

**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, August 12, 2015, Mendocino College, 1000 Hensley Creek Road, Ukiah California.

**GENERAL MATTERS**

*Call To Order* Trustee Tomkins, Board President, called the meeting to order at 5:01 PM.

<i>Board Members</i>	President	John Tomkins	present
	Vice President	Edward Haynes	present
	Clerk	Dave Geck	present
	Trustee	Paul Ubelhart	present
	Trustee	Joan M. Eriksen	present (arrived at 5:05pm)
	Trustee	Janet Chaniot	present
	Trustee	Joel Clark	present
	Student Trustee	Nayeli Castaneda	present

*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 (present)
	Classified Senate	David Bushway, President (absent)
	Management/Supervisory/Confidential	Debra Polak, President (absent)

*Agenda Approval* M/S (Chaniot/Ubelhart) to approve the agenda as presented. The matter was approved via the following vote:

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

*Minutes/Approval* M/S (Haynes/Ubelhart) to approve the minutes of the regular meeting held on June 10, 2015 as presented.

The minutes were approved with the following vote:

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

**TIME CERTAIN ITEM: 5:05 PM**

*Recognition of  
Retiree* Although she was unable to attend the meeting, the Board recognized Cindy Parker for her 32 years of service to the district. A commemorative plaque will be presented to her at a later date along with a card signed by each of the Board

members.

### *Big Picture*

A brief overview presentation by Guy Bryant and David Soldani from the law firm of Atkinson, Andelson, Loya, Ruud & Romo was made to the members of the board detailing the Transfer of Territory process.

There are six specific criteria which need to be met in order to obtain approval from the state. These criteria are:

1. The reorganization will not result in any increased cost to the state.
2. The reorganization will not result in a reduction in state aid to community college districts not party to the petition.
3. The projected funding of each reorganized district is adequate to meet its needs for the first five years of operation.
4. The allocation of property taxes has been accurately determined and will be appropriately implemented.
5. The reorganization will not significantly affect the racial or ethnic composition of the districts affected.
6. The reorganization will not decrease educational opportunities for the residents of the districts affected.

The district has the option to pursue a waiver of the election requirement. The district would work on this key piece in the process with the county Office of Education. The elimination of the election requirement would assist the District to meet its very aggressive timeline.

Given our current timeline, the Board was encouraged to begin working on the process right away. It was the suggestion of Mr. Bryant and Mr. Soldani for stakeholder meetings to take place in September 2015 with a waiver for a public hearing being filed in December 2015. Other county committee public hearings would be held in February and March 2016 in order to hold a November 2016 election if the State Board of Education were to deny the previously requested waiver.

After several questions posed by various members of the Board, Mr. Bryant and Mr. Soldani were thanked for their presentation and input.

### *Public Comments*

Barbara Rice expressed her thanks for all the work that has been done on the transfer of territory initiative as a private citizen from the Mendocino Coast area.

John Loucks introduced himself and Anna Daugherty as the Vice President and President of the Classified Union.

### **PRESIDENT'S REPORT**

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

- The bond refinance item on the agenda has been discussed for several years and has been worked on by various members of the campus community.
- Thanks to the great work of our team members, we were able to meet our enrollment number.

- During a meeting with the Mendocino Transit Authority, our concern regarding the number of non-student issues by some bus riders occurring on our campus was addressed. Discussions have taken place regarding the moving of the bus stop from its current location.
- Tom Henry was introduced by S/P Reyes. Mr. Henry previously held the position of State Trustee for College of the Redwoods. He is now working with them on a consultant basis regarding the transfer of territory process. From his perspective, the petition is the most important item which needs to be addressed in a timely manner and stated he has shared a copy of a draft petition with the Presidents of both institutions. In order to be in effect by July 1, 2017, there would need to be finalized approval by everyone involved no later than December 2016.
- When asked about the costs involved in the process, S/P Reyes stated attorney fees and associated costs would most likely total in the neighborhood of \$100,000 plus the costs of an election. Mendocino College feels very strongly the costs would need to be covered by College of the Redwoods. We hope to eliminate the cost of an election and are hopeful our out-of-pocket expense would be in the neighborhood of \$30,000.

