

**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, November 6, 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	present
	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	John Koetzner, President (absent)
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Karen Christopherson, President(absent)

*Public Comments* Foundation Director Christie Scollin who is also the chair of the Foundation Scholarship Committee and Foundation staff member Lana Eberhard thanked Board members for their participation in the Scholarship program. Six scholarships were awarded this year from the Foundation Director/Trustee Fund. Ms. Scollin read a letter of thanks from a scholarship recipient.

Superintendent/President Reyes advised the Board that several new programs and certificates have gone through the process and have been approved:

- Men’s Soccer
- Women’s Golf
- Music Technology – Associate Degree and Certificate of Achievement
- Sustainable Small Farm Management Certificate
- Viticulture Skills Certificate

Shane Huff, Head Women’s Soccer Coach, spoke to the Board regarding the two new athletic programs, Men’s Soccer and Women’s Golf. He called attention to students who were in the audience who are interested in participating in the Men’s Soccer Program. He also spoke regarding the successful Women’s Soccer Program.

Paul Ramos, Head Soccer Coach at Ukiah High School stated that having a a Men’s Soccer Program at Mendocino College is an opportunity for local student athletes to stay local to attend college. Lupe Hernandez, a student, stated that it is a dream of his to stay local and continue to participate in a sports program.

Steve Cardimona, Faculty Member and Chair of the Pt. Arena Land Committee addressed the Board and advocated for using remaining bond funds for the maintenance of the Pt. Arena facility.

*Agenda Approval* M/S/C (Haynes/Chaniot) To approve the agenda as amended. Item 9, Big Picture, will be presented prior to Item 7, Trustee Reports.

*Minutes/Approval* M/S/C (Leal/Geck) To approve the minutes of the regular meeting held on October 2, 2013 as submitted.

### **CLOSED SESSION**

The Board adjourned to Closed Session at 5:16 PM. Board President Clark announced that items 1.1 Public Employee Discipline/Dismissal/Release and 1.3 Collective Bargaining will be discussed and action may be taken.

The Board returned to Open Session at 6:00 PM and reported out the following action: On October 2, 2013 the Board took action to terminate the employment of Christine Risch.

### **PRESIDENT'S REPORT**

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

- Superintendent/President Reyes spoke briefly regarding the item in his report on Trustee Ubelhart's participation in the Honor Flight.

### **TIME CERTAIN ITEM 6:00 PM**

Faculty Member Jody Gehrman gave a PowerPoint presentation covering highlights of her activities while on Professional Development Leave. The focus of her leave was to do research on communication as the College has a new Communication Studies Degree Program. As part of her research, she interviewed educators as well as people in the communication field. She sat in on classes at various community and four-year colleges and attended writers conferences. Professor Gehrman will be teaching the Mass Communication and Society class which is a core class for the Communication Studies Degree.

### **CONSENT AGENDA**

M/S/C (Tomkins/Leal) To approve the Consent Agenda as amended. Item 4.5 Allied Health was removed from the Consent Agenda and will be approved by a separate motion.

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

Roll Call Vote: Yes - Trustees Haynes, Ubelhart, Eriksen, Chaniot, Clark, Geck, Tomkins, and Student Trustee Leal (advisory vote).

### **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 – Part-Time Faculty* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the Part-Time Faculty for Fall Semester 2013 as submitted.

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

<i>Resignation - Classified</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Amy Alvarez.
<i>Employment – Classified Administrator</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Minerva Flores as Director of Institutional Effectiveness, Research and Grants, 12 months/year, full-time, effective November 7, 2013.
	<b><u>Other Items</u></b>
<i>Fiscal Report as of September 30, 2013</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.
<i>Quarterly Fiscal Status Reports – AB 2910</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the Quarterly Fiscal Status report as submitted.
<i>Sale of Surplus Property</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize the sale of the surplus property as listed on Attachment “A” and further authorizes staff to dispose of property with an insufficient value to defray the costs of arranging a sale in a manner consistent with the College’s commitment to recycling.
<i>Willits Center- Change Order No. 9</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 9 to Midstate Construction for the Willits/North County Center project in the amount of \$16,406.
<i>Allied Health Change Order No. 4</i>	M/S/C (Chaniot/Eriksen)RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby find that seeking competitive bids for items for the items in Change Order No. 4 for the Allied Health project would not result in any savings to the District and thereby approves Change Order No. 4 to Midstate Construction in the amount of \$2,284.  Superintendent/President Reyes reviewed this item with the Board stating that if the cost of change orders on a project goes over the 10% limit, the District has an option to not go out to bid. In addition, if the change order totals less than \$15,000, the District is not required to go out to bid. In those circumstances, a determination would be made as to whether it is cost effective to go out to bid. In this case, it was determined going out to bid for \$2,284 could negatively impact the current construction.  Superintendent/President Reyes added that this is the only project that has gone over the 10% limit due to the excellent work of College staff. He also commented on the money saved by having the projects managed by staff rather than hiring a construction management firm.
<i>Donation of Automobile</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the 1998 Ford Windstar donated by Barbara Willis.
<i>Facilities Renovation and Repair Grant Resolution 11-13-01</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve Resolution 11-13-01 California Department of Education Contract Number CPRM-3039 in the amount of \$19,987.

