

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, June 4, 2014, Mendocino College Lake Center, 2565 Parallel Drive, Lakeport, California.

GENERAL MATTERS

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

Board Members President Joel Clark
 Vice President John Tomkins
 Clerk Edward Haynes
 Trustee Paul Ubelhart
 Trustee Joan M. Eriksen
 Trustee Janet Chaniot
 Trustee Dave Geck absent
 Student Trustee none

Secretary Arturo Reyes, Superintendent/President

Support Staff Mary Lamb, Executive Assistant II to Superintendent/President

Staff Virginia Guleff, Vice President of Education & Student Services

Representatives Eileen Cichocki, Director of Fiscal Services

Debra Polak, Dean of Instruction

Steve Hixenbaugh, Center Coordinator

Constituent Academic Senate Reid Edelman, President

Representatives Classified Senate Larry Lang, President (absent)

Management/Supervisory/Confidential Minerva Flores, President

Public Comments Julie Bawcom spoke about her concern over the potential sale of the Point Arena Field Station.

Steve Cardimona, a full-time Earth Science Instructor at Mendocino College introduced himself as the chairperson of the Point Arena Field Station committee and voiced his concern about the existing Point Arena facility and its potential sale. He also invited anyone to make the trip to the site to observe what is there and the kind of work done.

Emily Scott, a transitional student from College of the Redwoods stated she has now enrolled in Mendocino College courses and thanked the Board for all the work that has been done on the Memorandum of Understanding between the Redwoods Community College District and the Mendocino-Lake Community College District.

*Presentation:
Time Certain Item*

Trust for Public Land and the Bureau of Land Management representatives Markley Bavinger and Rich Burns presented an overview of the proposed purchase of the Point Arena Field Station property. The presentation covered their interest in the college property and the various costs involved with the purchase including the funding which would be necessary to remove the buildings currently located on the property. It was also mentioned that fair market value would be paid for the property, which includes the value of the buildings, and would be determined at the time of purchase. The College would be required to remove what buildings the National Monument would not be able to manage, and would receive the funds to do that work within the purchase price. While the property would be closed to public vehicle traffic if it became part of the National Monument, Mendocino College could continue to have access through an easement as part of a Memorandum of Understanding between the Bureau of Land Management and Mendocino College. When asked, the representatives stated they are currently working with several different groups regarding the cultural history of the area. TPL/BLM stated their timeline is to enter into an option agreement as soon as possible with completion of the acquisition in the winter of 2014/15.

Agenda Approval

Trustee Tompkins requested item 4.2 – District Order of Priorities for Five-Year Capital Outlay Plan, 2015-2019 to be moved to the regular agenda.

M/S/C (Haynes/Tompkins) to approve the amended agenda. The matter was approved 6-0 with the absence of Trustee Geck.

Minutes/Approval

M/S/C (Tomkins/Chaniot) To approve the minutes of the regular meeting held on May 7, 2014 as amended & the Special meeting held on May 7, 2014 as submitted. The amendment to the regular meeting minutes being a correction to the second line item in the Board Priorities 2014-15. It should read "...and assessment **using shared governance** and maintain..."

PRESIDENT’S REPORT

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

- Commencement – thank you to the Board for their participation in the ceremony.
- Thanks to Dean Sue Goff and Director Minerva Flores for their work on the various grant applications.
- Marketing efforts to aid in garnering additional enrollments seem to be working. Thank you to Center Coordinator Hixenbaugh for all of his help in this area.
- Enrollments for the summer and fall semesters are looking very strong. Our efficiency numbers are greatly improved over last summer.

CONSENT AGENDA

M/S/C (Haynes/Eriksen) RESOLVED, That the Mendocino-Lake Community

College District Board of Trustees does hereby approve the Consent Agenda as amended. The matter was approved 6-0 with the absence of Trustee Geck.

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 employment of the 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 approve the employment of the Part-time faculty as submitted and presented at the meeting.