**CONSENT AGENDA**

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

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

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

**Personnel**

- |  |  |
|--|--|
| <i>Employment – Short-Term Employees</i>     | *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.       |
| <i>Employment – Part-Time Faculty</i>        | *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the Part-Time faculty as submitted and presented at the meeting.         |
| <i>Volunteers</i>                            | *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.                          |
| <i>Employment – Classified Administrator</i> | *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Kate Veno as the Student Equity Coordinator as presented at the meeting. |

- Employment – Classified Administrator* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Lory Widmer as the Interim MESA Director as presented at the meeting.
- Employment – Classified Administrator* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the change in effective date for Human Resources Director Sabrina Meyer as presented at the meeting.
- Employment – Tenure-Track Faculty* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Tiffnny Drake effective August 21, 2015 as presented at the meeting.
- Transfer/Promotion /Reassignment – Classified Staff* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the transfer of Tammy Cartwright to Library Specialist effective August 10, 2015 as presented at the meeting.
- Resignations/Retirements – Classified Staff* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Ninna Zanardi effective December 30, 2015 as presented at the meeting.

#### **Other Items**

- Fiscal Report as of June 30, 2015* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.
- Donations to Automotive Technology* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the automobile donated by Dave Jordan and the automotive tool boxes, tools and miscellaneous automotive equipment donated by Gordon Hat.
- Sale of Automobiles to Ukiah High School* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the sale of four automobiles to Ukiah High School by the Mendocino College Automotive Club.

#### **ACTION ITEMS**

- Bond Refunding – Resolution 08-15-01* A presentation was made by Ivory Li from Piper Jaffray to the members of the Board. During the presentation, Ms. Li stressed the fact that 100% of the savings realized by a bond refunding would need to be returned to the taxpayers. David Casnocha from Stradling Yocca Carlson & Rauth presented the legal ramifications of the refinancing proposal. After review of the documents and hearing the presentation, the Board took the following action:
- M/S (Haynes/Clark) to approve a bond refunding not to exceed \$55,000,000 and to follow scenario 2-B from the presentation made by Ivory Li. The motion was approved with the following vote:
- |             |   |
|-------------|---|
| Ayes        | Tomkins, Haynes, Chaniot, Ubelhart, Geck, Clark and Eriksen |
| Noes        | None  |
| Abstentions | None  |
| Absent      | None  |

*Quarterly Fiscal Status Report – AB 2910*

After reviewing the documents presented, the Board took the following action: M/S (Geck/Clark) to accept the Quarterly Fiscal Status Report – AB 2910 as presented. The motion was approved with the following vote:

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

*Contracts and Agreements – Quarterly Ratification*

After reviewing the list of contracts and finding everything in order, the following action was taken:

M/S (Clark/Chaniot) to ratify the contracts and agreements as presented. The motion was approved with the following vote:

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

*Child Development Center Contract – Resolution 08-15-02*

After reviewing the Child Development Center contract #CCTR-5140, the following action was taken:

M/S (Haynes/Clark) to approve the contract in the amount of \$131,091.00 as presented. The motion was approved with the following vote:

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

*Child Development Center Contract – Resolution 08-15-03*

After reviewing Child Development contract #CSPP-5261, the following action was taken:

M/S (Chaniot/Haynes) to approve the contract in the amount of \$179,520.00 as presented. The motion was approved with the following vote:

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

*Appropriation Limit Resolution 08-15-03*

After reviewing the worksheet provided the Board took the following action:

M/S (Clark/Geck) to establish the District's appropriation limit at \$31,638,561.00 as presented. The motion was approved with the following vote:

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

Abstentions None  
Absent None

*Board Policy Revisions – Second Reading* After reviewing and discussing Board Policy 3560, 3900, 4105, 5030, 6330, 6340, 6400, 6500, 6540, and 6800, the following action was then taken: M/S (Clark/Chaniot) to adopt the revisions to Board Policy #3560, #3900 and #4105, #5030, #6330, #6340, #6400, #6500, #6540 and #6800 as presented.

