

**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, October 2, 2013, 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	Paul Ubelhart	present
	Clerk	John Tomkins	present
	Trustee	Edward Haynes	present
	Trustee	Joan M. Eriksen	present
	Trustee	Janet Chaniot	present
	Trustee	Dave Geck	absent
	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
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Karen Christopherson, President

Public Comments There were no public comments.

Agenda Approval M/S/C (Haynes/Ubelhart) To approve the agenda as amended. Item No. 8, Big Picture, was moved to take place to follow the Consent Agenda.

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

CLOSED SESSION

The Board adjourned to Closed Session at 5:05 PM. Board President Clark announced that Items 1.1 Public Employee Discipline/Dismissal/Release and 1.3 Collective Bargaining will be discussed and no action will be taken.

The Board returned to Open Session at 5:58 PM.

PRESIDENT'S REPORT

A written report was submitted by Superintendent/President Reyes.

CONSENT AGENDA

M/S/C (Leal/Tomkins) To approve the Consent Agenda as submitted. 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.

<i>Employment – Part-Time Faculty</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the Part-Time Faculty for Fall Semester 2013 as submitted.
<i>Volunteers</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of volunteers as presented at the meeting.
<i>Contract Amendment – Faculty</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve an amended 2013-14 contract for Guillermo Garcia to 193 days.
<i>Reclassification</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a reclassification for the Foundation funded Support Specialist position to Range 28 effective October 1, 2013.
<i>Resignation</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Patricia Thygesen.
<i>District and MPFA Collective Bargaining Reopeners 2013-14</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby present the initial 2013-14 collective bargaining proposals from MPFA; directs the Superintendent/President to receive related public comments for the next ten days; and directs its representatives to begin negotiations after that time.
<u>Other Items</u>	
<i>Fiscal Report as of August 31, 2013</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.
<i>Allied Health – Change Order No. 3</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 3 for the Allied Health in the amount of \$80,877.
<i>Willits Center- Accept Project</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the Willits North County Center project from Midstate Construction, Inc.
<i>Lowery Student- Accept Project</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the Lowery Student Center project from Midstate Construction, Inc.
<i>College Catalog</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2013-14 Mendocino College Catalog.
<i>Academic Calendars for 2014-15 and 2015-16</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2014-15 and 2015-16 Academic Calendars as submitted.
<i>Contracts and Agreements – Quarterly Ratification</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as submitted.

*Enrollment
Management*

BIG PICTURE

Superintendent/President Reyes reported that Summer Session 2013 enrollment was impressive, exceeding our prior summer sessions, however Fall Semester enrollment was not at the level expected. The Enrollment Management Committee and Planning and Budgeting Committee (PBC) have had discussions to determine what factors may have contributed to this and will continue to discuss strategies to move forward.

Vice Presidents Perryman and Guleff presented an overview of enrollment as it relates to budget and class scheduling.

Vice President Perryman reviewed enrollment figures comparing enrollment numbers from 2012-13 to 2013-14. He pointed out that 2012 was a transition period for the College with an Interim Superintendent/President and a decreased number of staff. An effort was made to increase the enrollment to 3097 FTES which was our base and the final enrollment total was 3045. The College has three years to recover the FTES and build the base up to 3097. This fiscal year, the College will be funded for 3045 FTES even if enrollment drops below that as it is a “hold harmless” year. In 2014-15 the college will receive apportionment funding based on the actual enrollment.

Vice President Guleff discussed the lower fall enrollments and shared the hypothesis that the higher summer 2013 enrollments could have encroached on fall 2013 numbers. The enrollment management goal is to adjust the schedule to support stabilizing the FTES. In developing the schedule for spring semester, many factors have been taken into consideration such as the new laws on repeatability, the Chancellor’s Office guidelines, FTES goals at the Centers, prerequisite implementation due to c-id requirements, and the impact on students.

Following thorough discussions at Enrollment Management Committee and PBC it has been determined that the Spring 2014 schedule will be built to attain 1275 FTES for Spring.

Superintendent/President Reyes offered that the discussions in both Enrollment Management and PBC show thoughtful discussions for planning and review of data and sound policy for the future.

*Resolution
10-13-01-
Volunteers*

ACTION ITEMS

M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 10-13-01 designating persons performing volunteer services without pay as employees for the limited purpose of qualifying for workers’ compensation insurance coverage.

Roll Call: Trustees Tomkins, Clark, Chaniot, Eriksen, Ubelhart, Haynes, and Student Trustee Leal - yes

*Board Goals and
Objectives
2013-14*

Trustees discussed the Board goals and outcomes/objectives including the opportunities available to the College by becoming a Hispanic Serving Institute (HSI). Opportunities available for institutions recognized as HSI serve all students and enhance what goes on at the college. Wording changes were offered for items 4 (b) and 4(d).

Trustees Haynes suggested that in the future board goals be drafted at a workshop with a facilitator. Board President Clark stated that consideration would be given that request and that it was also important to develop Board goals to align in with the formulation of the strategic plan. He also commented on the importance of keeping the process aligned with the College planning process in hopes of facilitating continuous improvement on Board direction.

Comments were made regarding the importance of remaining student centered and setting benchmarks to meet these goals.

Discussion regarding the Board goals resulted in improvements to goals.

M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the Board's Goals and Objectives for 2013-14 as revised at the meeting.

INFORMATIONAL REPORTS

Education and Student Services Report

A written report was submitted 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.

Measure W Bond 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. The following was offered in addition:

- Staff are working on the Foundation Annual Report.

Constituents Report

No written reports were submitted. Oral reports were given by Academic Senate President Koetzner and M/S/C President Christopherson.

Health Benefit Report

The Annual Health Benefit Report was submitted as information.

TRUSTEE COMMUNICATION

Trustee Reports

Oral reports were given by Student Trustee Leal and Trustees, Chaniot, Eriksen, Ubelhart, and Haynes.

Trustees offered their appreciation to faculty member Doug Boswell for the tour of the Auto Shop.

Board President Clark reminded Trustees that this is the time of year that Trustees express their interest in being Board officers, per Board Policy 204. Trustees should express their interest in writing and submit it to Board President Clark and Superintendent/President Reyes.

ADJOURNMENT

M/S/C (Clark/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:43 PM.

Submitted by:

Arturo Reyes, Superintendent/President
Secretary, Board of Trustees