

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, December 12, 2018 at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

Call to Order & Pledge of Allegiance Trustee Geck, Board President, called the meeting to order at 4:02 PM which was followed by the Pledge of Allegiance led by Trustee Tomkins.

<i>Board Members</i>	President	Dave Geck	present
	Vice President	Marie L. Myers	present
	Clerk	Robert Jason Pinoli	present
	Trustee	Paul Ubelhart	present
	Trustee	Xochilt Martinez	present
	Trustee	Ed Nickerman	present
	Trustee	John Tomkins	present
	Student Trustee	Rickie Farah	present

Secretary Arturo Reyes, Superintendent/President

Support Staff Mary Lamb, Executive Assistant to the Superintendent/President

Staff Representatives Debra Polak, Vice President of Academic Affairs (present)
Eileen Cichocki, Assistant Superintendent/Vice President of Administrative Services (present)
Ulises Velasco, Vice President of Student Services (present)
Annette Loria, Interim Director of Human Resources (present)

<i>Constituent Representatives</i>	Academic Senate	Catherine Indermill, President (present)
	Classified Senate	Tony Novelli, President (present)
	Management/Supervisory/Confidential	Matthew Gordon, President (present)

Oath of Office Trustees Martinez, Nickerman, Pinoli, and Tomkins, were administered the Oath of Office by Board President Geck per Education Code guidelines.

Agenda Approval M/S (Ubelhart/Tomkins) to approve the agenda as presented. The matter was approved via the following vote:

Ayes	Geck, Tomkins, Pinoli, Ubelhart, Myers, Martinez and Nickerman
Noes	None
Abstentions	None
Absent	None

Minutes Approval

M/S (Myers/Ubelhart) to approve the minutes of the regular Board meeting held on November 14, 2018 as presented. The matter was approved with the following vote:

Ayes	Geck, Tomkins, Pinoli, and Myers
Noes	None
Abstentions	Martinez and Nickerman
Absent	None

Recognition of Retirees

The board recognized Lana Eberhard for her 10 years of service and Peggy Randrup for her 41 years of service to the district. Both employees will be retiring from the district on December 31, 2018. Ms. Eberhard was present and addressed the board. In her absence, Vice President Polak provided highlights of Ms. Randrup’s many accomplishments during her tenure at the college.

Public Comments

- Phil Warf addressed the board and conveyed his congratulations to the new and continuing board members.
- Marilyn Harden addressed the board as the Foundation President and conveyed the Foundation’s congratulations to the new and continuing board members.
- Patrick Hickey from SEIU 1031 shared a copy of a report regarding budget projections.
- Toni Fort President of SEIU 1031 addressed the board members and conveyed the group’s congratulations to the new and continuing board members.
- Patricia Gulyas addressed the board as a former voting member of the SEIU 1031 regarding a very recent Classified Union meeting and wanted the board to be aware of a disturbing situation that occurred.

ANNUAL ORGANIZATIONAL MEETING

Election of Officers

The order of election was for the offices of President, Vice President and Clerk. The floor was opened for nominations for the 2019 year followed by the following motions and voting:

M/S (Geck/Myers) to elect Trustee Pinoli as President of the Board of Trustees for the 2019 year. The matter was approved with the following vote:

Ayes	Tomkins, Geck, Ubelhart, Martinez, Nickerman, Myers and Pinoli
Noes	None
Abstentions	None
Absent	None

Trustee Pinoli assumed his role as Board President.

M/S (Geck/Tomkins) to elect Trustee Myers as Vice President of the Board of Trustees for the 2019 year. The matter was approved with the following vote:

Ayes	Tomkins, Geck, Ubelhart, Martinez, Nickerman, Myers and Pinoli
Noes	None
Abstentions	None
Absent	None

M/S (Ubelhart/Myers) to elect Trustee Nickerman as Clerk of the Board of Trustees for the 2019 year. The matter was approved with the following vote:

Ayes	Tomkins, Geck, Ubelhart, Martinez, Nickerman, Myers and Pinoli
Noes	None
Abstentions	None
Absent	None

2019 Meeting Dates and Times

The proposed meeting dates for 2019 were presented as follows:

January 16 – board workshop only - no regular meeting	February 13	March 13
April 10	May 8	June 12
July – no meeting	August 14	September 11
October 9	November 13	December 11 (organizational meeting)

The April meeting would be held at the North County Center, the June meeting at the Lake Center and the September meeting at the Coast Center.

