

**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, March 2, 2011 at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

**GENERAL MATTERS**

*Call To Order* Trustee Clark, Board President, called the meeting to order at 4:47 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

*Secretary* Kathy Lehner, Superintendent/President

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

*Staff* Meridith Randall, Vice President of Education and Student Services

*Representatives* Larry Perryman, Vice President of Administrative Services

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

*Public Comments* Verle Anderson, representing the Native American History Project and the Higher Education Committee (HEC) addressed the Board. Ms. Anderson read a letter which she had sent by email to the Board President. The email/letter requested that an item be placed on the Board's agenda asking the Board to agree to support and approve a partnership with a her in a program she is developing for Native American curriculum and a request for a space on campus for this program.

Superintendent/President Lehner informed the Board that various staff members, Trustee Chaniot, and herself have met with Ms. Anderson on this issue. The Native American Advisory Committee has also be involved. She added that Native American curriculum has been an ongoing discussion by staff over the past several years with many inroads having been made. Some items that have been approved by the Curriculum Committee will be coming soon to the Board for approval. In addition, as requested by the Native American community, a specific space has been allocated for Native American students.

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

*Minutes/Approval* M/S/C (Tomkins/Haynes) To approve the minutes of the regular meeting held on February 2, 2011 and the workshop held on February 9, 2011 as submitted.

**CLOSED SESSION**

Trustees adjourned to Closed Session at 5:04 PM

Trustee Clark announced that item 2.2 Collective Bargaining will be discussed and that no action will be taken.

Trustees returned to Open Session at 5:16 PM.

**Consent Agenda**

M/S/C (Tomkins/Geck) To approve the Consent Agenda as amended. Items 4.3 Budget Priorities and Principles Resolution, and 4.4 Award of Audit Contract were removed from the consent agenda.

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

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

**Personnel**

*Employment –  
Short-Term  
Employees*

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

*Administrator  
Contract*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the administrator contract from July 1, 2011 –June 30, 2012 for Minerva Flores, Program Manager- CAMP.

*Volunteers*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the volunteers as submitted.

*Leave of Absence*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a 0.15 FTE unpaid leave of absence for Jody German for 2011-12.

*Faculty Contracts*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve two year contracts for 2011-12 and 2012-13 for Marcus Frederickson, Aeron Ives, Conan McKay and Bart Rawlinson; and one year contracts for 2011-12 for Timothy Beck, Jeffery Bergamini, Doug Boswell, Rhea Hollis, and Vivian Varela.

*Tentative  
Agreement and  
Side Letter MCFT*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the May 2010 side letter and the December 14, 2010 tentative agreement with the Mendocino College Federation of Teachers (MCFT).

*Retirement –  
M/S/C*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the resignation of Jim Mastin, effective December 30, 2011.

*Contract  
Amendment -  
Management*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a contract amendment for Laura Mora-Bravo as presented.

*Faculty Contract –*

\*RESOLVED, That the Mendocino-Lake Community College District Board of

*Categorically Funded* Trustees does hereby approve a temporary, non-tenure track, categorically-funded, full-time faculty contract (EC 87470) for Alicia Mendoza, Counselor-CAMP for 2011-12.

*Non-Renewal of Faculty Contract* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby not renew a temporary, non-tenure track faculty contract for Nora Danning for 2011-12.

**Other Items**

*Fiscal Report as of January 31, 2011* \* RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.

*Resolution 03-11-01 SB 1440* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 03-11-01 in support of implementing SB1440.

*Resolution 03-11-02 Budget Priorities* M/S/C (Geck/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 03-11-02 in support of California Community Colleges Priorities and Principles as amended at the meeting.

Trustee Haynes requested this item be removed from the Consent Agenda to discuss the resolution’s relationship with *A 2020 Vision for Student Success*. Following discussion, the Board added “as proposed in the Finance and Affordability section” to the second to last paragraph of the resolution.

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

*Awarding of Audit Contract for Year Ending June 30, 2011* M/S/C (Chaniot/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby award the 2010-2011 audit contract for a not-to-exceed price of \$49,400 to the Certified Public Accounting firm Nystrom & Company.

Trustee Haynes requested this item be removed to discuss the timeline for changing auditors. He commented that the Board had previously discussed changing auditors every five years and asked where the District is in that timeline.

Vice President Perryman mentioned the following two items:

- There are a limited number of auditing firms that are qualified to perform community college accounting/auditing. The last time we went out to bid, the next best bid was \$20,000 higher.
- Consideration should be given to the fact that it can take several years for a firm to become familiar with the organization.

The Board considered obtaining bids for the next fiscal year’s audit, but following discussion, determined that in this difficult fiscal time, it would be advantageous to continue to use an auditing firm familiar with the District and one that the Board is comfortable with the fees. The Board directed staff to go out for bids in March of 2013.

**Action Items**

*Accreditation Mid-Term Report* M/S/C (Geck/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Accreditation Mid-Term Report.

The Board commended staff for their work on the report.

