

**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, June 5, 2013, Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

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	Paul Ubelhart	present
	Clerk	John Tomkins	present
	Trustee	Edward Haynes	present
	Trustee	Joan M. Eriksen	present
	Trustee	Janet Chaniot	present
	Trustee	Dave Geck	absent
	Student Trustee	Kevin Leal	present

Secretary Arturo Reyes, Superintendent/President

Support Staff Gwen Chapman, Executive Assistant II Superintendent/President

Staff Representatives Larry Perryman, Vice President of Administrative Services
Virginia Guleff, Vice President of Education and Student Services

<i>Constituent Representatives</i>	Academic Senate	Steven Hixenbaugh, President
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Virginia Guleff, Representative

Public Comments There were not comments from the public.

Agenda Approval M/S/C (Haynes/Ubelhart) To approve the agenda as amended. Closed Session was moved to the beginning of the meeting following the Oath of Office to the Student Trustee.

Minutes/Approval M/S/C (Tomkins/Chaniot) To approve the minutes of the regular meeting held on May 1, 2013 as amended. The minutes were revised to show the location of the meeting was the Lake Center and to list Trustee Eriksen as absent.

OATH OF OFFICE

Board President Clark administered the Oath of Office to Student Trustee Kevin Leal. The Board welcomed him to his new position on the Board.

CLOSED SESSION

The Board adjourned to Closed Session at 5:05 PM. Board President Clark announced that only items 8.1 Public Employee Discipline/Dismissal/Release and 8.3 Collective Bargaining will be discussed and that no action will be taken.

The Board returned to Open Session at 6:05 PM.

PRESIDENT'S REPORT

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

- Dean of Student Services, Cary Templeton, was introduced to the Board.

CONSENT AGENDA

M/S/C (Chaniot/Leal) To approve the Consent Agenda as submitted.

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.

Employment – Summer Session Faculty *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ the Summer Session Faculty for 2013 as submitted.

Volunteers *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of volunteers as submitted.

Employment – Tenure Track Faculty *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Maria Cetto as a full-time, tenure-track Instructor – Spanish Language, effective August 16, 2013.

Leave of Absence – Amended *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby amend the 2012-13 unpaid leave for Rhea Hollis to .18 FTE.

212-13 Tentative Agreement MCFT *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the attached 2012-13 Tentative Agreement between the District and MCFT and the side letters signed on September 11, 2012, October 30, 2012, and November 15, 2012.

Employment – Classified *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Beronica Leon as an Admissions and Records Specialist, 12 months/year, 40 hours/week, effective June 6, 3013 and Douglas Dippel as Computer Support Technician 12 months/year, 20 hours/week, effective June 10, 2013.

Other Items

Fiscal Report as of April 30, 2013 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.

Donation From cold Creek compost *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept with appreciation the donation of compost from Cold Creek Compost.

Allied *RESOLVED, That the Mendocino-Lake Community College District Board of

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- Health/Nursing – Award Contract* Trustees does hereby award the contract for allied Health/Nursing remodel project to Midstate Construction in the amount of \$1,369,723.
- Five-Year Capital Outlay Plan 2015-2019* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the District Order of Priorities for the 2015-2019 Five-Year Capital Construction Plan.
- Willits/North County Center - Change Order No. 6* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 6 for the Willits/North County Center project to Midstate Construction in the amount of \$21,870.
- Lowery Student Center – Change Order No. 7* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 7 for the Lowery Student Center project to Midstate Construction in the amount of \$7,375.

ACTION ITEMS

- 2013/14 Tentative Budgets* Vice President Perryman discussed the process of developing the Tentative Budget and reminded the Board that the final budget will be presented to the Board in September. He reviewed items in the budget and responded to Board questions.
- M/S/C (Tomkins/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the proposed 2013/14 Tentative Budgets as presented and shown on Attachments A through J.
- Board Policy Revisions* M/S/C (Eriksen/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revision to Policy 302 District Code of Ethics as presented.
- M/S/C (Ubelhart/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revision to Policy 307 Non-Discrimination as presented.
- M/S/C (Tomkins/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revision to Policy 320 Institutional Planning as presented.
- Concern was expressed regarding new Policy 513 Substance Abuse and Drug Testing – Athletes that it singled out a specific group of students. A thorough discussion took place. Superintendent/President Reyes and Vice President Guleff gave insight into the reasoning behind the development of this policy and reminded the Board that the policy along with the others presented at this meeting has gone through the participatory governance process through PPAC where all constituents had an opportunity for input. Mike Mari, Director of Student Life and Athletics spoke briefly regarding the procedures for this policy that are in the process of being developed.
- M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community

College District Board of Trustees does hereby adopt Policy 513 Drug Testing Athletics as presented.

Trustee Eriksen voted “no” to Policy 513.

Equal Employment Opportunity Plan (EEO) Superintendent/President Reyes commented that the District is required by the Chancellor’s Office to have an EEO plan. He discussed that some of the items in the plan are items that could potentially be implemented based on data showing that there are issues on campus.

M/S/C (Ubelhart/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the Equal Employment Opportunity Plan for the Mendocino-Lake Community College District as attached which includes BP 706, Equal Employment Opportunity Program, and AP 706.1, Equal Employment Opportunity Complaint Procedure.

Board Meeting Location Change M/S/C (Haynes/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby change the locations of the August 7 (Ukiah) and the September 11, 2013 (Willits) board meetings.

INFORMATIONAL REPORTS

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

Administrative Services Report A written report was submitted by Larry Perryman, Vice President of Administrative Services.

Measure W Bond Report A written report was submitted by Larry Perryman, Vice President of Administrative Services.

Mendocino College Foundation, Inc. A written report was submitted by Katie Fairbairn, Executive Director. The Board recognized and thank Katie and her team for the incredible job of the GALA.

Constituents Report No written reports were submitted. Steve Hixenbaugh reported that he has been working with the Marketing Committee and that the Academic Senate will present an end-of-year report at the next Board meeting.

Health Benefits Report A written report on the status of the Health Benefits Fund was submitted as information.

TRUSTEE COMMUNICATION

Trustee Reports A written report was submitted by Trustee Chaniot. Oral reports were given by Trustees Haynes, Ubelhart, Eriksen, Chaniot, Clark, and Tomkins.

ADJOURNMENT M/S/C (Ubelhart/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:24 PM PM.

Submitted by:

Arturo Reyes, Superintendent/President
Secretary, Board of Trustees