the 2011-12 State Budget on May 16th. In it he recognizes \$2.8 billion in additional revenue for 2010-11 and \$3.5 billion in additional revenue for 2011-12, which, along with some other minor adjustments, totals \$6.6 billion in increased revenues. The Governor cautions against expectations that this revenue erases the Budget problem by pointing out that the ongoing structural deficits, what he refers to as the 'wall of debt', continue. The structural deficit includes K-14 education's cash deferrals. The Governor identifies \$10.8 billion needed in Budget solutions, including a \$1.2 billion reserve.

To balance the Budget, the Governor assumes extension of the temporary taxes, very similar to that proposed in his January Budget—the 0.25% surcharge on the income tax, the 1¢ increase in the sales tax, the 0.5% increase in the vehicle license fee, and the reduction in the dependent deduction. Between the additional tax revenues recognized and the planned continuation of temporary taxes, the minimum funding level for Proposition 98 has increased to \$52.4 billion, a \$3 billion increase from the January Budget. However, this increase in Proposition 98 funding will not translate into additional per-student funding to education, nor an offset to the cut made to community colleges. Rather, the Governor does the following:

- Affirms the \$290 million reduction to apportionments resulting from the January Budget and subsequent negotiations in the Legislature
- Affirms the enacted enrollment fee increase to \$36 per unit
- Reduces the community colleges' \$961 million year-end deferral by \$350 million, to \$611 million

The \$350 million reduction in year-end community college deferrals eliminates the new \$129 million deferral for 2011-12 that was proposed in January and buys out \$221 million in current deferrals. This has the effect of not increasing local spending authority but providing some protection against additional cuts due to a failure of the tax extensions—in which case the reduction in deferrals can be reversed instead of, or to offset, additional cuts.

While the Governor does not make a specific proposal in the May Revision if the taxes are not extended, he does include a discussion about the possibility of an "all-cuts" Budget. He acknowledges that a \$5 billion reduction in Proposition 98 funding would be education's share of the solution. To cut that deeply into Proposition 98 would require a suspension of Proposition 98, which the Governor has stated that he is not willing to do. Regardless, he states that a \$5 billion reduction in Proposition 98 funding would be equivalent to eliminating 52,000 community college courses or raising the enrollment fee to \$125 per unit, along with significant changes in the structure of K-12 education. It would also entail an additional \$500 million cut each to the University of California and California State University systems.

The bottom line is that we are still in a "wait and see" mode. We need to wait and see, once again, whether a tax extension measure gets placed on the ballot, and then we'll need to wait and see whether the ballot measure is successful. Meanwhile, the \$290 million cut remains, and if the Governor's revenue proposals are not implemented, there is the \$350 million cash deferral cushion against additional cuts to community colleges.

ITEM NO: 6.3.2
DATE: February 2, 2011

SUBJECT: REPORT ON MEASURE W BOND IMPLEMENTATION

SYNOPSIS: This report is offered for information.

ANALYSIS:

See attached report from Piper Jaffray & Co. regarding bond issue B.