*Board Policy Revision Policy* M/S/C (Haynes/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revised Policy 209 Trustees Compensation and Benefits as submitted.

### **Informational Reports**

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

- The Board thanked Superintendent/President Lehner for her weekly budget update reports that she has been sending to staff and sharing with the Board.
- Superintendent/President Lehner reminded the Board that there are tickets available for the Hall of Fame dinner.

*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:

- Trustee Geck commented on the Community Connections project saying that his involvement has been very successful.

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

- Vice President Perryman gave an update on the new process for surplus sales. Staff will be working with a firm to sell items on EBAY.

*Measure W Bond Project Report* The Facilities Master Plan was submitted as information.

*Mendocino College Foundation, Inc.* A written report was submitted by Katie Wojcieszak, Executive Director of the Mendocino College Foundation. The following was offered in addition:

- The Board questioned the item in the report on the gap in insurance coverage for the Foundation and asked if this also applied to the Trustees. Vice President Perryman answered “yes” and added that he will be obtaining quotes from our insurance carriers and making a presentation to the Board at a future meeting.

*Constituents Report* There were no written reports. Oral reports were given as follows:

- Cindy Chapman reported from the Management/Supervisory/Confidential Group has approved making a donation to the Foundation for the Adopt-a-5th grader program.
- John Koetzner reported that the Academic Senate and the Full-Time Faculty Union are supporting Superintendent/President Lehner in her visit to the Board of Governors regarding the 50% law waiver.

*Health Benefits Report* A written report was submitted as information.

### **Trustee Communication**

*Trustee Reports* Written reports were submitted by Trustees Ubelhart and Chaniot. Oral reports were given by Trustees Eriksen and Haynes.

*Report on the Activity of the CCCT Board* Trustee Chaniot submitted a written report on the activity of the CCCT Board.

*Ad Hoc Committee* Trustee Clark appointed an ad hoc committee for possible revisions to Policy 204 Organization, specifically to work on the process of electing officers.

Committee members appointed are Trustees Geck, Tomkins, and Chaniot. Trustee Geck will serve as chair and will coordinate the meeting of the committee.

*Participation in the Adopt – A-5<sup>th</sup> Grader Program* Trustees discussed participating financially in Adopt-A-5<sup>th</sup> Grader program with a donation from each Trustee annually. It was the consensus of the Board to participate. The Foundation will assign a school for this year, but in future years, the Board will be able to choose a school.

### **Presentations to Inform the Board – Time Certain 6:00 PM**

Margaret Sanchez, Director of the Learning Center and MESA, introduced Gonzalo Parajon and Yahaira Chavez, two of the four students who received the Eisenhower Fellowship. All four students were awarded a \$5,000 scholarship and attended a national conference in Washington DC where they gave a presentation on their research in the field of transportation.

The students discussed their educational goals and shared with the Board their presentation from the Washington DC conference. The Trustees thanked the students for their impressive presentation.

### **Board Operations**

*Meeting Organization*

Trustee Protocols: A draft revision of Trustee Protocols was presented for review. Following discussion it was consensus to accept the proposed revision with new protocols added and the wording “in accordance with the Brown Act” added under “Purpose.”

New protocols:

1. Discuss action items only after they have been moved and seconded.
2. Do not repeat points that have already been made.
3. Oral reports by Trustees should be limited to items that occurred after written reports were submitted.

### **Trustee Reports:**

Trustee Clark began the discussion by relating that at the Board Chair workshop in Sacramento he learned that trustee reports are most effective if they bring new information to the Board or offer information that helps improve the Board’s function or carry out the Board’s mandate or priorities.

The Trustees discussed what types of things they would like to see in Trustee Reports:

- It is helpful to read about what each other is doing and know about things

that would impact other board members.

- Having the reports in writing helps to focus the time together as a board on other things.
- Reports should be focused on items that affect the Board.
- Keep written reports to one page and any oral report given at the meeting should be about things that have happened in the time since the written report was submitted.
- Trustees should not rehash the written reports during meeting time.
- Trustees should not discuss topics which are presented as oral reports. These topics can be brought up as a possible future agenda item.
- The Law allows for a brief report to be presented on a topic not on the agenda, but does not allow for open discussion.
- What is the purpose of Trustee reports? Is it to inform other Board members or to inform the audience or staff?
- The part of the meeting where Trustees give reports and tend to talk more freely is an area where the staff have evaluated the Board negatively.
- Advocacy for the college is part of a Trustee's job and doesn't necessarily need to be reported.

Following discussion, it was the consensus of the Board for Trustee reports to contain what each Trustee thinks is valuable to the rest of the Board. The reports are to be submitted in writing and kept brief. Trustees may ask questions for clarification of the reports. Any item on the report may be proposed as a topic to be approved by the Board to be placed as a future agenda item.

*Future Agenda  
Items*

- Report from Superintendent/President Lehner on what the College is doing in support of student success for Native Americans.
- Health Benefits for Trustees.
- Report on the Faculty Obligation Number (FON).

*ADJOURNMENT*

M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adjourns the meeting at 7:45 PM.

Submitted by:

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