

**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, April 2, 2014, Mendocino College, 1000 Hensley Creek Road, Ukiah, California.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 5:02 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 Mary Lamb, Interim Executive Assistant II to Superintendent/President

Staff Virginia Guleff, Vice President of Education & Student Services (absent)
Representatives Larry Perryman, Vice President of Administrative Services
 Sue Goff, Dean of CTE
 Debra Polak, Dean of Instruction

<i>Constituent Representatives</i>	Academic Senate	John Koetzner, President
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Karen Christopherson, President

Agenda Approval M/S/C (Geck/Chaniot) to approve the agenda as presented.

Minutes/Approval M/S/C (Chaniot/Geck) To approve the minutes of the regular meeting held on March 5, 2014 as amended.

RECOGNITION

Newly tenured faculty members recognized by the Board included Doug Boswell – Automotive Technology; Rhea Hollis – DRC counselor; and Vivian Varela – Sociology and Distance Education coordinator. Tim Beck – Astronomy and Physics was also recognized but was unable to attend the meeting. Each faculty member present thanked the Board and expressed their pleasure in being part of the Mendocino College faculty.

Public Comments

Leslie Saxon-West introduced Andrew Corpuz, one of our former dance students, who is helping to promote the Mendocino College Spring Dance Festival which will be held in May and will include many different areas of dance. She also introduced Paloma Patterson, another former student, who spoke about the Mendocino County Alliance for Arts Education which promotes education in the Arts for all students.

PRESIDENT’S REPORT

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

- Process of selecting Men’s Soccer Coach has been completed. Shane Huff who is currently the Women’s Soccer Coach will be named as the Men’s Soccer Coach.
- Received notification from the Bureau of Land Management that they would like to meet with us regarding Point Arena.
- Working with Classified Staff to move forward with a local reclassification process which will result in a temporary agreement to meet the college and staff needs.
- Met with representatives from the Dharma Realm Buddhist University. Learned about the importance of their institution worldwide and the possibility for partnerships in the future with regard to International students from Taiwan and mainland China. There are many opportunities in this area which we will be exploring and bringing to the Board soon.

CONSENT AGENDA

M/S/C (Geck/Tompkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Consent Agenda as presented. 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 –
Part-Time Faculty*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Part-time faculty for the Spring 2014 semester as submitted.

*Resignations/
Retirements*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Carolyn Pryor effective April 30, 2014.

<i>Employment - Classified</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Stephen King as a Security/Utility Worker 12 months/year, 40 hours/week effective April 3, 2014.
<i>Employment – Classified Administrator</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a Classified Administrator Contract for John Pegan, Director of Human Resources, April 3, 2014 – April 2, 2015.
<i>Employment – Grant Project Director</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Orion Walker as a Proposition 39 Grant Project Director, March 10, 2014 – March 31, 2015.
<i>Mendocino-Lake Community College Classified Bargaining Unit (MLCCCBU) Side letters</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the side letters of March 5, 2014 and March 27, 2014 between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Classified Bargaining Unit/SEIU-Local 1021.
<i>Mendocino College Federation of Teachers 2014-15 Reopeners</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby receive the initial 2014-15 collective bargaining proposal from the Mendocino College Federation of Teachers and directs the Superintendent/President to receive public comments on this proposal prior to the May Board meeting.
<i>Mendocino-Lake Community College Classified Bargaining Unit (MLCCCBU) 2014-2015 Reopeners</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby receive the initial 2014-15 collective bargaining proposal from the Mendocino-Lake Community College Classified Bargaining Unit and directs the Superintendent/President to receive public comments on this proposal prior to the May Board meeting.
	<u>Other Items</u>
<i>Fiscal Report as of February 28, 2014</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 accept with appreciation the donation of a 1994 Ford Explorer from Noma VanHousen. A note of thanks will be sent to Norma VanHousen.
<i>Award of Contract - Design-Build Services for HVAC Upgrades & Gym Lighting Retrofit</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the scope of services and bids as presented at the meeting in the amount of \$102,903.

Extension of Management and Operation of the Mendocino College Bookstore

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby extend the agreement for the management and operation of the Mendocino College Bookstore to Nebraska Book Company, Inc., dba Neebo, effective April 1, 2014 through March 31, 2017.

Contracts and Agreements – Quarterly Ratification

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as amended.

2013-2014 April Revised Budgets

ACTION ITEMS

Vice President Perryman reviewed the Revised Budgets where he addressed questions regarding the some of the changes versus the adopted budget.

Since this is stability year, the District will receive funding for its enrollment base of 3,043 FTES for 2013/14. The college will need to report 3,043 FTES in 2014/15 in order to avoid a loss of revenue, but with enrollments on the decline, maintaining that level will be a challenge.

Our energy savings did not materialize as there was an issue with the monitoring equipment in the solar field. With that in mind, we did not receive the savings during the time the equipment was malfunctioning. The issue has now been corrected and we are working with Sun Power and PG&E to receive our rebates for the period of time the reporting was not occurring. We have the information and will either receive a rebate for this period of time or our rebate period will continue for an additional 5 months.