With the exception of the workshop to be held in January, workshops and study sessions are not reflected in this schedule. Board members will provide a list of dates that will work for their individual schedules to enable planning for these additional meetings.

At the suggestion of Trustee Pinoli, an invitation will be sent to the Foundation Board members to attend the January 16, 2019 workshop.

M/S (Nickerman/Geck) to approve the 2019 dates as presented and discussed. The motion was approved with the following vote:

Ayes	Tomkins, Geck, Ubelhart, Martinez, Nickerman, Myers and Pinoli
Noes	None
Abstentions	None
Absent	None

PRESIDENT AND ADMINISTRATION REPORT

A written report was presented by Superintendent/President Reyes.

CONSENT AGENDA

M/S (Geck/Myers) Board of Trustees does hereby approve the Consent Agenda as presented. The consent agenda was approved with the following vote:

Ayes	Geck, Tomkins, Pinoli, Martinez, Nickerman, Ubelhart and Myers
Noes	None
Abstentions	None
Absent	None

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

Personnel

- Employment – Short-Term Non Continuing (STNC) Employees*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the employment of the short-term non-continuing (STNC) employees as submitted and presented at the meeting pending receipt of all necessary employment eligibility requirements.
- Employment – Part-Time Faculty*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of part-time faculty as submitted and presented at the meeting pending receipt of all necessary employment eligibility requirements.
- 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 – Full Time Temporary Faculty*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve employment of Joseph Harrington, Full-Time Temporary Faculty, Spanish, effective January 22, 2019 through May 24, 2019 as presented pending receipt of all necessary employment eligibility requirements.
- Employment – Classified*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Michael Ayers, Programmer/Analyst, Sr. effective January 14, 2019 as presented pending receipt of all necessary employment eligibility requirements.
- Administrator Contract – Classified Administrator*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Classified Administrator contract for Yuliana Sandoval, Director of Financial Aid and EOPS as presented.
- Resignation/Retirement - Classified*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Jennifer Woo, Center Assistant/Coast Center and Lana Eberhard, Foundation Marketing/Program Specialist as presented.
- Resignation/Retirement – Management Supervisory Confidential*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Peggy Randrup, North County Center Operations Supervisor as presented.

Other Items

Fiscal Report as of October 31, 2018

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as of October 31, 2018 as presented.

Donations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donated items from Jim Harden and Rebecca Montes as presented.

ACTION ITEMS

2017-2018 Audit Report

Steven Curie, CPA Manager representing CWDL presented the 2017-2018 fiscal year audit report to the Board of Trustees.

After reviewing the information presented and discussion, the board took the following action:

M/S (Geck/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby formally receive the Mendocino-Lake Community College District Audit Report for the year ended June 30, 2018 as presented with the following vote:

Ayes	Geck, Tomkins, Ubelhart, Myers, Pinoli, Martinez and Nickerman
Noes	None
Abstentions	None
Absent	None

2019-20 Non Resident Tuition

After reviewing the information provided, the board took the following action:

M/S (Myers/Ubelhart) that the Board of Trustees of the Mendocino-Lake Community College District does hereby authorize the Assistant Superintendent/Vice President of Administrative Services to set the 2019-20 non-resident tuition fee once the information is provided by the Chancellor’s Office as presented. The motion was approved with the following vote:

Ayes	Geck, Tomkins, Ubelhart, Myers, Pinoli, Martinez and Nickerman
Noes	None
Abstentions	None
Absent	None

Notification of Classified Layoffs – Resolution 12-18-01

After reviewing the information provided and ensuing discussion, the board took the following action:

M/S (Geck/Tomkins) that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt resolution 12-18-01 and directs the Superintendent/President to send lay-off notices to those individuals currently employed in Prop 39 categorically-funded positions as presented. The motion was approved with the following vote:

Ayes	Geck, Tomkins, Ubelhart, Myers, Pinoli, Martinez and Nickerman
Noes	None
Abstentions	None
Absent	None

*Disaster Relief and
Emergency
Assistance –
Resolution 12-18-
02*

After reviewing the information provided and ensuing discussion, the board took the following action:

