

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
MINUTES OF THE OF THE BOARD OF TRUSTEES
Board Workshop

A meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, October 15, 2014, Mendocino College, 1000 Hensley Creek Road, Ukiah, California.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 9:12 AM.

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

Secretary Arturo Reyes, Superintendent/President

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

Staff Representatives Virginia Guleff, Vice President of Education & Student Services
Eileen Cichocki, Director of Fiscal Services

Public Comments There were no comments from the public.

Agenda Approval M/S/C (Ubelhart/Chaniot) to approve the agenda as submitted. The matter was approved 8-0.

CONSENT AGENDA

M/S/C (Ubelhart/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Consent Agenda as presented. The matter was approved 8-0.

Items with an asterisk * were approved by one motion as the Consent Agenda.

Personnel

Employment – Categorizedly Funded Classified Administrators *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Jackeline Gonzalez de Orozco as the High School Equivalency Program (HEP) Program Manager effective October 16, 2014 and Monica Flores as the College Assistance Migrant Program (CAMP) Program Manager effective October 20, 2014 as submitted and presented at the meeting.

*Employment –
Rehire of
Categorically
Funded Classified
Staff*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Manuel Galicia Hernandez as the High School Equivalency Program (HEP) Outreach Specialist and Yolanda Vazquez as the College Assistance Migrant Program (CAMP) and High School Equivalency Program (HEP) Assistant effective October 16, 2014 as submitted and presented at the meeting.

Retirement

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the retirement of George Foutch effective December 31, 2014 as submitted and presented at the meeting.

ACTION ITEM

*Agreement
between Redwoods
Community
College District
and Mendocino-
Lake Community
College District*

Superintendent/President Reyes informed the Board our previous agreement with the Redwoods Community College District was to provide services for the fall semester only. This agreement will extend our ability to offer courses and provide services through the summer of 2015. This agreement was approved by the College of the Redwoods Board at their last meeting.

He also informed the Board we are currently generating over 30 FTES at that location. Vice President Guleff added we plan to generate 70 FTES on the coast in the spring with those numbers steadily increasing to 250 FTES by the 2017-18 year. Superintendent/President Reyes stated our target FTES by the end of the 2017-18 year is 250 which will then allow us to earn the additional center funding of \$275,000.

When asked about a budget, Superintendent/President Reyes informed the Board we will need to complete the feasibility study as well as the steps necessary for the substantive change report before we can allocate monies to that location. He added we will have a much clearer understanding of what we are able to successfully achieve once we have spring and summer in place.

M/S/C (Haynes/Chanot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the agreement between Redwoods Community College District and Mendocino-Lake Community College District through the summer of 2015. The matter was approved with an 8-0 vote.

DISCUSSION ITEM

*Board of Trustees
Self-Evaluation*

Trustees completed the self-evaluation instrument by rating themselves as an individual Board member as well as the Board as a whole. Results of the evaluations will be compiled and shared at the end of the workshop and again as an informational item at the November Board meeting as per Administrative Policy 215.1.

Additionally, members of the District staff who regularly participate in Board meetings will be given the opportunity to participate in the process of evaluating the Board. Those results will then be summarized without reference to the source and those results will be included in the final trustee evaluation which will be presented at the November Board meeting.

CLOSED SESSION

The Board adjourned to Closed Session at 10:11 AM. Board President Clark announced that items 9.1 Conference with real property negotiator, 9.2 Conference with Legal Counsel, 9.3 Collective Bargaining/Meet and Confer, will be discussed.

The Board returned to open session at 11:40 AM and reported no action taken on the items discussed in closed session.

DISCUSSION ITEMS

Multi-Year Budget Projections

Vice President Cichocki presented budget projections through the 2020-21 budget year. She outlined for the Board the various assumptions included in these projections. As reflected in her presentation, we are facing serious budget shortfalls beginning in the 2015-16 year. We have only managed to maintain our necessary reserve this year by making a one-time transfer of \$550,000 from other funds.

Superintendent/President Reyes informed the Board we previously developed budgets using the 3,100 FTES number. We are now basing our projections on 2,900 FTES which is a shift in the way we are looking at the information as we move forward but our continued goal is to achieve 3,100 FTES. He also added that we will be conducting budget forums in the near future which will help to keep the college community informed regarding the projected upcoming budget shortfall.

When asked if anyone outside the college monitors this type of information, Vice President Cichocki stated there is a fiscal report submitted to the chancellor's office which includes the 2014-15 budgets. This information is also reviewed by the Accreditation team as well. She added that we were previously sheltered by the small school exemption so we are just now seeing the enrollment decline which was reflected at the larger schools previously.

When discussion turned to life-long learning courses and whether the state has looked at reinstating them, Vice President Cichocki stated the enrollments in the Southern California schools are now robust as certain courses are no longer blocked for and this is something that is being felt more in Northern California.

There was discussion regarding the sharing of FTES between the rural institutions and the larger institutions where enrollments are impacted. It was mentioned that funding share would need to be established. Vice President Cichocki added that statewide advocacy is crucial for us as it is the rural institutions that are now suffering under the current enrollment criteria.

When asked about if we are looking at programs where we are able to garner more enrollments versus those that are not generating the necessary enrollments, Vice President Guleff informed the Board that we are working on enrollment management using the Enrollment Management Plan through the Enrollment Action Plan committee.

Vice President Cichocki concluded her presentation by reiterating that even if we are able to achieve our goal of 3,100 FTES, we will still have a structural deficit each year moving forward.

*Board of Trustees
Self-Evaluation*

Board members reviewed the initial results of their completed self-evaluation forms. Overall results were generally favorable. Complete results including the evaluation completed by District staff members who regularly participate in Board meetings will be presented as information at the November Board meeting.

Discussion ensued regarding continuing education opportunities for the Board members. Suggestions included:

- Something on campus would be very helpful.
- Possible collaboration with other Community Colleges in our general area.
- Online trainings possibly prior to a regular Board meeting. Training could begin at 3:00p with the regular meeting beginning at its regular time.
- Contacting the Community College League about making trainings more accessible to the rural areas of the state.
- Something offered on campus that covers safety/disaster preparedness. This type of seminar could be offered to the staff as well as to the Board members.

Adjournment

M/S/C (Geck/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 12:50 PM.

Submitted by:
Arturo Reyes, Superintendent/President
Secretary, Board of Trustees