Volunteers

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

*Employment –
Football Coach &
Women’s Golf
Coach*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment the Football coach and Women’s Golf coach as submitted and presented at the meeting.

*Employment –
Tenure-Track
Faculty*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the Tenure-track faculty as submitted and presented at the meeting.

*Faculty Contract –
Categorically-
Funded*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a non-tenure-track, categorically-funded contract as submitted and presented at the meeting.

*Employment –
Management/Supervisory/Confidential*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the Management/Supervisory/Confidential positions as submitted and presented at the meeting.

*Promotion –
Educational
Administrator*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Educational Administrator contract as submitted and presented at the meeting.

Resignations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the resignation of Mary (Tola) Levison, Karen Wilson, and Guillermo Garcia as submitted and presented at the meeting.

Retirements

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the retirement of Larry Perryman and Jacqueline K.

Bradley as submitted and presented at the meeting.

Other Items

*Fiscal Report as of
April 30, 2014*

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

ACTION ITEMS

*District Order of
Priorities for Five-
Year Capital
Outlay Plan, 2015-
2019*

Trustee Tomkins requested this item to be pulled from the consent agenda. He asked for additional information on how these priorities were determined. Discussion included the process by which we have to inform the State Board of Governors where we would like to spend the funds but ultimately, it is the State Board who dictates on what the funds can actually be spent.

M/S/C (Tomkins/Hayes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the District Order of Priorities for Five-Year Capital Outlay Plan, 2015-2019 as presented. The matter passed 6-0 with the absence of Trustee Geck.

*2014-15 Tentative
Budgets*

Discussion centered on enrollment targets and efficiency rates as well as several items on the bulleted list which may or may not materialize depending on the outcome of the final State budget. Professional Development became part of the budget last year but could become drastically increased based on requests, etc.

M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2014-2015 Tentative Budgets as submitted and presented at the meeting. The matter passed 6-0 with the absence of Trustee Geck.

*Designation of
District
Representative and
Alternate for
NCCCSIA –
Resolution 06-14-
01*

M/S/C (Haynes/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt resolution 06-14-01 as submitted and presented at the meeting. The roll call vote reflected Trustees Chaniot, Clark, Eriksen, Haynes, Tomkins, and Ubelhart voting aye with there being no nay or abstention votes cast. Trustee Geck was absent. The matter passed 6-0.

*California
Community
Colleges
Baccalaureate –
Resolution 06-14-
02*

M/S/C (Eriksen/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt resolution 06-14-02 as submitted and presented at the meeting. The roll call vote reflected Trustees Chaniot, Clark, Eriksen, Haynes, Tomkins, and Ubelhart voting aye with there being no nay or abstention votes cast. Trustee Geck was absent. The matter passed 6-0.

*Signature
Authorization for
Vice President of*

M/S/C (Eriksen/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt resolution 06-14-03 as submitted and presented at the meeting. The roll call vote reflected Trustees

Administrative Services – Resolution 06-14-03

Chaniot, Clark, Eriksen, Haynes, Tomkins, and Ubelhart voting aye with there being no nay or abstention votes cast. Trustee Geck was absent. The matter passed 6-0.

Draft Memorandum of Understanding – Redwoods Community College District

INFORMATIONAL ITEM

This informational item is an update on the status of the Memorandum of Understanding with Redwoods Community College District.

Discussion surrounded where we are in the process and what are our next steps. We continue to work with the representatives from College of the Redwoods on the wording of the Memorandum of Understanding. There is still work to be done in this area. We are also working to secure an agreement with the Redwoods Community College District where we would have their permission to offer courses in various locations within their district during the interim period prior to the finalization of the Memorandum of Understanding.

Education and Student Services Report

INFORMATIONAL REPORTS

A written report was submitted by Virginia Guleff, Vice President of Education and Student Services. The following was offered in addition:

- Enrollment management – The Deans and Center Coordinator are looking very closely at the cost of the schedule.
- Any costs incurred in Fort Bragg are not included in this budget.
- Thank you to the Board for recognizing the various initiatives we are currently working on. SSSP is another huge implementation we are working very hard to complete.

