

**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, May 13, 2015, Mendocino College, 1000 Hensley Creek Road, Ukiah California.

GENERAL MATTERS

Call To Order Trustee Haynes, Board Vice President, called the meeting to order at 5:03 PM.

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

Secretary Arturo Reyes, Superintendent/President

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

Staff Virginia Guleff, Vice President of Education & Student Services (present)

Representatives Eileen Cichocki, Vice President of Administrative Services (present)

<i>Constituent Representatives</i>	Academic Senate	Reid Edelman, President (absent)
	Classified Senate	David Bushway, President (present)
	Management/Supervisory/Confidential	Minerva Flores, President (present)

Agenda Approval A request was made to move the big picture item – New College Website immediately following the time certain item – Recognition of Retirees. M/S (Geck/Ubelhart) to approve the agenda as amended. The matter was approved via the following vote:

Ayes	Chaniot, Eriksen, Haynes, Geck, Clark, and Ubelhart
Noes	None
Abstentions	None
Absent	Tomkins

Minutes/Approval Trustee Chaniot requested a correction to the name of the person she introduced at the Annual Trustee conference for the CCCT. His name should be listed as John Hope Bryant. M/S (Ubelhart/Clark) to approve the minutes of the regular meeting held on April 8, 2015 as amended.

The minutes were approved with the following vote:

Ayes	Haynes, Geck, Chaniot, Clark, Ubelhart and Eriksen
Noes	None
Abstentions	None
Absent	Tomkins

Public Comments

Trustee Ubelhart congratulated Trustee Chaniot on her new role as CCCT President.

PRESIDENT’S REPORT

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

- The Annual Trustees conference was incredible.
- The Equity Summit held in Los Angeles and hosted by the Community College League of California was wonderful experience. A three member team from Mendocino College attended.
- The college will be submitting an application for a Hispanic Serving Institution grant within the next week. The grant would afford us the opportunity to create an exceptional first-year experience for our students.
- There will be a presentation on the new website later and it is wonderful. It is a real tribute to our staff especially given all the work involved in moving and updating the content included on the new site.
- Commencement will be on May 22nd. Please let us know if you will not be able to attend.

CONSENT AGENDA

M/S (Clark/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Consent Agenda as presented/amended with the following vote:

Ayes	Haynes, Geck, Chaniot, Clark, Ubelhart and Eriksen
Noes	None
Abstentions	None
Absent	Tomkins

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 –
Summer Session
2015 Faculty*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the 2015 summer session 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 –
Classified Staff*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Lucinda Mosna as Food Service Worker; Zachary Steger as Groundskeeper; and Amy Nelson as Curriculum Technician as presented at the meeting.

<i>Employment – Tenure-Track Faculty</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Viki Chaudrue as the Nursing Director/Faculty as presented at the meeting.
<i>Employment – Faculty – Categorically Funded</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a temporary, non-tenure track, categorically-funded full-time contract for Nora Danning for the 2015-16 year as presented at the meeting.
<i>Employment – Classified Administrator</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a Classified Administrator contract for Sabrina Meyer, Director, Human Resources as presented at the meeting.
<i>Administrator Contract Amendment – Vice Presidents</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the 1% salary increase contract amendment for the Vice President of Administrative Services and the Vice President of Education and Student Services effective July 1, 2015 as presented at the meeting.
<i>Reclassification</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the reclassification of Steve Oliveria from Director of Maintenance and Operations to Director of Facilities as presented at the meeting.
<i>Resignation/Retirement – Classified Staff</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Hope Patterson, and accepts the resignations of Lynne Hartlip and Cindy Parker as presented at the meeting.
<i>Mendocino-Lake Community College Classified Bargaining Unit/SEIU-Local 1021, 2015-16 Reopeners</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2015-16 collective bargaining proposal as presented at the meeting and directs the Superintendent/President to receive public comments on this proposal prior to the June board meeting.
<i>Mendocino-Lake Community College District 2015-16 Reopeners to MLCCCBU/SEIU, Local 1021</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby presents the District’s initial 2015-16 collective bargaining proposal to MLCCCBU/SEIU, Local 1021, and directs the Superintendent/President to receive related public comments on this proposal prior to the June board meeting.
	<u>Other Items</u>
<i>Fiscal Report as of March 31, 2015</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.
<i>Donation of Automobile</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the automobile donation from David Lemon as presented.

