

**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 5, 2014, Mendocino College, 1000 Hensley Creek Road, Ukiah, California.

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	Paul Ubelhart	present
	Clerk	John Tomkins	present
	Trustee	Edward Haynes	present
	Trustee	Joan M. Eriksen	present
	Trustee	Janet Chaniot	present
	Trustee	Dave Geck	present
	Student Trustee	Kevin Leal	present

Secretary Arturo Reyes, Superintendent/President

Support Staff Cindy Chapman, Executive Assistant I Vice Presidents

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
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Karen Christopherson, President (absent)

Agenda Approval M/S/C (Haynes/Chaniot) To remove from the Consent Agenda Items 4.3, 4.7, 4.8 and 5.4 for discussion.

M/S/C (Chaniot/Ubelhart) To approve the agenda as amended.

Minutes/Approval M/S/C (Haynes/Ubelhart) To approve the minutes of the regular meeting held on February 5, 2014 as submitted.

M/S/C (Tompkins/Chaniot) To approve the minutes of the workshop held on February 22, 2014 as submitted. Dave Geck abstained from voting as he did not attend the workshop.

CLOSED SESSION

The Board adjourned to Closed Session at 5:05 PM. Board President Clark announced that Item 2.1 Conference with Legal Counsel will be discussed and no action will be taken.

The Board returned to Open Session at 6:05 PM.

Public Comments College of the Redwoods, Fort Bragg Center students Emily Scott and Todd

Rowan attended the meeting to express their excitement that Mendocino College may take over that Fort Bragg Center. Board President Joel Clark thanked them for coming and advised them it will take time for the process to evolve. He also let them know Mendocino College has not heard directly from COR.

Lucha Ortega thanked the administration for hiring her as consultant for the Student Success Act, and complimented the lovely college campus and welcoming staff.

PRESIDENT'S REPORT

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

- Superintendent/President Reyes reminded the Board about the Allied Health/Nursing Facility Open House scheduled for March 6 at 5 PM.
- Superintendent/Reyes informed the Board that members of his Administrative Cabinet will be traveling to Fort Bragg on Monday, March 17 to see the College of the Redwoods FB Center. They will meet with the staff at the center and also the Mayor of Fort Bragg. The College is looking forward to the opportunity to discuss the situation, and anyone wishing to join is welcome to come.
- Superintendent/Reyes reported the College has excellent finalists for the Director of Human Resources. He is checking references and expects to make a decision in the very near future, possibly the next day or so. Interim Director of Human Resources José Millán will be leaving the College by the end of March. The Board will ratify the new Director of HR at the April 2 meeting.
- Board President Joel Clark asked how hiring committee work is going in general with so many positions to be filled in the next few months. Superintendent/President Reyes responded approximately 15 of the 17 committees have met already. Scheduling interview dates will be the most difficult. Planning is going well, and staff is excited about all the new people coming on board. This will be a significant change for the College in all employee groups. Virginia Guleff and Eileen Cichocki spent a day in SF at a job fair, and Superintendent/President Reyes and José Millán spent the day in Los Angeles at another job fair. We are adding more advertising sites in our recruitment process as people use their phones more now and not newspapers for job news as in the past.
- Trustee Chaniot is pleased to see the “Lunch with the President” activity in a more informal setting for staff to get to know our new President. Superintendent/President Reyes informed the Board he also held an evening dinner with custodial staff to accommodate their hours. He reported the evening staff very appreciative to work at the College, and he enjoyed getting to know them.

CONSENT AGENDA

M/S/C (Tompkins/Leal) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Consent Agenda as amended. The matter passed 8-0.