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

**Considerations Regarding
Election of 2006 (Measure W) General Obligation Bonds,
Series B**

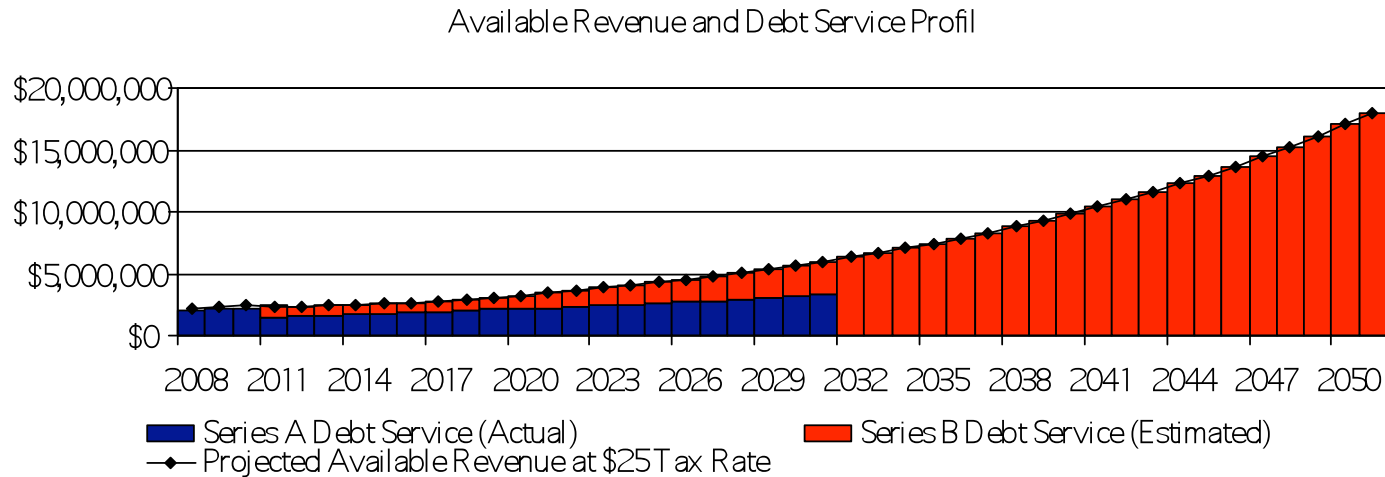
May 11, 2011



PiperJaffray

Option 1: Using Non-Callable Capital Appreciation Bonds

	<u>Issue Date</u>	<u>Maturity Date</u>	<u>Par Amount</u>
Series A	03/29/07	08/01/31	\$ 30,000,000
Series B	07/07/11	07/01/51	37,500,000

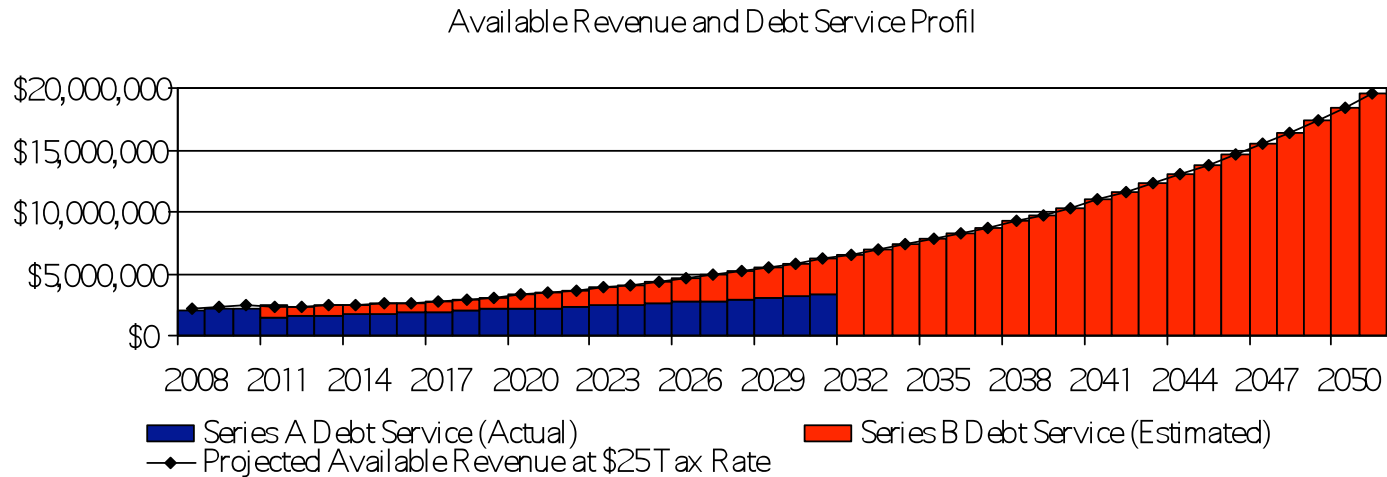


Notes:

- 1) Series B Debt Service is calculated based on estimated market conditions as of May 11, 2011.
- 2) Projected Available Revenue is calculated based on 2010-11 assessed valuation, assuming the following assumptions in future growth: <1%> from 2010-11 to 2011-12, 2% for 2 years, 4% for 3 years, and 5.68% annual increase thereafter.

