

**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 Thursday, August 2, 2012, Mendocino College, 400 East Commercial, Willits 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	John Tomkins	present
	Trustee	Edward Haynes	present
	Trustee	Joan M. Eriksen	present
	Trustee	Janet Chaniot	present
	Trustee	Dave Geck	Present (arrived at 5:23 PM)
	Student Trustee	Jennifer Evans	present

*Secretary* Roe Darnell, Superintendent/President

*Support Staff* Gwen Chapman, Executive Assistant II Superintendent/President

*Staff Representatives* Larry Perryman, Vice President of Administrative Services  
Mark Rawitsch, Dean Willits and Lake Centers

<i>Constituent Representatives</i>	Academic Senate	Steven Hixenbaugh, President
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Virginia Guleff, President (absent)

*Public Comments* There were no comments from the public.

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

*Minutes/Approval* M/S/C (Tomkins/Eriksen) To approve the minutes of the regular meeting held on July 11, 2012 as presented.

*Recognition of Retirees* Kristie Anderson, retiring as Director of Admissions and Records, was recognized by the Board of Trustees.  
Superintendent/President Darnell read the following statement from Anderson: "To the board, I'd like to say thank you for the opportunity for all these years of trying to learn to get along with people, to develop my knowledge of the Registrar's profession, and to learn more than I ever wanted to know about the workings of state and local governments. But most of all, working at and for the college district, I appreciate the friends I've made along the way in this college community. I wish you and the district the best of times even when it looks like the worst of times are still to come. The expertise of all the employees will make Mendocino College continue to shine bright."

**CONSENT AGENDA**

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

Items with an asterisk \* were approved by one motion as the Consent Agenda.  
Roll Call Vote – Trustees Tomkins, Eriksen, Chaniot, Clark, Ubelhart, and Haynes – “yes”

**Personnel**

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

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

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

*Resignation/ Retirement* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignations of Rose Bell, August 17, 2012 and Kevin Morrill, September 28, 2012.

*Employment – Professional Experts* \* RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ as Professional Expert, pursuant to Education Code Section 88003, Jen Banks as EMT-Paramedic Program Director, August 11, 2012 through June 30, 2013.

**Other Items**

*Fiscal Report – June 30, 2012* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.

*Donation of Electric Inverters* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept with appreciation the donation of two electrical inverters from Lawrence Rosen.

*2012-13 Appropriation Limit* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution No. 08-12-01 establishing the Mendocino-Lake Community College District’s appropriation Limit for fiscal year 2012-13 at \$25,750,816.

**ACTION ITEMS**

*Library/Learning Center – Change Order No. 19* M/S/C (Chaniot/Clark) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 19 for the Library/Learning Center project to Midstate Construction in the amount of \$13,554.

*Lake County Center – Change Order No. 6* M/S/C (Tomkins/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 6 for the Lake County Center project to Wright Contracting in the amount of \$16,713.

*Library/Learning Center Av/Media Equipment* M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby award the contract for the Library/Learning Center AV/Media equipment to CODA Technology Group in the amount of \$410,102.75.

Trustees discussed with staff the benefits and type of equipment purchased.

*Award Contract – Willits North County Center* Superintendent/President Darnell advised the Board of a bid protest placed by the second lowest bidder. College legal counsel has rendered a decision regarding this protest and advised that based on court cases the Board should award the contract to the lowest bidder.

Trustee Geck arrived at 5:23 PM during this discussion.

M/S/C (Haynes/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby award the construction contract for the Willits North County Center to Midstate Construction, Inc. in the amount of \$3,987,723 for the base bid and alternates 1&2.

### **INFORMATIONAL REPORTS**

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

- Advertising is underway for the Superintendent/President’s position. The filing deadline is September 14. The filing deadline for the Vice President’s position is August 23. It is anticipated that a recommendation for the Vice President’s Position will come to the Board at the November meeting.
- Open House for the Library/Learning Center will take place on Friday, September 14 from 3-5 PM.
- Enrollment has been increasing. Radio and newspaper ads were increased and the college has a booth at the fair.

*Education and Student Services Report* A written report was submitted by Deans Rawitsch, Guleff, and Goff.

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

- Vice President Perryman reported that he learned nothing new at today’s budget workshop. He reminded the Board that if the tax initiative doesn’t pass, the District will have a budget reduction of approximately \$1 million.
- Vice President Perryman reviewed recent changes in Redevelopment.

*Measure W Bond Report* The quarterly bond report was submitted by Larry Perryman, Vice President of Administrative Services.

- Vice President Perryman commented that with tonight’s approval of the contract for the Willits North County Center, we are getting close to the end of the Measure W funds.
- An update was given on the Point Arena property. The college is considering multiple alternatives for the support of Point Arena. An

appraisal of value is being completed. The cost was shared with the Trust for Public Lands. Following that, there will be further discussion regarding a possible two-year option for the Trust to purchase the property.

*Mendocino  
College  
Foundation, Inc.* No written report was submitted.

*Constituents  
Report* No written reports were submitted.

**TIME CERTAIN ITEM – 6:00 PM**

*Presentation –  
Willits Center* Dean Rawitsch gave a PowerPoint presentation on the Willits Center and Lake Center enrollments, programs, possible future programs and possibilities in both areas with the new buildings opening in 2013.

**TRUSTEE COMMUNICATION**

*Trustee Reports* A written report was submitted by Trustee Chaniot. Oral reports were given by Trustees Chaniot, Geck, Chaniot, Tomkins, and Ubelhart.

*Future Agenda  
Items* A list of items for future agendas was submitted for review.

The Board discussed a possible future agenda item related to enrollment management. This was referred to Superintendent/President Darnell for further review.

**CLOSED SESSION**

Board President Clark announced that a Closed Session will not be held.

*ADJOURNMENT* M/S/C (Tomkins/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:01 PM.

Submitted by:

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