

**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, September 10, 2014, Mendocino College North County Center, 372 E. Commercial Street, Willits, 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	vacant	

*Secretary* Arturo Reyes, Superintendent/President

*Support Staff* Mary Lamb, Executive Assistant II to Superintendent/President

*Staff* Virginia Guleff, Vice President of Education & Student Services  
*Representatives* Eileen Cichocki, Director of Fiscal Services

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

*Public Comments* Board President Clark stated public comments pertaining to Item 5.1 will be heard at the time the informational item is presented.

- Due to time constraints, Leslie Saxon-West requested permission to address the Board on item 5.1 at this time. She presented a copy of a letter in which she asked the Board to slow down, take the high road and to use a three-year process to determine the outcome of the Point Arena Field Station. She then asked that a copy of her letter be included as part of the minutes (please see the final page of the minutes for a copy of her letter).

*Agenda Approval* M/S/C (Geck/Tomkins) to approve the agenda as presented. The matter was approved 7-0.

*Minutes/Approval* M/S/C (Ubelhardt/Chaniot) To approve the minutes of the regular meeting held on August 6, 2014 as amended. The amendment being a correction to the spelling of CEQA under public comments and the addition of Mr. Poulos' name to the corrected statement made by Academic Senate President Edelman under

his report.

The amended minutes were approved with a 7-0 vote.

### **PRESIDENT'S REPORT**

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

- Superintendent/President Reyes thanked Trustees Erikson and Chaniot for attending the flex activities at the beginning of the year.
- As part of our work to address the recommendations from ACCJC, we have now established a six-year systematic review process for all of our policies. Our plan is to review the older policies this year which will then help to place us in line for reviewing certain chapters each year.
- A copy of the integrated planning timeline has been included in your handouts. As you can see, we have accomplished quite a bit this year. It also reflects the many opportunities for shared governance.
- The college catalog presented tonight for approval includes our eighteen Associate Degrees for Transfer, many new curriculum changes, as well as a streamlined version of how to become a student at Mendocino College.
- A meeting was held yesterday with key members from College of the Redwoods regarding the future of the Fort Bragg center. Discussions centered on our interest, stabilization funding, and moving forward. Also discussed was extending our current agreement into the spring semester. Currently, the FTES increase we have realized has been positive. Some discussion has been centered on the repeatability issue and the statement that these are not “real” students. While there are some enrollments of this type, we have also managed to garner a population that has not been previously served by the college. The previous offerings in the Fort Bragg area were designed more for enrichment where we are focused on working with the high school student population, much like our offerings at the North County and Lake Centers.
- Trustee Chaniot commented that she likes the college communications and collaborations section and asked that it be included in the monthly report.

### **CONSENT AGENDA**

M/S/C (Chaniot/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Consent Agenda as presented. The matter was approved 7-0.

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

### **Personnel**

\*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.

*Employment –  
Short-Term  
Employees*

*Employment – Part-Time Faculty* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve employment of the Part-Time Faculty for the Fall 2014 semester 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 – Categorically Funded Non-Tenure Track Faculty* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Cintya Da Cruz as the categorically funded non-tenure track faculty EOPS Counselor as presented at the meeting.

*Employment – Interim Academic Administrators* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the interim academic administrators as presented at the meeting.

*Mendocino-Lake Community College Classified Bargaining Unit/SEIU-Local 1021 Side Letter Agreement* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the side letter agreement as presented.

### **Other Items**

*Quarterly Fiscal Status Report – AB 2910* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the report as presented.

*Mendocino College 2014-15 Catalog* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2014-15 College catalog as presented.

*Donation of Automobile* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept with appreciation the donation of automobiles from Kurt Combs and John Pegan. A letter of thanks will be sent to the donors.

*Authorization to Go to Bid – Digital Copiers, All inclusive service and supply* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize the staff to go to bid for new digital copiers, all inclusive service and supply.

### **INFORMATIONAL ITEM**

*Point Arena Field Station*

- Trustee Haynes presented an update on progress of the Board of Trustees Ad-Hoc Committee whose charge is to research the future of the Point Arena Field Station.