Option 2: Using Callable Capital Appreciation Bonds

	<u>Issue Date</u>	<u>Maturity Date</u>	<u>Par Amount</u>
Series A	03/29/07	08/01/31	\$ 30,000,000
Series B	07/07/11	07/01/51	37,500,000



Notes:

- 1) Series B Debt Service is calculated based on estimated market conditions as of May 11, 2011.
- 2) Projected Available Revenue is calculated based on 2010-11 assessed valuation, assuming the following assumptions in future growth: <1%> from 2010-11 to 2011-12, 2% for 2 years, 4% for 3 years, and 5.92% annual increase thereafter.

History of Assessed Valuation

FY Ending	Mendocino County Portion	Annual Change	Lake County Portion	Annual Change	Total District Assessed Valuation	Annual Change
1995	2,650,896,434	-	1,465,228,418	-	4,116,124,852	-
1996	2,762,559,228	4.21%	1,531,376,386	4.51%	4,293,935,614	4.32%
1997	2,901,561,479	5.03%	1,561,168,305	1.95%	4,462,729,784	3.93%
1998	3,050,034,296	5.12%	Not Available		Not Available	
1999	3,204,056,227	5.05%	1,663,185,294	-	4,867,241,521	-
2000	3,350,175,116	4.56%	1,718,158,314	3.31%	5,068,333,430	4.13%
2001	3,528,221,349	5.31%	1,778,893,885	3.53%	5,307,115,234	4.71%
2002	3,724,457,294	5.56%	1,875,502,749	5.43%	5,599,960,043	5.52%
2003	3,922,132,386	5.31%	1,994,295,800	6.33%	5,916,428,186	5.65%
2004	4,170,009,341	6.32%	2,139,604,579	7.29%	6,309,613,920	6.65%
2005	4,440,061,167	6.48%	2,345,357,047	9.62%	6,785,418,214	7.54%
2006	4,778,977,928	7.63%	2,624,106,246	11.89%	7,403,084,174	9.10%
2007	5,164,224,954	8.06%	3,001,870,918	14.40%	8,166,095,872	10.31%
2008	5,582,783,037	8.10%	3,284,279,818	9.41%	8,867,062,855	8.58%
2009	5,949,591,613	6.57%	3,372,205,180	2.68%	9,321,796,793	5.13%
2010	6,175,316,071	3.79%	3,420,295,528	1.43%	9,595,611,599	2.94%
2011	6,133,721,706	-0.67%	3,385,870,614	-1.01%	9,519,592,320	-0.79%
	Average Growth Rate	5.38%	Average Growth Rate	5.37%	Average Growth Rate	5.38%

Source: California Municipal Statistics, Inc.

ITEM NO: 6.4
DATE: June 1, 2011

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

A draft of the Foundation's mission, vision and values will be reviewed at the June 7th Board meeting. The Board met on April 16th and shared a variety of thoughts on what the mission, vision and values should say about the Foundation and the support we provide to the college and students.

On May 11th the Foundation held a Budget Workshop which provided everyone with an opportunity to see how the Foundation budget for 2011/12 was built and to provide feedback and make modifications as appropriate.

During their June 7th Board meeting, the Foundation will be asked to approve the new Lake County Friends of Mendocino College affiliate organization. Following the Board meeting a tour of the new Lake Center building site will be held with a small reception occurring next door at Ruzicka Associates courtesy of Mrs. Nancy Ruzicka.

President Lehner and I have been meeting with potential new donors and board members over the past month and are planning to propose two new members to the Foundation Board at their June meeting.

The Adopt-A-Fifth Grader program is moving full speed ahead with 23 participants this year. I attended the awards ceremonies at Oak Manor and Nokomis Elementary Schools and the principal, teachers and students are all very excited to be a part of this unique and rewarding program.

We are currently researching what a perpetual Adopt-A-Fifth Grader program would look like and how it might be appealing to some donors.