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 Short-Term Employees as submitted and presented at the meeting.
- Employment – Professional Experts* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Professional Experts as submitted and presented at the meeting.
- Non-Renewal of Categorically-Funded Faculty Contracts* M/S/C (Haynes/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby not renew the Categorically-Funded Faculty Contracts as submitted and presented at the meeting after discussion. Trustee Haynes asked if these were permanent employees. Superintendent/President Reyes replied that they are non-tenure track categorically funded employees serving in a temporary basis. The matter passed 8-0.
- 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.
- Resignations/Retirements* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the Resignations/Retirements as submitted and presented at the meeting.
- Administrator Contract* *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.
- Faculty Contracts – Tenure Track Faculty* M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Faculty Contracts – Tenure Track Faculty as submitted and presented at the meeting after discussion. Trustee Haynes asked for clarification about one year contracts, etc. Superintendent/President Reyes explained the tenure process. Trustee Chaniot asked how the tenured faculty are recognized and was informed they will attend the April 2 Board meeting for this purpose. The matter passed 8-0.
- Professional Development Leave* M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the Professional Development Leave as submitted and presented at the meeting after discussion. Trustee Haynes asked if the faculty member will report back to the Board on this excellent leave proposal. Superintendent/President Reyes informed the Board that it is part of the policy for the faculty member to report back to the Board upon their return from a Professional Development Leave. The matter passed

8-0.

Other Items

*Fiscal Report as of
January 31, 2014*

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

*Citizens' Bond
Oversight
Committee
Membership*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the appointment of Charley Myers to a one-year term.

*Awarding of Audit
Contract for Fiscal
Year Ending June
30, 2014*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby award the Audit Contract for Fiscal Year Ending June 30, 2014 as submitted and presented at the meeting.

*Approval of
Stipulation
Regarding Lake
Center Stop Notice
Funds*

M/S/C (Haynes/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approved the Stipulation Regarding Lake Center Stop Notice Funds as submitted and presented at the meeting after discussion. Vice President Larry Perryman explained the meaning of the stop notice stipulation. This stipulation releases the college from the court case as long as the College agrees to hold monies in an escrow account until ordered to release the funds by the court. Both parties to the suit are agreeing (stipulating) to release the college from the suit. The matter passed 8-0.

ACTION ITEMS

*Board Policy
Additions and
Revisions*

M/S/C (Chaniot/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt new Board Policy 401 – Philosophy and Criteria on General Education. The matter passed 8-0.

M/S/C (Haynes/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt revised Board Policy 402 – Curriculum Development. Trustee Tomkins asked what “regularly” meant and Superintendent/President Reyes replied this would be defined through the Shared Governance process. The matter passed 8-0.

M/S/C (Leal/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does here by adopted revised Board Policy 403 – Course Outlines. The matter passed 8-0.

M/S/C (Haynes/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt revised Board Policy 537 – Prerequisites, Requisites and Advisories Policy. Trustee Haynes asked for clarification of what a requisite and Superintendent/President Reyes explained this to the Board. Trustee Haynes also asked is a process in place to challenge prerequisites? Vice President Guleff informed the Board that we do have a process in place, and Superintendent/President Reyes stated this is a very rare exception. Trustee Geck asked what are the limitations on enrollment. Vice President Guleff offered placement test scores in math and English as an

example. She further stated anything in place that would prevent a student from enrolling in a class can be challenged. The matter passed 8-0.

Superintendent/Reyes stated the College is working through the Shared Governance process to have all Board Policies on an established review cycle so we do not go 20 years before updating policies.

INFORMATIONAL REPORTS

Education and Student Services Report

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

- The number of students completing the AA-T and AS-T degrees to CSUs has risen from 12 last year to 57 this year. Trustee Geck asked what the increase can be attributed to and Vice President Guleff replied the word has gotten out to our students about this exciting program that guarantees students transfer to a CSU within our region. She also thanked College faculty for the large amount of work they put into developing this new process. Currently 14 out of 40 programs are approved.
- Trustee Tomkins requested Vice President Guleff discuss further the Native American Outreach by the College. Vice President Guleff reported that in searching through old files she recently found the Board item from 1992 when the Native American Outreach program was developed. She also reported that when she attended the San Francisco job fair she ran out of the Native American Program brochures. Institutional Researcher Minerva Flores created a Fast Facts information sheet that shows the Native American student transfer rate statewide is 1%, and the College transfer rate for Native American students is 6%. The College is planning on a summer bridge program with Native American students, and we are slowly but surely building trust with this student population. Trustee Chaniot commented that the Native American Advisory Committee (NAAC) used to give a report to the Board of Trustees once a year. She requested that the Board hear annually from all advisory committees.
- Trustee Ubelhart asked if Willits offers Adult Education. Vice President Guleff responded that she did not know if they do. Superintendent/President Reyes believes notification was sent out to all cities/counties in our area about the Consortium and maybe they didn't opt in. Superintendent/President Reyes stated the College will check on the status of Willits.