- Committee is meeting weekly with the different groups reflecting a wide and varied interest in the facility. There are a large number of documents the committee is reviewing.
- What questions would the Board like to hear answered? If you have a question and have not received an answer, be sure to ask.
- Public can access all documents and minutes using links on the website.
- North of our property line is the State Marine Conservation Area where nothing from the bottom can be harvested. This line stops at our property but faculty is in support of extending this line through our property even if the property is sold.
- Trustee Chaniot stated the facility needs repair but the submitted requests for funding never reached the criteria level needed to qualify for that funding. While it is important to maintain good relationships with the community, we must remember we have 5,000 students to care for especially in light of future budget constraints.

The following Friends of the Point Arena Field Station commented as follows:

- Barry Vogel asked when the final report and decision will be made and requested the Board to address the questions asked earlier in Leslie Saxon-West's letter. He also stated he has asked several times to meet individually with each member of the Board but he has been precluded from engaging in a dialogue with them in any form.
- Billie Smith asked about what the benefit would be for saving some of the houses on the site. She asked that the board slow up the sale of the property which would give the Friends group time to develop a plan. The Friends do not want a sale to take place before they can do something to save the facility.
- Alan West addressed the idea of the State Marine Conservation Area by stating while he would support the action; it is not a total protection of the area. He presented the Board a copy of the study on the outcome of exposure to public "trampling".
- Geraldine Rose addressed the Board as a student who took the marine biology course and traveled to the Point Arena Field Station. She stated that property tax money from Measure W was supposed to be used to repair the facility. She understands that while the language in the measure did not state this, her recollection is the campaign was about Point Arena.
- Jared Carter asked how much money is included in the current proposed budget for the Point Arena Field Station. He also presented a letter along with a packet of material which he stated is to ensure the record before the Board is complete as it proceeds with its review of this issue. Also included in this material is an additional copy of the study on the outcome of exposure to public "trampling" mentioned above and presented by Alan West.
- Board President Clark reminded those present about the college budget and planning process where the Board receives budget priorities from the college community as well as information provided by the Citizen's Bond Oversight Committee regarding the Measure W funds.

- Academic Senate President Edelman added there have been some grant resources identified of which some were specifically for the renovation of field station facilities.
- Board President Clark asked what we need to do to move forward adding the point of the committee is to help find some solutions. He also advised those present the college did not go out seeking a buyer but we need to get at least some concepts which will help us to arrive at a solution to this issue.

**ACTION ITEMS**

*2014-15 Adopted  
Budget*

- Vice President Cichocki covered several highlights included in this budget such as the supplies and services budget amounts which have not been increased and are at the same reduced level as the past several years.
- As the figures for 2013-14 are not quite final yet, there may be discrepancies found on the comprehensive 311 report which may change the bottom line.
- Budget is built on an FTES target of 2,900 but we are continuing our push to reach our goal of 3,043. The difference between the two numbers would amount to an additional \$663,000 in allocation funding to the college if the higher number is reached.
- Health fund is budgeted at \$1,650/month per plan participant.
- Includes one-time transfers to maintain our 8% reserve.
- Major expense is for hourly faculty so we are diligently reviewing our fill rates and the number of sections we are offering.
- No budget in place for maintaining the Fort Bragg Center as College of the Redwoods is responsible for the facility per the Memorandum of Understanding currently in place.
- Increase in categorical programs is due to the refunding of the HEP and CAMP programs as well as SSSP and DSPS having been restored to the 07-08 level.
- Retirement budget increase will need to be addressed in a 5-year budget projection as there are no more one time monies available.
- There are no unallocated bond funds left as the last funds were used to complete the road and parking lot project.

M/S/C (Geck/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2014-15 budget as presented. The matter was approved 7-0.

*Board Policy  
Additions and  
Revisions*

Superintendent/President Reyes advised the Board that the policies presented will help to keep Mendocino College more in line with the other community colleges in the state as well with the Community College League of California. The CCLC works very closely with the law firm of Liebert Cassidy Whitmore regarding legal statutes and changes. Due to these constant changes, CCLC is reviewing and updating policies on a regular basis which will also help to keep us in compliance with any regulation changes. Moving forward, our Administrative Policies will most likely be where the majority of our changes are made. Academic Senate President Edelman has sent something to the college community explaining these changes to the process.

M/S/C (Chaniot/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Board Policy 2410, 7110, 7230, and 7251. The matter was approved 7-0.

*Board Workshop*

Superintendent/President Reyes asked the board to consider the topics of participatory governance as well as a presentation by Vice President Cichocki covering 3-5 year budget projections. The workshop will be held on Wednesday, October 15<sup>th</sup> from 9am-2 pm.