One of our most beloved board members Mr. Harry Bistrin has passed away. Harry served the Foundation Board with distinction for over 8 years and was such an important part of the Foundation Family- he will be greatly missed!

The Gala planning is well under way with Special Events Chair Richard Cooper and Vice Chair, Christy Scollin diligently working on an array of issues. We have 10 sponsors to date totaling over \$15,000, 33 tables have been reserved, the menus have been finalized, and the rest of the planning continues daily. We are looking forward to one of our largest events with more of a variety than ever before.

I am working with college administration to write a grant proposal for a Wells Fargo grant opportunity.

I recently participated in the following events:

- Human Race- Mendo Lake Credit Union designated the Foundation as their recipient with the funds earned going towards the Yvonne Sligh Book Award Program.
- Veterans History Project Reception
- Mendocino College District Scholarship Ceremony
- Mendocino College Foundation Scholarship Ceremony
- Leadership Mendocino's annual fundraising event
- Lake County Chapter of California Women in Agriculture Spring Mixer as a guest of Mrs. Wilda Shock

ITEM NO: 6.5
DATE: June 1, 2011

SUBJECT: CONSTITUENT REPORTS

SYNOPSIS:

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

ANALYSIS:

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

ITEM NO: 6.6
DATE: June 1, 2011

SUBJECT: HEALTH BENEFITS

SYNOPSIS: Status of the Health Benefit Fund

RECOMMENDATION: Informational report

ANALYSIS:

For the first ten months of 2010/11, 7/1/10-4/30/11, the health benefit cost per participant was \$1,682.06 per month, while the budgeted rate was \$1760 per participant.

In comparison:

- For the same time period in 2009/10 (7/1/09 – 4/30/10) the monthly cost per participant was \$1,748.48.
- For the last consecutive twelve months (5/31/10-4/30/11), the monthly cost per participant was \$1,730.87.

SUBJECT: TRUSTEES' REPORTS

SYNOPSIS:

Individual Trustees share their Board related activities with the full Board

ANALYSIS:

Janet Chaniot

Along with MC student, Nancy Shepherd, I completed an audio tape for the Veteran's History Project and attended the May 16 reception at the Veteran's Memorial Building. Nancy conducted an interview with a Viet Nam veteran who was in the country during the TET offensive. Great project organized by the Foundation and Representative Mike Thompson's office. Kudos to Katie, Heidi, Mike and everyone who made the MC part of the project a success.

Completed calls and emails for three students in the College Connections program. I had good conversations with these first-time MC students. Also a great program.

Attended the 23rd Annual Latino Student Retreat opening session and panel.

Attended the Foundation Scholarship Awards and helped Channing Cornell present 6 scholarships of \$1000 each from the Directors/Trustees' Fund.

Participated in the CEOCCC and CCCT Boards Joint Meeting:

Chancellor Jack Scott told both boards that a 10% cut is likely, noting that this year 140,000 students were turned away and first-time enrollees declined by 133,000.

The two boards discussed legislation impacting the System. One bill (AB 515) to allow districts to offer credit for extension classes was discussed extensively with both boards supporting the bill. A draft of budget principles was also discussed (See handout.) Colleges wishing to help with the final document may contact Scott Lay with suggestions. I will be happy to take any ideas from our board to the June 17-18 CCCT meeting.

Participated in the Annual Trustees Conference in Monterey:

Mark David Miliron, of the Bill and Melinda Gates Foundation, spoke on the following topics of interest:

- 1) Academic Acceleration: teach in a lab what students do not know, pair basic skills with college-level courses, and allow dual enrollment of honors students so that they graduate from high school with 24-60 community college units;
- 2) Learning Innovations and Technology: blend 'touch' with technology to use tech to humanize education. Use games, personal learning networks, and learning analytics;
- 3) Renewal and Redesign: use data in real time to develop structure in which access = lots of choices and success = directed, purposeful study;

4) New Models: community colleges serve as a flexible model, can partner with universities, form private/public collaborations, and use IT extensively; and

5) Lifetime learning: teach students that learning is a critical, creative, social, and courageous lifetime endeavor.

