

**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, December 17, 2014, Mendocino College, 1000 Hensley Creek Road, Ukiah, California.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 5:00 PM.

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

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

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

Agenda Approval Item 8.7 will be moved to be heard prior to item 7.5 and item 5.7 be moved after item 6.3. M/S/C (Geck/Haynes) to approve the agenda as amended. The matter was approved 8-0.

Minutes/Approval M/S/C (Chaniot/Geck) to approve the minutes of the regular meeting held on November 5, 2014 as presented. The minutes were approved with an 8-0 vote.

CLOSED SESSION

The Board adjourned to Closed Session at 5:03 PM. Board President Clark announced that items 2.1 Collective Bargaining/Meet and Confer; 2.2 Conference with real property negotiator; 2.3 Conference with Legal Counsel and 2.4 Public Employee Discipline/Dismissal/Release will be discussed.

The Board returned to open session at 5:42 PM with Board President Clark reporting no action taken on the items discussed in closed session. Board President Clark also stated the Board would be returning to closed session at the end of the regular meeting.

Recognition of Retirees Although they were unable to attend the meeting, the Board recognized Arlene Peters and George Foutch for their years of service to the district. A commemorative plaque recognizing their service will be sent to each of them along with a card signed by the Board members.

Public Comments There were no public comments made at this time.

2013-14 Audit Report Vice President Cichocki addressed questions regarding the Independent Auditors' Report submitted by Matson & Isom for the year ending June 30, 2014.

She pointed out the list of items reviewed in this audit which is included on page 81 of the audit report. The Foundation is included in this report with the Bond audit being conducted separately.

There was one finding in this completed audit. The finding was due to the lack of an advisory committee meeting being held by the EOPS and CARE programs during the 2013-14 academic year. She stated we have addressed this issue and the fall advisory committee meeting was held on Thursday, November 13, 2014. We also now have procedures in place to ensure that the advisory committees meet the required number of times during the academic year.

M/S/C (Geck/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby formally receive the Mendocino-Lake Community College District Audit Report for the year ended June 30, 2014 as presented. The matter was approved 8-0.

PRESIDENT'S REPORT

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

- President Reyes stated he held a meeting with Professors Cardimona and West regarding Point Arena Field Station letter of intent where information was shared and feedback was received.
- We are continuing to move forward with classes on the coast which was previously approved through the summer 2015 semester. A plan for fall 2015 and beyond will be brought forward in the next few months for approval. Vice President Guleff reminded board members that we cannot offer more than 50% of a degree or certificate until the substantive change report has been completed and approved but are working on a plan to obtain 250 FTES from the coast by 2017.

CONSENT AGENDA

M/S/C (Geck/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Consent Agenda as amended earlier. The matter was approved 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 employment of the short-term employees 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 –
Management/Supervisory/Confidential*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the employment of Joseph H. Atherton as submitted and presented at the meeting.

*Classified
Administrator
Contract*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the classified administrator contract for Minerva Flores as submitted and presented at the meeting.

Resignation

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the resignation of John Pegan as submitted and presented at the meeting.

*District and MPFA
Collective
Bargaining
Reopeners 2014-15*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby present the initial 2014-15 collective bargaining proposals from Mendocino-Lake Community College District and MPFA as submitted and presented at the meeting.

Other Items

*Fiscal Report as of
October 31, 2014*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.

*Donation of
Automobile*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donation of an automobile from Naomi Alfin as presented.

*Donation of Wool
Insulation*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donation of wool insulation from Sonoma Wool Company as presented.

ACTION ITEMS

*Employment –
Management/Supervisory/Confidential*

Questions regarding the employment of Ulises D. Velasco as the new Director of Financial Aid were addressed by S/P Reyes. He stated Mr. Velasco was very impressive in both the first and second interviews and comes to us with glowing references. He has family in the Bay Area and will be able to begin his assignment with us prior to the start of the spring semester.

M/S/C (Tomkins/Chaniot) to approve the employment of Ulises D. Velasco as Director of Financial Aid effective January 15, 2015. The motion was approved with an 8-0 vote.

*Signature
Authorization for
Director of Fiscal
Services –
Resolution 12-14-01
Authorization to
Award Contract –
Digital Copiers*

M/S/C (Geck/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt resolution 12-14-01 signature authorization for Joseph H. Atherton as submitted and presented at the meeting. The matter was approved 8-0.

Vice President Cichocki informed the Board after a very long process we have what she feels is an excellent bid from the recommended vendor. Discovery Office Systems currently have the contract for our print center and with Board approval will now have the other copiers on campus as well.

M/S/C (Chanot/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize staff to award the contract for Digital Copiers, All Inclusive Service and Supply to Discovery Office Systems. The matter was approved with an 8-0 vote.