The board agreed to the topics mentioned above with no vote needed for approval.

**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:

- As of today, our fall FTES number is 1,093 and does not include FTES generated from positive attendance courses. This figure does include FTES generated by courses offered in Fort Bragg. Our overall efficiency is much better than previous semesters.
- The Educational Action Plan committee presented a six-year Program Review cycle proposal to the Planning and Budgeting Committee yesterday which was approved. This cycle will fit well with our Accreditation cycle.
- College and University Day was held at the Ukiah campus on Monday, September 8<sup>th</sup> with 144 students participating.
- North County Center site visit by ACCJC team members will take place on September 17<sup>th</sup>. The purpose of this visit is to verify the existence of the site and verify that we offer the same services to Center students as those at our main campus. A similar visit was completed at the Lake Center last year.

*Administrative Services Report*

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

- Vice President Cichocki recognized her staff members who stepped in to help while the office has been short staffed. She specifically mentioned Cindey Parker who has been working very closely with the various grant managers to assist with the year-end closure of over thirty grants and Patti Gulyas who assumed several key duties during a recent medical leave taken by an instrumental member of the department.

*Mendocino College Foundation, Inc.*

A written report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation, Inc. The following was offered in addition:

- The Kay Sprinkel Grace workshop will take place on Friday, September 12<sup>th</sup> from 9:00am until 1:00pm in the Board Room. The presentation will be focused on Board roles and philanthropy.

*Constituents*

Management/Supervisory/Confidential

## *Group Reports*

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

### Academic Senate

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

- Working on the academic ranking which is completed every two years. Rankings include Instructor, Assistant Professor, Associate Professor, and Professor.

The following oral report was presented at the meeting:

### Classified Senate

- Classified Senate President Erik Alfin informed the Board several classified staff members participated in the Fort Bragg student enrollment process which has been a very student focused and positive experience.

## *Big Picture – North County Center – Our First Year*

- A presentation by Dean Polak and Director Flores reflected great news in that while the enrollment on the Ukiah campus has declined slightly; the isolated areas of our district are showing large growth.
- North County Center opened in the fall 2013. Most students attend from Willits but there have been increased numbers from outlying areas as well. The center has been made available for other community use as well in an attempt to “get the word out” that we are here.
- The FTES generated in Covelo has more than doubled from five to eleven FTES in the last year.
- 25% of the students served in Covelo are Native American where the entire district is only 1%. The Ukiah percentage is smaller due to the larger overall number of students.
- We currently have two women working on outreach in the Covelo area which have very strong ties to and are trusted by the members of the community.
- North County Center is seeing an increase in students from the coast area as well. The mayor of Fort Bragg is currently working with Mendocino Transit Authority (MTA) to see if it would be possible to realign the zones as a way to help students with the cost of transportation.
- Dean Polak stated most students from the Laytonville area actually travel to the North County Center to attend classes.
- Dean Polak spoke of a vision which may include the possibility of dual enrollments but was quick to add that it is a complicated project with many issues to be aware of. She also mentioned the possibility of working with the county ROP programs but cautioned about the minimum number of hours which would be required by both institutions.

## **TRUSTEE COMMUNICATION**

*Trustee Reports*

A written report was submitted by Trustee Tomkins.

**Oral report by Trustee Chaniot:**

- Nothing additional to report

**Oral report by Trustee Eriksen:**

- Prides herself as a conduit from the community to the college.
- Thanks to the maintenance crew for the cleanup completed around the entrance gate which looked great for the first day of school.

**Oral report by Trustee Ubelhart:**

- Nothing additional to report.

**Oral report by Trustee Clark:**

- Nothing additional to report.

**Oral report by Trustee Haynes:**

Nothing additional to report.

**Oral report by Trustee Geck:**

- Nothing additional to report.

**CLOSED SESSION**

The Board Adjourned to Closed Session at 8:44 PM. Board President Clark announced that items 10.1 Collective Bargaining/Meet and Confer, 10.2 Conference with real property negotiator, 10.3 Conference with Legal Counsel, and 10.4 Public Employee Performance Evaluation will be discussed.

*Adjournment*

The Board returned to open session at 9:56 PM where the following actions were taken:

Board President Clark reported no action was taken on the items discussed in closed session.

M/S/C (Clark/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 9:57 PM.

Submitted by:

Arturo Reyes, Superintendent/President  
Secretary, Board of Trustees