Administrative Services Report

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

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:

- The Foundation is in full scale planning for the September 20, 2014 Gala – To date \$18k cash donations committed, \$16k in-kind donations committed.
- Adopt a 5th Grader Program - The first graduate will be this June and she's already applied for a scholarship to attend the College and this is very exciting!
- Trustee Ubelhart complimented the Foundation on their campus tours and

said he recently spoke with several people who took a tour and they couldn't say enough good things about the campus and the lunch prepared by the College Culinary Arts students.

*Constituents
Group Reports*

ACADEMIC SENATE

A written report was submitted by John Koetzner, Academic Senate President. The following was offered in addition:

- Team members reported back to faculty at January inservice their work done on the self-evaluation report.
- The Academic Senate recently solicited feedback from faculty about communication. All 24 respondents reported they don't use the website or portal for communication and they only use email or talking in person. Superintendent/President Reyes informed the Board that the new website is ready to go live after the Accreditation site visit. He feels it is a great change and hopes faculty and staff will use it daily. Board President Clark discussed "push notifications" and their use in the future with the new website.

CLASSIFIED

Classified Senate President Larry Lang discussed use of the portal and his frustration in adding information to the portal and staff not using the site.

ASMC

Student Trustee Kevin Leal stated a couple of Student Senators have gotten together to discuss IT issues; in particular students use an unsecured network so they have to log in every time they come on campus. They will discuss this with Director of Information Technology Karen Christopherson. Board President Clark stated this is a very common issue when using unsecured networks.

*Board Role in
College Planning*

It is the Board of Trustees' intent to set annual Board Priorities. Board President Clark suggested a half day workshop before May so the Board can set their priorities for 2014/2015. The Board needs to finalize what they see as the vision for the College so that staff can move forward in their planning processes knowing these priorities which should influence the Strategic Goals being set each year. It was agreed that after the April 2 regular Board meeting the Trustees will hold a workshop to set the 2014/2015 priorities. Trustees will submit their priorities to Board President Clark prior to April 2, discuss their priorities at the workshop, and then vote for five to seven priorities.

*2013/2014
Strategic Goals*

Trustee Chaniot questioned how to finish the 2013/2014 planning cycle, how does the Board integrate the new priorities? Superintendent/President Reyes reported that last October the Strategic Goals were set at the Fall Planning Retreat. These goals have been discussed with PBC, and will now be brought back to the Board for adoption at the April 2 meeting. This will end the cycle for 2013/2014.

INFORMATIONAL PRESENTATION

Accreditation Update was provided by Vice President Virginia Guleff

Trustee Reports

TRUSTEE COMMUNICATION

Written reports were not submitted.

Oral report by Trustee Tomkins:

The Lake County Friends of Mendocino College are sponsoring a piano concert on March 16 in Lakeport. This is the largest fund raiser for the group.

Oral report by Trustee Chaniot:

Barbara Rice, a Trustee for College of the Redwoods, has called Janet to discuss their facilities in Fort Bragg and the anticipated suspension of classes by COR on the coast.

Oral report by Trustee Eriksen:

She is also getting many questions from the public about the College of Redwoods situation. Class repeatability is also another issue she is frequently asked about.

Oral report by Trustee Ubelhart:

While in Fort Bragg at the Senior Center he too was asked a lot of questions about COR. He asked if anyone knew the situation with the Garberville Center. Superintendent/President Reyes believes there is a building that was purchased at a substantially reduced cost for COR offering services there.

Oral report by Trustee Haynes:

Ed had dinner last night with new MCOE board member Mary Misseldine and they discussed common interests. He stated he was very disturbed by the article on City College of San Francisco in the American Federation of Teachers publication. He stated he feels it is inappropriate to receive this publication. He was informed by Superintendent/President Reyes that this is the publication of our MCFT national body.

Closed Session

CLOSED SESSION

The Board returned to Closed Session at 7:55PM to continue discussion on Item 2.1 Conference with Legal Counsel and no action will be taken.

The Board returned to Open session at 9:00PM.

ADJOURNMENT

M/S/C (Tomkins/Clark) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 9:00PM.

Submitted by:

Arturo Reyes, Superintendent/President
Secretary, Board of Trustees