

**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, October 3, 2012, 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	absent
	Clerk	John Tomkins	present
	Trustee	Edward Haynes	present
	Trustee	Joan M. Eriksen	present
	Trustee	Janet Chaniot	present
	Trustee	Dave Geck	present
	Student Trustee	Aaron Bielenberg	present

*Secretary* Roe Darnell, Superintendent/President

*Support Staff* Gwen Chapman, Executive Assistant II Superintendent/President

*Staff Representatives* Larry Perryman, Vice President of Administrative Services  
Sue Goff, Dean of Instruction

<i>Constituent Representatives</i>	Academic Senate	Steven Hixenbaugh, President
	Classified Senate	Nancy Heth, Vice President
	Management/Supervisory/Confidential	Virginia Guleff, President

*Public Comments* There were no comments from the public.

*Agenda Approval* M/S/C (Chaniot/Tomkins) To approve the agenda as amended. Item 3.2 Part-Time Faculty and 3.5 Employment-Educational Administrator were removed from the agenda.

*Minutes/Approval* M/S/C (Tomkins/Geck) To approve the minutes of the regular meeting held on September 12, 2012 and the workshop on September 15, 2012 as submitted.

**OATH OF OFFICE – STUDENT TRUSTEE**

Trustee Clark administered the Oath of Office to Aaron Bielenberg.

**CONSENT AGENDA**

M/S/C (Tomkins/Chaniot) To approve the Consent Agenda as amended. Item 4.4 Quarterly Contracts was removed and was discussed and approved as a separate item.

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

**Personnel**

*Employment –* \*RESOLVED, That the Mendocino-Lake Community College District Board of

- Short-Term Employees* 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 employ the list of Part-Time Faculty as submitted.
- Volunteers* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of volunteers as submitted/presented at the meeting.
- District and MCFT Collective Bargaining Reopeners 2012-13* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby presented the initial 2012-13 collective bargaining proposals from the MLCCD and MCFT and directs the Superintendent/President to receive related public comments for the next ten days and directs its representatives to begin negotiations after that time.

**Other Items**

- Fiscal Report* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.
- Academic Calendar 2012-13 (Revised) and 2013-14* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the revised 2012-13 Academic Calendar and the 2013-14 Academic Calendar as submitted.
- Substitution of Listed Subcontractor – Lake County Center* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the substitution of Solano County Roofing as the subcontractor for the Lake County Center project.
- Contracts and Agreements – Quarterly Ratification* M/S/C (Tomkins/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as submitted.
- This item was removed from the Consent Agenda by Trustee Tomkins in order to receive further information on the contracts.
- Donation of Automobile* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the 1987 Honda Civic donated by Greg Finney.
- Donation of Book* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donation of *The House on Lemon Street; Japanese Pioneers and the American Dream*, by Dean of Instruction Mark Rawitsch.

**ACTION ITEMS**

- Board of Trustee Goals and Objectives 2012-* M/S/C (Tomkins/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does adopt the Goals and Objectives for 2012-13 as submitted.

*Library/Learning Center Change Order No. 20* M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 20 for the Library/Learning Center in the amount of \$54,206.

Superintendent/President Darnell and Vice President Perryman reviewed and discussed with the Board the items on the change order. All items on this change order except item 20.10 were requested by the District. This is the final change order for the Library/Learning Center. Staff have done a good job of keeping the change orders under 3% of the amount of the contract.

*Change Meeting Date for November BOT meeting* M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby change the date of the regular meeting in the month of November to November 14, 2012.

### **INFORMATIONAL REPORTS**

*President's Report* A written report was submitted by Superintendent/President Darnell. The following was offered in addition:

- Superintendent/President Darnell commented on the book donated by Dean Rawitsch saying that it is a scholarly work and an example of the quality of the kind of people who work for the college. On December 6<sup>th</sup> Rawitsch will be giving a reading of his book in the college library.

*Education and Student Services Report* A written report was submitted by Deans Rawitsch, Guleff, and Goff. The following was offered in addition:

- Trustees were informed about the college plant sale taking place this Friday and Saturday, October 5<sup>th</sup> and 6<sup>th</sup>.

*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.

*Constituents Report* No written reports were submitted. The following oral reports were given:

- Steve Hixenbaugh reported that the Academic Senate has adopted a resolution in support of Prop 30. He and the Vice President of the Academic Senate participated in a workshop sponsored by the ACCJC in support of the accreditation process.
- Nancy Heth reported that the Classified Senate will be holding their third annual silent auction fundraiser around the first week in December. Board members will be given information on attending and/or donating items.

*Presentation –  
Culinary Arts*

**TIME CERTAIN ITEM – 5:30 PM**

Faculty member Nicholas Petti gave a report on the current Culinary Arts Program. He commented that the intent of the program is to prepare people for a job in the industry. He spoke about CTE programs in general and the ongoing expense of the program.

*Revising of Trustee  
Areas*

**TIME CERTAIN ITEM – 6:30 PM**

Committee Chair Trustee Haynes, Superintendent/President and Vice President Perryman presented the work done by the Subcommittee on Revising Trustee Areas. The Subcommittee also included Trustees Eriksen and Tomkins.

There are two issues for the Board to consider. Rebalancing of Districts and whether to change the voting process to voting-by-areas rather than voting-at-large.

Points Discussed:

- Federal election laws require redistricting (rebalancing of districts) following a census – every 10 years. Trustee area populations must be equal (up to 10%) to maintain “one-person, one-vote” as required by law.
- The California Voting Rights act of 2002 added the requirement that equality is given to minority groups or communities of interest. Colleges have been sued and have enormous legal fees for using the voting-at-large method rather than voting-by-area. It will be the Board’s decision to determine what is best for Mendocino College.
- The change from voting-at-large to voting-by-district means trustees would need to live in a specific district and be elected by the people living in that district rather than district wide.
- AB 684 was approved by the legislature which this gave the board and Board of Governors permission to make changes. Prior to that, in order to change the election process, it must be approved by the voters.

Maps were distributed that showed the current trustee areas and the change in trustee areas in both Lake and Mendocino County as proposed by the Subcommittee. The Subcommittee reviewed more than one option before bringing this option to the full Board. The option presented was reviewed by college counsel and determined to be the best legal option.

Trustee received and discussed all the information regarding the changing of Trustee areas. This will be placed on the agenda for the November meeting of the Board of Trustees as an action item.

**TRUSTEE COMMUNICATION**

*Trustee Reports*

Written reports were submitted by Trustees Tomkins and Haynes. Oral reports were given by Trustees Chaniot, Eriksen, Haynes.

*Election of  
Officers*

Board President Clark reminded Trustees that in accordance with Board Policy 204 and Administrative Procedure 204.1, Board members are to express their interest in writing to serve as officers by the November board meeting.

*Future Agenda  
Items*

A list of items for future agendas was submitted for review. The following item was requested: Trustee Health Benefits

**CLOSED SESSION**

The Board adjourned to Closed Session at 7:20 PM. Board President Clark announced that no reportable action will be taken in closed session and the item Public Employment will be the only item discussed.

Trustees returned to Open Session at 7:55 PM and adjourned the meeting.

*ADJOURNMENT*

M/S/C (Geck/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:55 PM.

Submitted by:

D. Roe Darnell, Superintendent/President  
Secretary, Board of Trustees