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

*Memorandum of Understanding with Redwoods Community College District* After reviewing the fully executed Memorandum of Understanding with Redwoods Community College District, the Board took the following action: M/S (Clark/Geck) that the district ratify the Memorandum of Understanding with the Redwoods Community College District to provide educational and student services to the coast communities from August 15, 2015 through June 30, 2017 as presented.

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

### **INFORMATIONAL REPORTS**

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

- Fall enrollment is looking very strong.
- We are currently looking at renting some space at the Coast Center to the Mendocino Private Industry Council.
- We have some new Career Technical Education offerings at the North County Center.

*CTE Program Advisory Committee Summary 2014-15* A written report was submitted by Steve Hixenbaugh, Interim Dean of Career Technical Education and outlined the work completed in the 2014-15 year by each of the CTE programs. This annual report is a requirement for all CTE programs.

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

- Vice President Cichocki stated attendees at the budget workshop were told the State is predicting a good budget year for the next two years.

*Mendocino College Foundation Affiliate Report* There was no report received from the affiliate group.

*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:

- S/P Reyes added the Gala is nearly sold out so get your tickets now
- Foundation has authorized a half-time position to work with potential donors on the coast.
- There will be a welcome back barbeque at the Lake Center on Aug 19, 2015.

*Constituents Group  
Reports*

**Academic Senate:**

An oral report was presented by Academic Senate President Reid Edelman.

- Academic Senate President Edelman stated there will be a faculty retreat held on Thursday, August 20<sup>th</sup>. Faculty members will also be working with the representatives from the Center for Urban Education during the in-service and flex activity.
- Various faculty members met over the summer regarding minimum qualifications.

**Classified Senate:**

There was no report made.

**Management/Supervisory/Confidential:**

There was no report made.

**ASMC:**

An oral report was presented by Student Trustee Castaneda.

- New officers were elected for the 2015-16 year and include:

Xiomara Valdez	President
Alejandro Ruvalcaba	Vice President
Melissa Lovino	Secretary
Wyatt Keith Coffman	Treasurer
Nayeli Castaneda	Student Trustee
- There has been a donation of \$5,000.00 made by the Foundation for the Food Pantry.

**TRUSTEE COMMUNICATION**

*Trustee Reports*

**Report by Trustee Chaniot:**

A written report was submitted by Trustee Chaniot. The following was offered in addition:

- Trustee Chaniot will be attending the ACCT meeting in San Diego in October and will be asking for approval of the Board for Mendocino College to join the organization sometime in the future.
- Will present a report to CCCT on a discussion she had with a former student who is now working for the California State Farm Bureau.

**Oral report by Trustee Eriksen:**

- Trustee Eriksen brought books to college library for their use or to sell.

**Oral report by Trustee Haynes:**

- Trustee Haynes stated he had nothing to add.

**Oral report by Trustee Tomkins:**

- Trustee Tomkins stated he had nothing to add.

**Oral report by Trustee Ubelhart:**

- Trustee Ubelhart attended the HEP (High School Equivalency Program) graduation at Barra which he had never attended until now. The program encouraged family members to participate in the event and celebration which he felt is a positive for promoting education.

**Oral report by Trustee Geck:**

- Trustee Geck stated he had nothing to add.

**Oral report by Trustee Clark:**

Trustee Clark shared his certificate from the Excellence in Trusteeship program through CCLC. He stated this was a very worthwhile experience and he would like to see other trustees participate as well.

*Annual Board  
Activity Report  
2014-15*

The annual Trustee activity report was presented as information.

**CLOSED SESSION**

The Board adjourned to Closed Session at 7:45 PM. Board President Tomkins announced that all items on the agenda will be discussed in closed session.

**OPEN SESSION**

The Board returned to open session at 9:40 PM with Board President Tomkins reporting no action taken on the items discussed in closed session.

*Report of Action  
Taken in Closed  
Session*

*Adjournment*

M/S (Geck/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 9:42 PM.

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

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