*Board Policy
Revisions – Second
Reading*

S/P Reyes informed board members that the language in these revisions comes from the Community College League of California (CCLC) and incorporates our own language as well. These policies have been properly vetted through the college's participatory governance process.

M/S/C (Chanot/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revisions to Board Policy 3100, Board Policy 3550, Board Policy 4420 and Board Policy 5050. The matter was approved 8-0.

Student Equity Plan

S/P Reyes informed the board of this requirement for all colleges which has been designed to help close the achievement gap. Funding will also be tied to this project as well.

Vice President Guleff added the SSSP program looks at various impacts on specific groups of students by helping to analyze how we are helping students through our processes and services. We need to be sure we are not creating barriers to student success. Various breakout groups helped to develop the plan with the assistance of Dean Kouanchao and faculty representative Sarah Walsh. She also added that measurable outcomes must be reported each year.

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

*Approval of
Conservation
Easement and
Authorization to
sign Letter of Intent*

After discussion, it was determined that final approval will take place at the January meeting. Board member Haynes asked that we check with Bureau of Land Management to see if we can remove the flying of drones statement from the document. S/P Reyes will check to see if this is possible. It was also requested that an amendment be included which would grant the Bureau of Land Management the right of first refusal. Under this amendment, the BLM would pay the current market rate minus the conservation easement price.

Barry Vogel speaking on behalf of Jared Carter and himself offered their experience with conservation easements to work collaboratively or in a consulting capacity with the college attorneys to determine what is necessary or

desirable. The Friends of the Point Arena Field Station group would like to part of establishing the terms of the easement.

Board member Chaniot responded to Mr. Vogel's statement by reminding the members of the Board that they must be very careful regarding the defined roles and responsibilities of the college community especially if considering having someone other than those involved in college governance process involved in the administration and/or operation of the college. From an accreditation perspective, this is viewed in a very unfavorable light. She added the Board could listen to suggestions in public comments but reminded everyone that there is a structure in place that needs to be adhered to.

Board Chairman Clark added the Board must operate within the Accreditation Standards. The Friends of the Point Arena Field Station group can bring information forward to be considered but we must follow the rules and regulations of the accreditation commission.

M/S/C (Ubelhart/Clark) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize the Superintendent/President to sign the letter of intent for the Deed of Easement with the Bureau of Land Management with final approval to take place at the January 2015 meeting. The matter was approved with an 8-0 vote.

INFORMATIONAL REPORTS

Education and Student Services Report

A written report was submitted by Virginia Guleff, Vice President of Education and Student Services. The following was offered in addition:

Vice President Guleff shared additional information regarding the Instructional Support 5-year plan which is now reported to the state Chancellor's Office.

Interim Dean Hixenbaugh spoke briefly about collaborative grants from the Chancellor's Office which could include access to cloud based software that we do not have in-house. There is also some funding for off-site hardware and software resources that we do not currently have in place.

Administrative Services Report

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

Multi-year budget projections were presented to the Classified Senate on December 10, 2014 with great questions and many members in attendance. This presentation to the Academic Senate had to be rescheduled due to the recent storm.

When asked about emergency training, VP Cichocki responded by stating that there will be a NIMS/SEMS training held as part of in-service. She added that she is looking into hosting some kind of annual meeting on our campus so the emergency service personnel are more familiar with our layout.

<i>Mendocino College Foundation, Inc.</i>	<p>A written report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation, Inc.</p> <p>When asked about the creation of an additional affiliate organization for the Friends of the Point Arena Field Station, Director Fairbairn stated it would be a decision of the Foundation Board as to their acceptance. She added that the Foundation Board is not likely to support the creation of the new affiliate group if the administration does not support the action. She also added that if the affiliate group were to dissolve for any reason, any unspent funds will then revert directly to the Mendocino College Foundation.</p>
<i>Constituents Group Reports</i>	<p>A written report was submitted by the Academic Senate President Reid Edelman.</p> <p>Vice President Guleff added that she has been working closely with Senate President Edelman and other faculty members on the Educational Master Plan.</p> <p><u>ASMC:</u></p> <p>A written report was submitted by ASMC President Melissa Reynolds. The following was offered in addition by Trustee Castaneda:</p> <p>The Holiday dinner went very well with approximately 200 students served a great lunch of turkey and all the side dishes. Students were very pleased and would like to see this continue as a tradition.</p> <p>The following oral reports were presented at the meeting:</p> <p><u>Classified:</u></p> <p>Classified President Bushway stated the Classified FunRaiser was a great success with \$2,775 being raised for student scholarships.</p> <p>The Admissions and Records and Financial Aid departments are very busy with year-end processing.</p>
<i>Health Benefits Report</i>	<p>The Health Benefits Report is presented as information only.</p>
<i>Board Policy Additions and Revisions – First Reading</i>	<p>The revisions to the Board policies are presented as information for review. Voting on these revisions will take place at the January 2015 meeting. Comments regarding these policies should be forwarded to the President’s Office for distribution to the other Board members.</p>
<i>Point Arena Field Station Fund Raising Committee</i>	<p>Copies of the minutes from the fund-raising committee meetings held on November 25, 2014 and December 16, 2014 were presented as information. The following was offered in addition by Steve Cardimona.</p>