Miliron recommended the book, FIVE MINDS FOR THE FUTURE by Howard Gardner, and the website: completionmatters.org.

The North State trustees did not have a formal meeting; however, several of us had a good talk with Marcia Zableckis, a southern, small college trustee and member of the CCCT.

Attended the following conference sessions: “How to Be Ready When the Media Calls,” “College of the Sequoias Aeronautics and Aviation Technology” (college representatives/trustees held meetings with the city council and school boards in their district to incorporate economic development enterprises for the college), “Student Learning Outcomes and College Quality” (See ACCJC Rubric for Student Learning Outcomes).

Ed Haynes

04/29 Friday

Gate’s Foundation’s/Dr Mark Milliron; “Optimist’s Agenda” (more like pessimistic)

Katie W sent him information on our 5th grader program

Be ready when the media calls

Training/repetition, Policy – only through the PIO/Board Chair/or S/P?

Rumor/MythBuster/Snopes address underground/misinformation

Allow public comments

04/30 Saturday

Breakfast/Roundtable

Transfer Degrees (Why didn’t we do this before??)

Bridging the Partisan Divide (Board Horror Stories – LA \$3.5B, SB-enrichment)

Cost Savings/Energy Efficiency

PG&E Energy Audit (will train students?), Virtual W/S, body sensor shutoff

Health Care Benefits

JPA?, No one else in room had 15% of total budget spent on HC (all were less)

05/01 Sunday

Where do we go from here/Panel

BOG Waiver – 1/3 students do not pay \$0.10 for CC

ROTC – Why not?

Joan Eriksen

I attended:

- A. the welcome session of the Latino Retreat Day;
- B. the Horticulture sale;
- C. the AAUW's Executive Board meeting at which we discussed the additional scholarships we were able to offer to MC students this year;
- D. the meeting of the Re-Districting Subcommittee;
- E. MC Awards Night where the president of the Ukiah branch of the AAUW and I presented \$4100 in scholarships this year---Always one of the best nights of the year!
- F. Duplicate Bridge at which another member expressed worry about the difficulties at the College. Her concern centered around how the economic situation was forcing the College to make cuts in budget, classes, etc. I provided her with some information and passed her concerns on to Kathy;
- G. the AAUW Spring Dinner at which I reported to the general membership about the amount of scholarship money we were able to donate this year---and included a reminder that I had set up my used book stand; so before leaving the meeting, they should buy some books to help fund our scholarship program;
- H. the Foundation Awards Night---another great event;
- I. the morning session of the AAUW's North Coast District workshop. It was mentioned that AAUW may offer training aimed to encourage young people to serve in local government. I took the opportunity to inform the group that at MC we are already working on this through the Al & Pat Beltrami Intern Scholarship; and
- J. the funeral of Harry Bistrin, a former Foundation member.

Of course, I plan to attend Graduation!

From: Ed Haynes <ukiahvet@pacbell.net>
To: Gwen Chapman <gchapman@mendocino.edu>
Subject: Tour of Point Arena

Hi Gwen,

Please include this email thread in my 06/2011 Trustee report. It concerns our trip to the Point Arena Field Station. Please specify/note that Paul Conrado and Gary Smith are commenting as individuals and not as representative of the Foundation.

Thanks!
Ed

Edward Haynes, DVM wrote:

Hi Gary (& Paul),

Fun trip to Point Arena yesterday. I find, in retrospect, I have a lot more questions than answers about what to do with the property.

I'd like to know what, if anything, you think the Foundation c/w-ould do with the Field Station.

Thanks.

Ed

PS Here are my musings after the trip:

Questions

Are current buildings habitable? Red tag?

Can we rebuild/remodel

Seismic/ocean considerations

DSA/Coastal commission

Metal Roof (electrolysis)/siding/asbestos

Brainstorm

Camouflage/Paint to blend in

Fix up only cinder block buildings & pump house

Metal roofs on all buildings (to protect what we have)

When decay or natural disaster strikes take down all uninhabitable buildings and put up tent cabins (reusing metal roof) on remaining cement slabs. (Use Curry Village in Yosemite as a model)

Earthquake with wood/brick building – different resonant frequencies and much damage to structure

Boat/trailer Zodiac inflatable/Outboard Launch out of Pt Arena (rent out of Pt Arena?)