*Student Trustee
Privileges*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby maintain the Student Trustee privileges as presented.

TIME CERTAIN ITEM: 5:20 PM

*Recognition of
Retirees*

Barbara French, Lynne Hartlip, Kim Lyly and Hope Patterson were recognized on their retirement from Mendocino College with a plaque and a personal note from the members of the Board. The retirees in attendance briefly addressed the Board.

*Big Picture- New
Mendocino College
Website*

An overview of the new Mendocino College website was presented by Karen Christopherson, Director of Information Technology, Jessica Silva, Director of Communication and Community Relations, and Tim Todd, Programmer/Analyst.

Director Christopherson reviewed the various steps in the process for the members of the Board. She stated early on in the design process there were two designs which were presented by our consultant group. Student representatives were included as members of the committee and were very helpful in soliciting feedback from students on campus. Faculty members also participated by surveying the students in their classes. The design chosen was very well received by the students as a whole.

Once the overall design was determined, the next project was to determine what information should be migrated to the new site and what new information needed to be created. With the assistance of Tim Todd and Erik Alfin who helped to train the staff on the various ways to input information, Room 700 in the Lowry building was a busy place Monday through Friday from 1-3pm. The IT support and training is continuing through the end of May and thereafter by appointment.

Director Silva then expressed her thanks to both Tim Todd and Erik Alfin who have logged countless hours on this project especially over the past eight weeks. She then proceeded to review the various areas of the website for the Board members. She pointed out how the home page now includes a calendar of upcoming events as well as links to our press releases which are under the heading of recent college news. She also showed how you can scroll to the bottom of the page where there is a listing of all of the main pages on the site. This is a great way to locate a particular item you are searching for.

The tabs at the top of the page include items which were determined by committee to be important areas for our students. One of the best things about our new site is it is mobile ready and is accessible via a cell phone which was considered by the committee to be critical. There is also the availability to change the language conveyed on the site at the very top of the page.

Director Silva reminded the members of the Board that this continues to be a

work in progress and there are still some things we are currently rethinking but it is a great start to something even better.

S/P Reyes reiterated what a huge project and accomplishment the new website is and expressed his thanks to Directors Christopherson and Silva as well as Tim Todd and Erik Alfin from the IT staff. He also thanked everyone involved for their contributions.

ACTION ITEMS

Quarterly Fiscal Status Report – AB 2910

The Quarterly Fiscal Status Report was presented by Vice President Cichocki for review and acceptance. After review of the document, the Board took the following action:

M/S (Clark/Chaniot) to accept the Quarterly Fiscal Status Report – AB 2910 as presented. The motion was approved with the following vote:

Ayes	Haynes, Geck, Chaniot, Clark, Ubelhart and Eriksen
Noes	None
Abstentions	None
Absent	Tomkins

Board Policy Revisions – Second Reading

After discussion, it was determined there were no changes to be made to Board Policy 5130, 5510, 5700 and 5750. The following action was then taken: M/S (Clark/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the Board policy revisions to #5130, #5510, #5700 and #5750 as presented.

Ayes	Tomkins, Haynes, Geck, Chaniot, Clark, Ubelhart and Eriksen
Noes	None
Abstentions	None
Absent	Tomkins

Mission, Vision, Values and Goals

After review of the Mission, Vision, Values and Goals presented, the Board took the following action: M/S (Clark/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the Mission, Vision, Values and Goals as presented.

