

**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, January 14, 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
	Trustee	Janet Chaniot	absent
	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	Minerva Flores, President (present)

Agenda Approval Item 5.4 will be moved to be heard after Item 6.5. Item 4.4 will be moved to be heard after the original 5.4 item. M/S (Eriksen/Geck) to approve the agenda as amended. The matter was approved via the following vote:

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

Minutes/Approval M/S (Geck/Ubelhart) to approve the minutes of the regular meeting held on December 17, 2014 with the following changes:

Under the Approval of Conservation Easement and Authorization to sign the Letter of Intent, the minutes should reflect that during discussion it was requested that an amendment be included granting 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. It should also reflect the statement made by then Board Chairman Clark be modified to

state the Board must work within the Accreditation Standards.

Under the Trustee report given by Trustee Haynes, the minutes were corrected to show the pictures he sent to the other Board members were not taken by him.

The amended minutes were approved with the following vote:

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

Public Comments

Biology Professor Alan West presented a copy of the progress report from the Friends of the Point Arena Field Station fundraising committee which also included information on their progress to establish an affiliate organization with the Mendocino College Foundation. He asked that a copy of the document be entered into the record.

CLOSED SESSION

The Board adjourned to Closed Session at 5:14 PM. Board President Tomkins announced that items 2.1 Collective Bargaining/Meet and Confer and 2.5 Public Employee Performance Evaluation will be discussed.

The Board returned to open session at 6:23 PM with Board President Tomkins reporting no action taken on the items discussed in closed session.

PRESIDENT’S REPORT

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

- President Reyes informed the members of the Board that San Francisco City College has been granted two more years to correct its issues.
- He extended an invitation to the Board members to attend the in-service activities on Friday, January 16th.

CONSENT AGENDA

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

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

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

Personnel

*Employment –
Short-Term*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the employment of the short-term employees as

Employees submitted and presented at the meeting.

Employment – Part Time Faculty *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.

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.

Other Items

Fiscal Report as of November 30, 2014 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.

Board of Trustees District Budget Parameters for 2015-16 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2015-16 budget parameters as presented.

2015-16 Academic Calendar *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the revised 2015-16 academic calendar as presented.

ACTION ITEMS

Northern California Community Colleges Self Insurance Authority (NCCCSIA) – Resolution 01-15-01 M/S (Haynes/Geck) to adopt resolution 01-15-01 Designation of Alternative Representative for Joe Atherton as submitted and presented at the meeting. The motion was approved with the following vote:

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

Contracts and Agreements – Quarterly Ratification M/S (Geck/Clark) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the list of contracts and agreements as presented with the following vote:

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

Non-Resident Tuition Fee Vice President Cichocki presented information reflecting what other districts in our surrounding area are charging adding that we would be comparable with College of the Redwoods and Santa Rosa Junior College by using the proposed fee of \$200 per unit.

M/S (Clark/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2015-16 non-resident

tuition fee of \$200 per unit as with the following vote:

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

*Board Policy
Revisions – Second
Reading*

After discussion it was determined that Board Policy 2340 - Agendas and Board Policy 2345 – Public Participation at Board Meetings will be pulled from the approval process until clarification is made with regard to the timelines given (two weeks or five days).

It was determined there needs to be something included in the Administrative Procedure 3600.1 – Auxiliary Organizations which addresses the need to act in a civilized manner. Auxiliary organizations also need to work within the rules and regulations of the institution. It was also noted that the need to act in a civilized manner should also be included in Administrative Procedure 2345.1 - Public Participation at Board Meetings as well.

Board Policy 7211 was discussed at length regarding the need for Board approval of an equivalency prior to the hiring of an instructor who is being hired based on the equivalency process. Since this policy was written with the assistance of our legal counsel, Superintendent/President Reyes suggested approval of the policy as it is currently written with a revised policy being presented to the Board for approval if it is determined there are compliance issues with the current version.

It was also suggested that a copy of the Administrative Procedure be attached to the Board Policy which is being considered for approval.

M/S (Geck/Clark) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the addition of and/or revision to Board Policy 1100, Board Policy 2735, Board Policy 2740, Board Policy 3300, Board Policy 3310, Board Policy 3600, Board Policy 3600, Board Policy 4030, Board Policy 4070, Board Policy 4300, Board Policy 5052, Board Policy 6620 and Board Policy 7211 by the following vote:

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

*Approval of
Contract –
Superintendent/
President*

Board President Tomkins stated this item was an oversight by the Board and the Superintendent/President’s contract should have been approved at the July 2014 meeting. This item adds an additional year to the contract as well as authorizes his 3% pay increase which was included as part of his original contract.

M/S (Haynes/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the amended contract for

the Superintendent/President as presented with the following vote:

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

*Ratification of
Letter of Intent for
the Deed Easement*

This item was pulled from the consent agenda by Trustee Haynes. He feels the college should not be required to adhere to the restrictions which are listed as part of the Deed Easement. Trustee Clark added a lot of work has already been done internally and wanted to thank the Administration for that work.

M/S (Clark/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the signing of the letter of intent for the Deed Easement as presented with the following vote:

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

*Employment –
Interim Director of
Human Resources*

This item was pulled from the Consent Agenda by Trustee Eriksen. After Vice President Cichocki and Superintendent/President Reyes answered questions regarding Ms. Meyer’s qualifications and employment history, the Board then voted on this agenda item.