### **ACTION ITEMS**

#### *Participation in the Quilt Trail Program*

Superintendent/President Reyes mentioned that the Lake County Friends of Mendocino College have expressed their interest in participating in this project. Trustees discussed this project as it relates to District policies on facilities.

Concern was expressed by Trustees regarding the location of the quilt, not attaching anything to the buildings, the length of time it would be on campus, and if the College would be able to cancel its participation in the project. It was also discussed that this type of project is designed to encourage people to visit various locations in Lake County and is good exposure for the College.

Superintendent/President Reyes advised the Board that staff will be diligent in addressing all of the Board's issues and in following College policies when working with the Quilt Trail Project.

M/S/C (Chaniot/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the installation of a quilt square at the Lake Center to participate in the Lake County Quilt Trail Project as a community activity.

yes – Trustees Chaniot, Eriksen, Geck, and Tomkins

no – Trustees Ubelhart, Haynes, and Clark

### **INFORMATIONAL REPORTS**

#### *Education and Student Services Report*

A written report was presented at the meeting 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*

The Measure W Bond Quarterly Report was submitted by Larry Perryman, Vice President of Administrative Services. The following was offered in addition:

- VP Perryman reported that with the last major project (Allied Health) ending in December, 2013, the Bond Implementation Planning Committee (BIPC) will be meeting to start the process of recommending reallocation of the remaining Bond funds. This will be the 3<sup>rd</sup> major allocation of bond funds. The remaining stakeholders will have an opportunity to address the BIPC. The BIPC will prioritize the projects and make a recommendation to the Superintendent/President which will then be brought to the Board.

#### *Mendocino College Foundation, Inc.*

A written report was submitted by Katie Fairbairn, Executive Director.

#### *Constituents Report*

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

- Student Trustee Leal and other student from Mendocino College attended a meeting of the General Assembly. He mentioned that one of the resolutions being discussed was on student trustee rights and privileges.

#### *Health Benefit Report*

The Annual Health Benefit Report was submitted as information.

### **BIG PICTURE - Accreditation**

Vice President Guleff gave the Board an update on Accreditation and the College's Self-Evaluation Report. Copies of the first draft of the Self-Evaluation were shared with the Board.

VP Guleff mentioned the Guide to Evaluating Institutions, which was shared with the Board at a previous workshop, to use as a good tool when reading the Self-Study. A revised copy of the Guide will be shared with the Board. In addition to the Self-Study document, an Evidence Vault will be created for the visiting team. This will contain documents that are evidence to back up the statements made in the document.

The draft Self-Evaluation will be reviewed by all staff, the ASMC, Advisory Committees, PBC, and constituency groups. Forums for input will be held at the Lake and North County Centers,

The Board will receive a revised draft at the December meeting, be asked to adopt a final copy at the January meeting and that copy will be forwarded to the ACCJC in January.

VP Guleff reviewed past recommendations that have been completed. She called attention to the sections in the Self-Study called Actionable Improvement Plans. In each section the Actionable Improvement Plans show something that is needed for improvement in our District.

**TRUSTEE COMMUNICATION**

*Trustee Reports*

Oral reports were given by Ubelhart, Haynes, Eriksen, Chaniot, Clark, Geck, and Tomkins.

Trustee Ubelhart spoke about this experience on the Honor Flight and complimented staff member Jacque Bradley who organized the flight traveled with the Veterans to Washington D.C.

*ADJOURNMENT*

M/S/C (Tomkins/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:05 PM.

Submitted by:

Arturo Reyes, Superintendent/President  
Secretary, Board of Trustees