Professor Cardimona stated the group is excited to be moving forward toward becoming an affiliate of the Foundation. Science faculty with the help of Director Flores recently submitted a planning grant request which could be a door to bigger money. He also expressed his thanks to Sue Blundell for her extra effort in this area.

When asked if the group had obtained any more pledges, he stated there have been no more but they haven't solicited any additional donations. Their next step is the establishment of the affiliate status. The committee hopes to be established by the February meeting of Foundation. The group plans to be meeting soon to establish the governing board of the affiliate.

When asked about how the coordination between the organization and the needs of the institution, Professor Cardimona stated the committee has determined the President of the Point Arena Field Station Management committee would be the connection with the affiliate.

Trustee Chaniot added the needs will be vetted through the college processes prior to the Foundation/affiliate coordination.

S/P Reyes stated that since this is very different than what currently exists, the process should be incorporated in the bylaws, etc.

Trustee Clark added we will need to see substantial progress from the fundraising committee in conjunction with the conservation easement.

Trustee Chaniot stated the group is continuing to work on drafts of its bylaws and the formation of plan to go out into the community to solicit funding.

TRUSTEE COMMUNICATION

Trustee Reports

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

- Trustee Clark attended an action packed CCLC conference where a huge amount of information was disseminated.

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

- Trustee Tomkins added legislation is really hindering many students who may have attended a 4-year school if not for the obstacles they encountered.

Oral report by Trustee Eriksen:

- Trustee Eriksen attended the Point Arena Field Station fundraising committee meetings, the Foundation holiday dinner and worked on the AAUW fundraising event for scholarships.

Oral report by Trustee Ubelhart:

- Trustee Ubelhart brought a copy of the article about the Mendocino College library from the newspaper if anyone would like to see it.

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

- Trustee Haynes stated he sent out copies of pictures which were taken at the Point Arena Field Station to all members of the board which he encouraged everyone to review. He feels the current state of the site is a disaster and he wants to make sure we are prepared for the end game.

Oral report by Trustee Geck:

- Trustee Geck stated he had a great experience at the recent ceramics sale and received a guided tour of the art exhibit.

Oral report by Trustee Chaniot:

- Trustee Chaniot stated that the Task Force on Workforce as appointed a committee and have a charge and scope of work they will need to perform. She will be on the consultation council as part of the CCCT officer core.
- The Executive Director of Community College League of California has resigned. An interim assignment will be filled by Thuy Nguyen who will be coming from the Peralta District.

Oral report by Trustee Castaneda:

- Trustee Castaneda stated she had nothing to add.

Founding Board Member:

Lou Fortin, a founding Board member of the District stated he is very pleased to see what the Board is doing and is impressed with their work. It has been 40 years since the college was started and he knows first-hand that being a Board member can be difficult.

*Annual
Organizational
Meeting – Meeting
Dates/Times*

Proposed meeting dates and times were reviewed with the regular meetings to take place on the following dates beginning at 5:00 PM:

January 14	February 11	March 11	April 8
May 13	June 10	July 8	August 12
September 9	October 14	November 10	December 9 (organizational meeting)

The previously scheduled Board Workshop will take place on Wednesday, April 22, 2015 beginning at 9:00 AM.

M/S/C (Geck/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the above listed meeting dates for 2015. The matter was approved with an 8-0 vote.

*Annual
Organizational
Meeting – Board
Officers*

The election of officers took place with the floor open for nominations. The order of nominations was President, followed by Vice President and completed with the position of Clerk.

M/S/C (Clark/Eriksen) to elect Trustee Tomkins as President of the Board of Trustees for 2015. This was approved by an 8-0 vote.

M/S/C (Tomkins/Eriksen) to elect Trustee Haynes as Vice President of the Board of Trustees for 2015. This was approved with an 8-0 vote.

M/S/C (Clark/Chaniot) to elect Trustee Geck as Clerk of the Board of Trustees for 2015. The matter was approved with an 8-0 vote.

M/S/C (Clark/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the roster of officers as officially elected and stated above. The matter was approved 8-0.

Adjournment

The Board adjourned again to Closed Session at 8:11 PM.

The Board returned to open session at 9:22 PM with Board President Clark reporting no action was taken on the items discussed in closed session.

M/S/C (Geck/Clark) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 9:23 PM.

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