M/S (Ubelhart/Clark) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Sabrina Meyer as Interim Director of Human Resources through June 30, 2015 as submitted and presented at the meeting. The action was approved with the following vote:

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

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:

- The ADT’s included in her report are a reflection of lots of hard work by many people. We are still looking at the possibility of an ADT in Computer Science and one in Biology.
- Vice President Cichocki and Vice President Guleff will be offering an Enrollment Management workshop on Thursday, January 15th as part of the flex week activities. She will also be meeting with new faculty members as well as with the visiting Statewide Academic Senate members.

- Fort Bragg – a counselor, a representative from Admissions and Records and a representative from Financial Aid have been on the coast where we are seeing very strong numbers. We have increased our schedule offerings for the spring and we earned 35 FTES in the fall. She is looking to finish the substantive change report this semester which will be reviewed by the Academic Senate in February and March and is due to ACCJC in April for May consideration.
- We are currently starting to build the summer and fall 2015 schedule.

Administrative Services Report

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

- Attended the Governor’s Budget workshop in Sacramento today where it looks as though revenue at the state level is up an estimated \$2.5 Billion
- The state is looking to retire the current deferrals with increase revenues as well as pay the back cost claims which will be paid at a rate of \$108/FTES which will be one-time revenue.
- The state is proposing a 1.58% COLA and an increased non-credit rate going forward.

Mendocino College Foundation, Inc.

The following oral report was presented by Katie Fairbairn, Executive Director of the Mendocino College Foundation, Inc.

- The Foundation is anxiously awaiting the time when they will be able to do more on the coast.
- An email has been sent to Fort Bragg and Mendocino High Schools asking for permission to hold a scholarship workshop in those locations.
- The North County Friends group is helping with a welcome back barbeque at the North County Center tomorrow. The Lake County Friends group is doing the same thing in Lakeport next week.
- Gala will be held on September 26th and she has already received 2 sponsor commitments.
- March 24th will be the Emeritus event which is being combined with the opening of an Art Gallery event.
- Leadership Mendocino will be holding their Education Day at Mendocino College next week. The Foundation is helping to sponsor the event.
- She has been having discussions with the Friends of the Point Arena Field Station group regarding their bylaws and the criteria that must be addressed in them.

Constituents Group Reports

Academic Senate:

A written report was submitted by the Academic Senate President Reid Edelman. The following was offered in addition:

- He is excited about hosting the visiting Statewide Academic Senate members where he hopes to have discussions about what other colleges are doing statewide regarding minimum qualifications.

Management/Supervisory/Confidential:

A written report was submitted by Management/Supervisory/Confidential President Minerva Flores.

The following oral reports were presented at the meeting:

ASMC:

The following report was given by Student Trustee Nayeli Castaneda.

- Welcome back events are being held on all campuses.
- ASMC is working to determine a date for a club event.
- ASMC representatives are coming back from Washington, D.C. today.
- When asked about the ASMC presence at the Centers, Trustee Castaneda responded by stating they are trying to involve students at those locations in all of their activities.

When asked about the food pantry, Vice President Guleff informed the Board we are still working with ASMC to establish a coordinator and a location. If the ASMC does not manage the program, it will make it a more long-term commitment which is what we are hoping to accomplish.

Health Benefits Report

The Health Benefits Report is presented as information only.

Board Policy Additions and Revisions – First Reading

The revisions to the Board policies are presented as information for review. Voting on these revisions will take place at the February 2015 meeting.

Point Arena Field Station Fund Raising Committee

This information was presented by Professor West during Public Comments.

TRUSTEE COMMUNICATION

Trustee Reports

Oral report by Trustee Clark:

- Trustee Clark stated he had nothing to add.

Oral report by Trustee Tomkins:

- Trustee Tomkins stated he had nothing to add.

Oral report by Trustee Eriksen:

- Trustee Eriksen stated in December she attended the AAUW holiday event as the chairperson of the scholarship committee. The AAUW will be providing three \$1,000 scholarships to Mendocino College this year.

Oral report by Trustee Ubelhart:

- Trustee Ubelhart mentioned he heard from someone in the district that we should be offering more courses in Career Technical Education areas such as plumbing, electrical systems, etc.
- He would like to see if it is possible for us to arrange for certain high school classes to a visit similar courses on campus thus encouraging those students to continue their studies in these areas with Mendocino College.

Oral report by Trustee Haynes:

- Trustee Haynes asked about how we gather input from community members regarding Community Extension offerings. Vice President Guleff addressed his question.

Oral report by Trustee Geck:

- Trustee Geck stated he had nothing to add.

Oral report by Trustee Castaneda:

- Trustee Castaneda stated she had nothing to add.

Board Workshop

Superintendent/President Reyes stated we would like to move the Board workshop to February 11, 2015. We have spoken with Pam Fisher and she would be available to once again lead a workshop with the Board members on that date. The workshop would take place during the day from 1-4 and would be followed by the regular Board meeting beginning at 5:00pm.

Trustee Ubelhart added the workshop can count toward credit for the Effective Trustee program through CCLC if Carmen Sandoval receives a copy of the agenda and grants approval.

M/S (Geck/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve moving the Board Workshop to Wednesday, February 11, 2015 with the following vote:

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

Adjournment

M/S (Clark/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:36 PM.

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

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