M/S (Myers/Martinez) that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt resolution 12-18-02 and directs the Superintendent/President to provide information to the Federal Emergency Management Agency (FEMA), Governor’s Office of Emergency Services, Mendocino County and Lake County pertaining to any disaster as presented. The motion was approved with the following vote:

Ayes	Geck, Tomkins, Ubelhart, Myers, Pinoli, Martinez and Nickerman
Noes	None
Abstentions	None
Absent	None

*Northern California
Community College
Self Insurance
Authority
(NCCCSIA) –
Resolution 12-18-
03 – Designation of
Alternate*

After reviewing the information provided and ensuing discussion, the board took the following action:

M/S (Nickerman/Martinez) that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt resolution 12-18-03 Designation of District Alternate which designates MacAdam Lojowsky as the official alternate from Mendocino College to attend the Northern California Community College Self Insurance Authority meetings.

Ayes	Geck, Tomkins, Ubelhart, Myers, Pinoli, Martinez and Nickerman
Noes	None
Abstentions	None
Absent	None

*Board Policy
Additions and
Revisions – Second
Reading*

After reviewing the information presented and discussion, the board took the following action:

M/S (Myers/Geck) that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt Board policies 5015 and 5110 as presented with the following vote:

Ayes	Geck, Tomkins, Ubelhart, Myers, Pinoli, Martinez and Nickerman
Noes	None
Abstentions	None
Absent	None

*Big Picture –
Program and
Initiative Overview*

Vice President of Academic Affairs Polak and Vice President of Student Services Velasco presented an overview of programs currently in place at Mendocino College. They also presented a recap of several of the mandated initiatives the college has implemented as well as several which will be implemented in the near future.

INFORMATIONAL REPORTS

*Mendocino College
Foundation, Inc.*

A written informational report was submitted by the Executive Director of the Mendocino College Foundation. She stated she had nothing to add.

*Friends of the
Mendocino College
Coastal Field
Station and Natural
Sciences Affiliate*

A written report was submitted by Steve Cardimona and stated had nothing additional to share.

*Constituents Group
Reports*

Academic Senate

A written report was submitted by Academic Senate President Catherine Indermill. She stated she had nothing to add to her report.

Classified Senate

A written report was submitted by Classified Senate President Tony Novelli. He added the Classified FunRaiser raised approximately \$3,600 which will be awarded to students in the form of scholarships. He also added that classified staff members participated in the Ruffalo, Noel Levitz workshop on December 7th.

Management/Supervisory/Confidential

A written report was submitted by Management/Supervisory/Confidential President Matthew Gordon. He welcomed the new trustees and congratulated the re-elected trustees.

Student Housing

An update on the current status of student housing was provided by Superintendent/President Reyes. We anticipate receipt of an updated pro forma in approximately the next two weeks. Superintendent/President Reyes will share that information with the trustees once he receives it.

*Campus Climate
and Student
Engagement
Update*

Superintendent/President Reyes provided an update on the work to be completed as a result of the campus climate and student engagement surveys.

The December 7th session with Dr. Trites from Ruffalo, Noel Levitz was a planning session workshop which included participants from the Academic Senate, the Classified Senate and the Management group. The topics of discussion covered both the climate survey as well as the student engagement surveys. He is now preparing a report from his visit which will be submitted to the board members and college constituents once it is received.

Multi-Year Budget Projections

An update of the out year projections for the general fund unrestricted revenue and anticipated expenditures through the year 2023-24 was presented by Assistant Vice President/Vice President of Administrative Services Cichocki as information.

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

Future Agenda Items

Future agenda items discussed and approved by the board members included a Big Picture presentation on what the college is doing in the way of marketing and community outreach. It was requested the presentation also include similar information from the Foundation.

CLOSED SESSION

The Board adjourned to Closed Session at 6:09 PM with Board President Pinoli stating items 11.1, 11.2, 11.3 and 11.4 will be discussed in closed session.

OPEN SESSION

Report of Action Taken in Closed Session

The Board returned to open session at 6:39 PM with Board President Pinoli reporting no action taken in closed session.

Adjournment

M/S (Myers/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 6:42 PM.

Ayes	Myers, Geck, Pinoli, Ubelhart, Tomkins, Martinez and Nickerman
Noes	None
Abstentions	None
Absent	None

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