Ayes	Haynes, Geck, Chaniot, Clark, Ubelhart and Eriksen
Noes	None
Abstentions	None
Absent	Tomkins

District Priorities

After discussion among the Board members, it was determined the District Priorities for the 2015-16 year will be:

Support the Superintendent/President and College to retain focus on student success, resulting in:

- Exploring student needs and educational trends to enhance student success and support professional development opportunities that focus on effective student success strategies.

- Strengthening our inclusive, equitable, and ethnically diverse college culture to be more welcoming to all students and increase access and support for underrepresented students.
- Solidifying partnerships with business and industry to implement best practices to help meet the economic and workforce needs of the students and the communities we serve.
- Maintaining a positive Accreditation status and sustaining the cycle of planning and assessment using participatory governance to reinforce our continuous improvement process.
- Continue to expand services to the Mendocino-Lake region through local collaborations with schools, business/industry, civic organizations, government, and community groups while fully considering a stronger presence on the coast if beneficial to the district and the community.
- Upholding the integrity of the College by continued adherence to all policies, including ethical, safety and legal requirements.

The Board then took the following action: M/S (Clark/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the District Priorities for the 2015-16 year as noted above.

Ayes	Haynes, Geck, Chaniot, Clark, Ubelhart and Eriksen
Noes	None
Abstentions	None
Absent	Tomkins

INFORMATIONAL REPORTS

Education and Student Services Report

A written report was submitted by Virginia Guleff, Vice President of Education and Student Services.

- Vice President Guleff added summer enrollments are currently very strong even with fewer sections being offered. Our imbedded counselors at the high school locations are helping to drive some of this activity. The Deans are also being very cautious with their scheduling of sections.
- Dean Kouanchao will be creating a comprehensive calendar for the year which will be shared with the members of the Board.
- Dual enrollment and concurrent enrollment was explained more in-depth for the members of the Board.
- The College is currently working on a Middle College which will focus on at-risk students.
- The Financial Literacy committee with the help of Financial Aid Director Velasco is currently working to introduce a financial literacy program to the college.

Administrative Services Report

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

- The Ukiah campus suffered a major power outage during the night of Wednesday, May 6, 2015. We had staff responding to the outage beginning at 2:00AM. Power to everything but the PE and Library buildings were

restored by Thursday morning and the two remaining buildings had power restored as of today. The issue was identified by PG&E as a major cable between the two buildings. Superintendent/President Reyes praised the Vice Presidents for their professional handling of the situation.

- The May revise budget is due to be released tomorrow. We have been hearing that good news is coming for small colleges.
- Vice President Cichocki will be attending the Association of Chief Business Officers conference next week where she hopes to hear more regarding the May budget revise.

*Mendocino College
Foundation, Inc.*

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

- Director Fairbairn expressed her thanks to the Board members who were able to attend the Foundation workshop today which was led by Wilda Shock. She anticipates action in support of several of the college needs expressed at the workshop in the very near future. She will forward a list of items discussed to the members of the Board of Trustees as well.
- Director Fairbairn shared some information regarding parcels of property surrounding the college and informed the board the cost of creating an additional ingress/egress is very costly.
- The Foundation budget will now include a line item which will help to pay for the fiscal support services provided by the Mendocino College Fiscal Services staff.

*Constituents Group
Reports*

Academic Senate:

A written report was submitted by the Academic Senate President Reid Edelman.

Trustee Clark expressed his thanks to Academic Senate President for the detailed report which was very informative.

Classified Senate:

An oral report was presented by Classified Senate President Bushway during which he recognized members of the classified staff who worked tirelessly on the new website. Classified staff members mentioned included Nichole Haydon, Anna Daugherty and Amy Nelson.

Management/Supervisory/Confidential:

A written report was submitted by Management/Supervisory/Confidential President Minerva Flores who stated she had nothing to add.

ASMC:

A written report was submitted by Associated Students of Mendocino College President Melissa Reynolds. Trustee Chaniot recognized Student Trustee Castaneda for her help to include the reports from the students who attended the SSCCC General Assembly.