The revised budget reflects the additional transfer in of \$175,000 from the Health Benefits Fund as a result of health benefit claims coming in under budget for the third consecutive year. The approved budget assumed \$1,700 per month per plan participant, but claims to date have averaged \$1,520 per month.

M/S/C (Geck/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the proposed 2013/2014 April Revised Budgets as submitted and reflected on Attachments A through J. The matter passed 8-0.

2014 CCCT Ballots

A spreadsheet was used to tabulate the votes from each of the MLCCD Trustees where they each indicated their own choice of candidates. Each trustee could vote for as many as eight candidates. After discussing the results and reviewing some of the choices and hearing Trustee Chaniot's insight as a member of the CCCT Board, it was determined the Board would submit votes for the candidates ranked 1-6 in the total number of votes received.

M/S/C (Haynes/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby nominate the following Trustees for the CCCT Board: Paul Gomez, Pam Haynes, Brent Hastey, Laura Casas, Stephan Castellanos, and Nancy C. Chadwick. The matter passed 8-0.

*Classified
Professionals*

M/S/C (Chaniot/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 04-14-01 in honor of Classified Professional's Week.

Roll Call Vote – Trustees Tomkins, Geck, Clark, Ubelhart, Chaniot, Eriksen, Ubelhart, Haynes, and advisory vote from Student Trustee Leal - yes

INFORMATIONAL REPORTS

*Education and
Student Services
Report*

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

- There were several questions regarding the Accreditation visit. In Vice President Guleff's absence, S/P responded to the questions:
 - Once the report has been created, it will come to us first so we have the opportunity to address any incorrect documentation. The final report will not come out until July.
 - The Accreditation team will make recommendations to the Commission and ACCJC will either accept them or not.
 - We are all concerned about what will be included in the report and how it is written.
 - What are the possible outcomes of the report? A recap of all the outcomes will be brought to the next meeting.

*Administrative
Services Report*

In lieu of a written report by Larry Perryman, Vice President of Administrative Services, S/P Reyes offered following update:

- Vice President Perryman has been out due to eye surgery and appreciates him coming to the meeting to address the revised budget etc.

*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:

- Buy your tickets for the Gala – they are selling quickly
- Goal is to be sold out in July
- Excited about sponsoring reception after graduation
- Wine competition will be held in the Student Plaza which will bring a lot of outside media and attention to college.
- Monies have been donated for scholarships for students in the Agriculture program.

*Constituents
Group Reports*

No written reports were submitted. The following oral reports were given:

- Academic Senate President Koetzner gave an update on the progress of the Minimum Qualifications Policy 704. Legal representative Ginny Riegel was on campus March 18 to work with the group. Group will be meeting again April 3 to review the latest revisions. S/P Reyes stated the

- administration will help to facilitate any quick turn-around needed.
- M/S/C President Christopherson announced there will be a retirement celebration for Gwen Chapman, Larry Perryman, Cary Templeton, Jacque Bradley, and Pat Thygesen on May 8th at 4:30p in the CVPA lobby area. Invitations will be going out soon.
- Classified President Lang mentioned working with José Millán has been wonderful and he is looking forward to moving through the in-house pilot process for reclassification.

Health Benefits Report

A written report was submitted as information.

Trustee Reports

TRUSTEE COMMUNICATION

No written reports were submitted. The following oral reports were given:

Oral report by Trustee Tomkins: There was an interesting article in Chronicle today regarding offering Bachelor's degrees at community colleges.

Oral report by Trustee Chaniot:

Attended basketball awards banquet in Student Center. The next California Community College Trustee meetings on will be on April 18 and 19, 2014 in Sacramento. The meeting in May will be in Newport Beach at which time she will become the 1st Vice President if all goes well.

Oral report by Trustee Eriksen:

Attended the Women's basketball awards banquet. Attended Congressman Huffman's open house where she had the opportunity to speak with Congressman Huffman during which time he talked about his tour of Mendocino College and how wonderful it was.

Oral report by Trustee Ubelhart:

Attended the open house for the Nursing Department which was great as well as the campus-wide ice cream social. Participated as a judge at a local Science Fair which took place at Mendocino College. Was a great opportunity to promote the College and speak with potential students of the college. Attended the Rotary Club meeting at the North County Center which was attended by Katie Fairbairn, Steve Hixenbaugh, and S/P Reyes as well. Many interesting questions were asked and felt it was time well spent. There was an interesting article in the Press Democrat about the value of online courses which he shared.

Oral report by Trustee Clark: Attended a fabulous Shakespeare play on campus last weekend.

Oral report by Student Trustee Leal:

Next meeting will be his last Board meeting. It has been a pleasure and he has learned a lot about how the Administration works. Elections for his replacement will take place after spring break.

Oral report by Trustee Haynes:

Attended the open house for the Nursing Department. Was very impressed with facility as well as the great simulators they will now have the opportunity to train on. Great to have Kevin as a member of the Board this year. Thanks to him for asking questions and participating.

ADJOURNMENT

M/S/C (Tompkins/Leal) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 6:42 PM.

Submitted by:

Arturo Reyes, Superintendent/President

Secretary, Board of Trustees