Administrative Services Report

A written report was submitted by Eileen Cichocki, Acting Vice President of Administrative Services. The following was offered in addition:

- Thank-you to the Board for approving her employment as the new Vice President of Administrative Services. She was also very excited to be able to participate in the commencement ceremony.

Mendocino College Foundation, Inc.

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

- We are still in escrow on Parcel 15. She is working with the Vice President to determine how we are going to book the payments.
- There were 4 campus tours offered over the spring semester.
- The Adopt a Fifth Grader program is going very well.
- The Chamber of Commerce is holding an event on campus on June 6th.
- The Gala will be held on September 20th and there are only 70 tickets still available.
- She is hoping to gain approval to begin a North Coast Friends of Mendocino College group in the fall 2014.

Constituents

A written report was submitted by the Academic Senate President Reid

Group Reports

Edelman. The following was offered in addition:

- This is his first time at the Lake Center and is very impressed. It is also his first time attending a Board meeting in his new role as the Academic Senate President.

The following oral reports were presented at the meeting:

Management/Supervisory/Confidential:

Minerva Flores informed the Board she is the new Management/Supervisory/Confidential President and will be representing the group this year.

*Big Picture-
Student
Achievement
Standards and
Scorecard*

A presentation was made by Minerva Flores, Director of Institutional Effectiveness, Research, and Grants which covered the Student Achievement Standards and Scorecard. The Scorecard data currently represents historical cohorts beginning with 2003-04 and runs through 2007-08. It reflects a four-tiered accountability framework which measures five different metrics and shows how we are doing as an institution. The five metrics include persistence rate; 30 unit rate; remedial progress rate; completion; and CTE rate.

This information will be used to help with planning and defining what we want to accomplish in the future. It is also used in decision-making for Basic Skills and the new SSSP initiatives as well. This is the same information which was shared with faculty during the in-service presentation in the hope of identifying potential best practices to improve student success measurements.

TRUSTEE COMMUNICATION

Trustee Reports

Oral report by Trustee Tomkins:

Trustee Tomkins stated he attended the Mendocino College commencement ceremonies.

Oral report by Trustee Chaniot:

- Spoke with Suzanne Norgard from the Community Foundation who wanted to be sure and thank everyone for all their work on the MOU with Redwoods Community College District.
- Very happy to learn we are part of the group award for the Career Pathways grant.
- Next CCCT meeting will be held on June 21, 2014.

Oral report by Trustee Eriksen:

- Attended the pinning ceremony for the Nursing Department and would like to see a Big Picture presentation from them at a future meeting.
- Attended the Adopt-A-Fifth-Grader presentation at Yokayo School which was very inspiring.
- Attended and presented at the awards ceremony as well as attended

commencement for our students.

Oral report by Trustee Ubelhart:

- Attended a retired teacher's association meeting in Fort Bragg. While there he visited the Fort Bragg campus of College of the Redwoods which is a beautiful site. Also dropped by the fine woodworking site downtown where he learned many of the students will be participating in a show at the Grace Hudson Museum.

Oral report by Trustee Clark:

Trustee Clark stated he had nothing to add.

Oral report by Trustee Haynes:

- Participated in the Pomolita job fair where over 40 different people were present to discuss their wide and varied careers with the students.

CLOSED SESSION

The Board Adjourned to Closed Session at 7:53 PM. Board President Clark announced that items 10.1 Conference with real property negotiator, 10.2 Conference with Legal Counsel, 10.3 Collective Bargaining/Meet and Confer, and 10.4 Public Employee Performance Evaluation will be discussed.

ADJOURNMENT

The Board returned to open session at 9:21 PM and reported no action taken on the items discussed in closed session. This statement was followed by the following motion:

M/S/C (Clark/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 9:22 PM.

Submitted by:

Arturo Reyes, Superintendent/President

Secretary, Board of Trustees