*Health Benefits
Report*

The Health Benefits report was presented as information.

Memorandum of Understanding with Redwoods Community College District

A draft of the Memorandum of Understanding with the Redwoods Community College District which would be in effect through June 2017 was presented as information.

Superintendent/President added this is a revised draft of the original document submitted by College of the Redwoods. Mendocino College made a few changes to the document which we felt would aid in strengthening our position at the Mendocino Coast center.

Board Policy Additions and Revisions – First Reading

The revisions to the Board policies are presented as information for review. Voting on these revisions will take place at the June 2015 meeting.

Friends of Mendocino College Coastal Field Station and Natural Sciences

A final approved copy of the Friends of Mendocino College Coastal Field Station and Natural Sciences affiliate organization is presented as information. The information also includes a copy of the bylaws.

TRUSTEE COMMUNICATION

Trustee Reports

Oral report by Trustee Chaniot:

- Trustee Chaniot informed the Board she introduced keynote speaker, John Hope Bryant at the Community College League of California Annual Trustees meeting. His address highlighted a few of the issues of underprivileged people and what those citizens need to do to be involved in the economic systems worldwide. He refers to those as “silver rights” which roughly translate into a right to compensation. Michael Houlihan and Bonnie Harvey also addressed the attendees. As the founders of Barefoot Wines, their presentation centered on entrepreneurship. During the presentation, Mr. Houlihan stated he feels the future lies with community college students.
- Community College League of California Board of Trustees has been busy interviewing candidates for the position of CEO. Larry Galizio, Ph.D. has now been chosen to lead the CCLC as its new CEO. Dr. Galizio comes from Oregon with both instructional and legislative experience.

Oral report by Trustee Eriksen:

- Trustee Eriksen stated she attended plant sale in the agriculture department as well as the workshop held by the Foundation today.
- She distributed the AAUW scholarships at the awards event followed by attending the CAMP ceremonies.
- Trustee Eriksen also shared an article she found interesting on Health Careers.

Oral report by Trustee Haynes:

- Trustee Haynes stated the Board received a thank-you from William

Schlosser who is the recipient of the Board of Trustees scholarship.

- He is participating in the job fair being held at Pomolita Middle School tomorrow.
- He encouraged college personnel to double check their telephone number on website as he has encountered some errors.
- Trustee Haynes encouraged the inclusion of the relative expense of attending a CSU or UC somewhere on the website. This may possibly be included in the “fast facts” area.

Oral report by Trustee Geck:

- Trustee Geck attended the CAMP ceremonies and is happy to hear about the development of a campus-wide calendar which should help to alleviate the scheduling of multiple events on the same day at the same time.

Oral report by Trustee Clark:

- Trustee Clark stated he had nothing to add.

Oral report by Trustee Ubelhart:

- Trustee Ubelhart stated he attended the high energy production of Legally Blond and the student art exhibit. He also attended the first ever Career Fair held in Willits which was well attended.
- He traveled to Monterey where he attended the Annual Trustees meeting for the Community College League of California. He again congratulated Trustee Chaniot on her election to the position of President of the CCCT.

CLOSED SESSION

The Board adjourned to Closed Session at 7:43 PM. Board Vice President Haynes announced that items 9.1 Conference with real property negotiator; 9.2 Collective Bargaining/Meet and Confer; and 9.5 Public Employee Performance Evaluation will be discussed in closed session.

The Board returned to open session at 8:40 PM with Board Vice President Haynes reporting no action taken on the items discussed in closed session.

Adjournment

M/S (Geck/Clark) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:42 PM.

Ayes	Haynes, Geck, Clark, Chaniot, Ubelhart and Eriksen
Noes	None
Abstentions	None
Absent	Tomkins

Submitted by:

Arturo Reyes, Superintendent/President
Secretary, Board of Trustees