

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

(Approved – Revised Minutes)

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, December 7, 2011, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 5:01 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	present
	Student Trustee	Jennifer Evans	present

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	Sue Goff, President

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Public Comments There were no comments from the public.

Agenda Approval M/S/C (Tomkins/Geck) To approve the agenda as submitted.

Minutes/Approval M/S/C (Geck/Tomkins) To approve the minutes of the regular meeting held on November 2, 2011 as submitted.

PUBLIC HEARING - TRANSFER OF CATEGORICAL FUNDS

The Board opened a Public Hearing at 5:15 PM.

There were no comments from the public.

The Public Hearing was closed at 5:16 PM.

RECOGNITION OF RETIREES

The Board recognized retirees Jim Mastin and Pat Trenholm. Pat Trenholm was unable to attend the meeting. Jim Mastin spoke briefly about his time at Mendocino College and his plans for retirement.

ANNUAL ORGANIZATIONAL MEETING

Oath of Office M/S/C (Haynes/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve administering the Oath of Office to Trustees Clark, Eriksen, Geck, and Ubelhart.

Trustee Haynes, Clerk of the Board, administered the Oath of Office to Trustees Clark, Eriksen, Geck, and Ubelhart.

Declaration of Candidates Appointed M/S/C (Chaniot/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby declare Trustees Clark, Eriksen, Geck, and Ubelhart appointed.
Roll Call vote: All Trustees were present and voted yes.

Board Officers RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby take the following actions for officers for 2012:
M/S/C (Eriksen/Geck) To elect Trustee Clark as President.
M/S/C (Tomkins/Geck) To elect Trustee Ubelhart as Vice President.
M/S/C (Geck/Eriksen) To elect Trustee Tomkins as Clerk.

Meeting Dates and Times M/S/C (Tomkins/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby set the meeting dates and times as submitted.

CONSENT AGENDA

M/S/C (Chaniot/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 list of Short-Term Employees as presented at the meeting.

Employment Part-Time Faculty *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the list of Part-Time Faculty for the Spring, 2012 Semester as presented at the meeting.

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

MLCCCBU Proposed Side Letter and District Response, 2011-12 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby receive the initial 2011-12 collective bargaining proposal, a side letter, from the Mendocino - Lake Community College Classified Bargaining Unit (MLCCCBU) and the District's response.

MCFT Side Letter *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the November 30, 2011 side letter between the District and Mendocino College Federation of Teachers (MCFT) to increase the Full-Time Faculty Salary Schedule by 4% effective January 1, 2012.

Other Items

Fiscal Report – *RESOLVED, That the Mendocino-Lake Community College District Board of

October 31, 2011 Trustees does hereby accept the fiscal report as presented.

Transfer of Categorical Funds *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the proposed transfer of \$1,000 from Matriculation to Disabled Students Programs.

ACTION ITEMS

2010-11 Audit Report Steve Pittman, representing Matson and Isom accounting firm, presented the 2010-11 audit. He spoke briefly about the firm’s experience with community college auditing. In addition, Pittman discussed periodically changing auditing firms and the regular rotation of audit partners in order to implement a fresh perspective to each report. He reported on a study done on audit firm rotation that showed the first two years of a firm’s engagement are when there is more likely to be reporting errors. Since this shows that auditing firms need to have an intellectual understanding of their audit client, Pittman believes it is better to change audit partners rather than to change audit firms frequently.

The audit report contained a clean opinion and there were no findings for 2010-11.

Vice President Perryman thanked Eileen Cichocki, Director of Fiscal Services, and her staff for their work. The Board added their thanks and commended Vice President Perryman.

M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby formally receive the Mendocino-Lake Community College District Audit Report for the year ended June 30, 2011.

Strategic Plan – Mission/Vision/Values/Goals M/S/C (Tomkins/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revisions to Board Policy 103, Mission/Vision/Values/Goals as submitted.

Library/Learning Center – Change Order No. 13 M/S/C (Tomkins/Chanot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 13 for the Library/Learning Center project to Midstate Construction in the amount of <\$4,173>.

Lake County Center – Change Order No. 1 Vice President Perryman stated that although the amount of this change order is large, it will be offset by a savings of approximately \$300,000.

M/S/C (Tomkins/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 1 for the Lake County Center project to Wright Contracting in the amount of \$103,899.

INFORMATIONAL REPORTS

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

- Superintendent/President Lehner and the Board discussed the report from the Chancellor’s Office Student Success Task Force. Some of the proposals from the Task Force, such as the requirement that all students have an Ed

Plan and the proposal to change community college funding to be based on performance are of concern. Following discussion of the best way to for the Board to express their concern, the Board asked Superintendent/President Lehner to contact the Chancellor's Office on their behalf. The Board's consensus was that more time and resources are needed to implement the Task Force's ideas. Superintendent/President Lehner advised the Board that individual Trustees can make comments on the Task Force Report on the Chancellor's Office website.

Education and Student Services Report

A written report was submitted by Meridith Randall, Vice President of Education and Student Services.

Administrative Services Report

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

Measure W Bond Report

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

- Vice President Perryman reviewed the proposed budget reallocation for the bond projects. He commended the members of the Bond Implementation Planning Committee (BIPC) for their work in reviewing each project and developing a reallocation that maintains the original intent of the bond measure.

Mendocino College Foundation, Inc.

A written report was submitted by Katie Wojcieszak, Executive Director of the Mendocino College Foundation.

Constituents Report

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

- John Koetzner reported on the recent activities of the Academic Senate.
- Sue Goff reported that the Management/Supervisory/Confidential Group, in order to keep more informed, will be receiving reports from the all areas represented by the group. Recently reports were received from Human Resources, the Foundation, and Student Services.
- Larry Lang reminded the Board about the Classified FunRaiser which raises money for scholarships and will be held December 8 in the Board Room.

Health Benefits Report

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

Sustainable Technology

PRESENTATION – TIME CERTAIN ITEM 6:00 PM

Dean Sue Goff introduced Orion Walker who gave a brief presentation on the Sustainable Technology Program/Certificate at Mendocino College.

Trustee Reports

TRUSTEE COMMUNICATION

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

Future Agenda

- A report from the Ag Department regarding their programs and connection to

Items

the local agriculture community.

- A report on what activities are available for enhancing the student learning experience.

CLOSED SESSION

Trustees adjourned to Closed Session at 7:45 PM. Board President Clark announced that no action will be taken in Closed Session.

ADJOURNMENT

M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:25 PM.

Submitted by:

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