

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

A Workshop of the Mendocino-Lake Community College District Board of Trustees was convened on Saturday, September 15, 2012, Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 9:10 AM.

<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

Secretary Roe Darnell, Superintendent/President

Support Staff Gwen Chapman, Executive Assistant II Superintendent/President

Staff Representatives Larry Perryman, Vice President of Administrative Services

Public Comments There were no public comments.

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

ACTION/DISCUSSION ITEMS

Board Goals and Objectives 2012-13 Superintendent/President Darnell stated that the Board's goals should be broad and should fit in with the college objectives that are part of the District Mission Statement. He commented that goals at this level do not change dramatically over time and adjustments take place at five or ten year intervals or when it is time to refocus.

In regards to individual goals, they should fall under the umbrella of the Board's goals with consideration being given to how you can support the Board's goals. Trustees may choose to meet with Superintendent/President Darnell for assistance in developing those goals and they should be retained by each Trustee. This will make sure that the Board is acting as a unit.

Board President Clark instructed the Board that evaluation of how the Board has done in completing it's goals is done at the spring workshop. He led the Board through a review of last year's goals with Trustees offering suggested additions and changes to the goals.

Budget – Revenues Vice President Perryman gave a presentation on how the college receives funding from the State.

Agenda Revisions M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does revise the agenda to move part of Item

3.4 Budget Reductions to follow the Budget Revenue presentation.

Budget Reductions Budget scenarios encompassing this fiscal year and the next four years was shared and discussed. Vice President Perryman reviewed the scenarios noting that the projected budgets follow the Board's budget parameters of maintaining an eight percent budget balance. The budget for this year (2012-13) is based on the passage of Proposition 30 and on maintaining the target FTES of 3097.

Accreditation Process Superintendent/President Darnell discussed the draft timeline for preparing for Accreditation. The targeted is to be ready for the evaluation team visit in the spring of 2014. Dean Goff is the lead administrator on this project.

In order to keep the Board involved and informed, monthly reports on accreditation should be part of the Board's agenda starting in March of 2013.

Superintendent/President Darnell shared and discussed with the Board information showing what the evaluation team is looking for when they visit. He also discussed substantive change requirements for the new centers in Lakeport and Willits.

Lunch Break Board members adjourned to Lunch Break at 11:50 AM and returned to Open Session at 12:30 PM.

Priorities for Budget Reduction S/P Darnell led a discussion regarding possible budget reductions. Based on the projected budget scenarios that were previously discussed, it is important to look to the future for possible budget savings ideas.

There is an ongoing internal discussion originating with the Planning and Budgeting Committee (PBC). PBC members have been asked to share the budget scenarios with their constituent groups and ask for feedback.

Superintendent/President Darnell advised the Board that his intent is to engage them in conversation on this subject and get their ideas and involvement. Any ideas from the Board will be shared with PBC as they continue to work on this.

The Board offered several suggestions which Superintendent/President Darnell will take forward to PBC.

Enrollment Projections Superintendent/President Darnell shared enrollment projections for 2011-12 and for 2012-13 and the draft of the District Enrollment Management Action Plan. He spoke about the current revisions to the Outreach and Marketing Committee and talked briefly about marketing for increased enrollment.

Superintendent/President Darnell provided the following documents relevant to enrollment management to the Trustees for their review:

- Regular Date Collections (Trends) for Planning and Budgeting
- Marketing Considerations
- Fall 2012 Census Statistics
- Fall 2012 Location of Student Enrollment

Program Review Summaries A written report was submitted as information.

*Future Agenda
Items*

- A presentation on how FTES is calculated.
- A report to the Board on the progress in achieving college outcomes.

ADJOURNMENT

M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 3:20 PM.

Submitted by:

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