Ed -

I agree, the trip was well worth the time and gives me a much better perspective on the Point Arena facility. It certainly is a unique place with a lot of scientific and academic value. But the question in my mind is whether the cost burden is something a relatively small community college can sustain on it's own.

Of the options that we kicked around (albeit, very informally and without time or data for real analysis) I think the idea of partnering with or selling to larger institution(s) may have the most merit. Selling it to some conservancy organization with the probability of BLM managing it and opening it up to basically

unregulated public access doesn't seem like a good idea to me.

Regarding your "musings" here are some additional thoughts:

Questions

Buildings are currently habitable but not for long without major repairs - certainly roofing and siding replacement and, if we could expect much in the way of rental income, some interior remodeling.

The trouble with rehab of such old buildings is the likely-hood of running into unexpected added costs. Trying to obtain permits for the work could be a real challenge for many of the considerations you mention.

Brainstorm

Other than the current classroom/potential lab building, the two others are likely to be very expensive to rehab (asbestos, structural, etc.) and block buildings of that age are unlikely to be up to earthquake resistance codes (also true for the wood structures and a big factor in cost of rehab for all of them).

I'm not sure that metal roofs are the best answer in a coastal climate (salt air corrosion).

The college also needs to consider the liability issues of housing students or renters in buildings that undoubtedly do not meet current building codes - note Kathy's comment about the State Architect not approving any inadequate upgrades. Your idea of demolition and users putting up tents may have some real merit.

Boats could be a real liability issue, especially in those rough waters, however partners/renters could choose to do it on their own.

My thoughts

Do the conference/seminar later this year on site to celebrate the "mortgage burning" and, hopefully attract some interest in selling/partnering amongst the invited guests (representatives of larger institutions or a consortium of smaller institutions, and not just colleges, but marine research groups like the Monterey Bay Aquarium, Woods Hole, Scripps, etc.) I'm pretty sure the Foundation Board would financially support such an initiative.

From many aspects, I think the college should defer doing anything with Measure W bond money on the facility unless and until a clearer picture emerges on what the realistic goals and alternatives are.

Gary

Those are some very thoughtful ideas about our visit yesterday, and about what might be done with them. Here are some of my thoughts:

1. I like Gary's idea about the conference/seminar later this year--to get the word spread wide in the event others are not so aware of the place and its academic prospects.
2. Under any plan to remodel the place, like you, I would be concerned about the earthquake requirements.

3. But, I have a strong feeling that the buildings that exist have the potential for being quite valuable, if for no other reason than the fact they exist, and (I'm just imagining this--I have no particular knowledge) because of that they cannot be denied rehabilitation by the Planning Department or the Coastal Commission, where to demolish and rebuild something might be denied.
4. Then, of course, comes the matter of just how they might be made more habitable: I think that could be best understood by a reputable contractor providing a comprehensive estimate of the costs (which would cost some money to obtain those services).
5. I would go so far as to include the former Loran equipment building, with the expectation of some costly asbestos remediation, but again, presuming that the building(s) can be made to comply with earthquake standards, as you both have noted. It presents a solidly build structure, with a concrete foundation and floor, and with a new roof it would look something like the second room we visited yesterday, the one with all of the furniture stored in it.
6. I am of the mind that the property could be occupied by academics and/or other associated (allowable) entities, at something more like 75 or 80% of the time, if it is reconditioned to handle that load. However, at that level -- if we invested to prepare for larger groups and a higher usage -- we would then have to have a staff to accommodate the "business". That would mean someone to keep the calendar, to handle reservations, a maintenance plan because of more repairs and a need to keep the place looking nice, and for housekeeping, and some accommodation for catering. Operational costs to keep that place as a going concern would be considerable.

If the bond fund is good for \$500,000, I'm thinking now of what would be the return on investment if an additional \$500,000 were spent on the facility from other college sources. I don't imagine the MCF being able to accommodate a plan that would not return a predictable 8% on their investment.

Paul