

**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, January 8, 2014, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 5:00 PM.

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

Secretary Arturo Reyes, Superintendent/President

Support Staff Gwen Chapman, Executive Assistant II Superintendent/President

Staff Representatives Larry Perryman, Vice President of Administrative Services
Virginia Guleff, Vice President of Education and Student Services

<i>Constituent Representatives</i>	Academic Senate	John Koetzner, President (absent)
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Karen Christopherson, President

Public Comments There were no comments from the public.

Agenda Approval M/S/C (Tomkins/Haynes) To approve the agenda as amended. Item 4.8 New Programs was removed from the Consent Calendar and Closed Session was deleted from the agenda.

Minutes/Approval M/S/C (Chaniot/Eriksen) To approve the minutes of the regular meeting held on December 11, 2013 as submitted.

Recognition of Retirees Retiree Michael Adams was recognized. Board President Clark read a biography of his time at Mendocino College and presented a plaque and card to Mr. Adams. Mr. Adams addressed the Board briefly.

Presentation Carl Schoenhofer, Eddie Alvarado and Robert Cherry from PG&E presented the College with a check in the amount of \$47,910.12. These funds represent the College's achievements in energy efficiency by reducing electricity costs by 60% since 2009. Mendocino College is ranked the third highest of all 72 California Community College districts in rebates claimed from 2009 forward. To date, Mendocino College has received over \$350,000 in incentives.

PG&E staff offered special recognition to Michael Adams, recently retired Director of Facilities Planning.

PRESIDENT'S REPORT

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

- Superintendent/President Reyes informed the Board that they were provided with two pages of information regarding Item 4.8 New Programs.

- Superintendent/President Reyes introduced José Millán, (in attendance) who is recommended to serve as Interim Director of Human Resources in Item 3.8 of the Consent Agenda.

CONSENT AGENDA

M/S/C (Geck/Leal) RESOLVED, That the Mendocino-Lake Community college District Board of Trustees does hereby approve the Consent Agenda as submitted.

The matter passed 7-0.

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 submitted and presented at the meeting.

Employment – Part-Time Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the Part-Time Faculty for Fall Semester 2013 as submitted.

Volunteers

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

Employment – Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve employ Dennis Sawle as a Maintenance Technician, 12 months/year, 40 hours/week, effective January 9, 2014.

Employment – Interim Director of Human Resources

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the hiring of José Millán as Interim Director of Human Resources.

Other Items

Fiscal Report as of November 30, 2013

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

Allied Health – Change Order No. 6

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 6 for the Allied Health project to Midstate Construction in the amount of deduct <\$20,451>.

Accept Project- Allied Health

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the Allied Health/Nursing project from Midstate Construction.

Accept Project – Library/Learning Center Signage

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the Library/Learning Center Signage from Paramount Sign Contractors, Inc.

Board of Trustees Budget Parameters for 2014-15

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2014-15 Budget parameters as submitted.

Donation of Automobile

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donation.

Contracts and Agreements *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as submitted.

New Programs – Women’s Golf and Men’s Soccer Trustee Clark requested that this item be removed from the Consent Agenda to allow the Board to have an opportunity to review and discuss the information provided on the new programs. He commented that it is good news the College is growing and adding new programs.

Mike Mari, Director of Student Life and Athletics, gave an explanation of how the Program Advisory Teams (PATs) review new programs. He mentioned that he had received many comments from the community on the need for a Men’s Soccer program. In addition, he commented on how Women’s Golf will benefit local athletes who have previously had to go out of the area to continue their sport and their education.

The Board discussed the costs of Men’s Soccer and Women’s Golf compared to the estimated income to the College from FTES received by the increase in student enrollment with these programs.

Board President Clark mentioned the possible increase in Hispanic students with the additional sports programs. Superintendent/President Reyes informed the Board that the current Women’s Soccer coach will recruit for both the women’s and men’s teams for a fall program. The Women’s Golf program is scheduled for next spring.

M/S/C (Tomkins/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify two new intercollegiate athletic programs – Men’s Soccer and Women’s Golf. The matter passed 7-0.

ACTION ITEMS

Institutional Self Evaluation Report Vice President Guleff presented the Board with the completed self-study document that will go to the ACCJC on Friday. She is really proud of the collaborative college-wide effort this has gone into this document. The evidence team has collected over 600 pieces of evidence. She gave a brief review of the document and discussed various aspects with the Board. She mentioned to the Board that the Actionable Improvement Plans are very focused and will become part of the College goals.

M/S/C (Geck/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Institutional Self Evaluation Report of Educational quality and Institutional Effectiveness In Support of Reaffirmation of Accreditation. The matter passed 7-0.

Board Policy Revision – Policies 405 Library and 534 Student Grievance and Due Process Minor wording changes were suggested on both policies and a revised copy was presented at the meeting.

M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve Board Policy 405 Library Policy and Board Policy 534 Student Grievance and Due Process as presented at the meeting. The matter passed 7-0.

INFORMATIONAL REPORTS

Education and Student Services Report A written report was presented at the meeting by Virginia Guleff, Vice President of Education and Student Services.

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 spoke briefly about the changes in Redevelopment Agencies.

Measure W Bond Report

The Measure W Bond Report was submitted by Larry Perryman, Vice President of Administrative Services. The following information was offered in addition:

- Vice President Perryman reviewed the list of remaining Bond projects. It was discussed that these projects fall within the parameters of the initial bond and were previously approved by the Board of Trustees. The list provided in this report shows the priority of projects recommended to the Superintendent/President by the Bond Implementation Committee (BIPC) and has come to Board as information.
- Superintendent/President Reyes advised the Board that he has accepted the recommendation from the BIPC and will move forward with completing the projects. A recommendation on the bid for the road repair will come to the Board in April or May of this year.

Constituents Report

No written reports were submitted.

PRESENTATION

Distance Education Report

Vice President Guleff and Vivian Varela, Distance Education Coordinator presented information on Distance Education. The Board received a copy of the recently completed Distance Education Handbook for faculty which was developed by Varela working with the Distance Education Committee.

Distance Education students receive the same level of support and instruction as the in-class students. Varela shared how Mendocino College Distance Education meets accreditation requirements. Results of the Distance Education survey taken in fall of 2012 were shared with the Board.

Distance Education at Mendocino College has consistently grown over the last three years. The number of sections has increased. Currently there are 750 students enrolled in Distance Education for the spring semester.

The student success and retention for Distance Education students is comparable to the campus rate for Fall 2012 and Spring 2013 semesters and is above the statewide average. The demographics for distance education show a large group of reentry students with more women than men in these courses. Distance Education students are predominately in the 22-30 age group. Demographics also show that we are primarily serving our local area students.

Trustee Reports

TRUSTEE COMMUNICATION

No written reports were submitted. Oral reports were given by Trustees Tomkins, Geck, Clark, Chaniot, Eriksen, Ubelhart

ADJOURNMENT

M/S/C (Geck/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:13 PM.

Submitted by:

Arturo Reyes, Superintendent/President
Secretary, Board of Trustees