

**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 13, 2017 at Mendocino College, 1000 Hensley Creek Road, Ukiah, California.

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.

Board Members

President	Dave Geck	present
Vice President	Marie L. Myers	present
Clerk	Robert Jason Pinoli	present
Trustee	Paul Ubelhart	present
Trustee	Edward Haynes	present
Trustee	Janet Chaniot	present
Trustee	John Tomkins	present
Student Trustee	Nadine Goebel	present (arrived at 5:25pm)

Secretary Arturo Reyes, Superintendent/President

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

Staff Representatives

Debra Polak, Interim Vice President of Education & Student Services (present)
 Eileen Cichocki, Vice President of Administrative Services (present)
 Ulises Velasco, Vice President of Student Services (present)
 Sabrina Meyer, Director of Human Resources (present)

Constituent Representatives

Academic Senate	Jason Edington, President (arrived at 5:15pm)
Classified Senate	Chris Olson, President (present)
Management/Supervisory/Confidential	Jessica Silva, President (present)

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

Ayes	Haynes, Geck, Chaniot, Pinoli, Ubelhart, Tomkins and Myers
Noes	None
Abstentions	None
Absent	None

Minutes Approval M/S (Ubelhart/Chaniot) to approve the minutes of the regular Board meeting held on November 8, 2017 as presented. The matter was approved with the following vote:

Ayes	Haynes, Geck, Chaniot, Tomkins, Ubelhart, Pinoli and Myers
Noes	None

Abstentions None
Absent None

*Public Comments
on Closed Session
Items*

There were no comments from the public on items to be discussed in closed session.

CLOSED SESSION

The Board adjourned to Closed Session at 4:04 PM with Board President Geck stating items 2.1, 2.2 and 2.3 will be discussed in closed session.

OPEN SESSION

*Report of Action
Taken in Closed
Session*

The Board returned to open session at 4:55 PM with Board President Geck reporting the following action taken in closed session:

The Governing Board in closed session voted to issue a Notice of Rejection of Claim by Donna Marks against the Mendocino-Lake Community College District for damages with the following vote:

Ayes Tomkins, Geck, Ubelhart, Haynes, Chaniot, Myers and
 Pinoli
Noes None
Abstentions None
Absent None

*Public Comments –
Time Certain – 5:30
PM*

- There were no comments made by members of the public.

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 2018 year followed by the following motions and voting:

M/S (Tomkins/Chaniot) to elect Trustee Geck as President of the Board of Trustees for the 2018 year. The matter was approved with the following vote:

Ayes Tomkins, Geck, Ubelhart, Haynes, Chaniot, Myers and
 Pinoli
Noes None
Abstentions None
Absent None

Trustee Geck assumed his role as Board President.

M/S (Chaniot/Ubelhart) to elect Trustee Myers as Vice President of the Board of Trustees for the 2018 year. The matter was approved with the following vote:

Ayes Tomkins, Geck, Ubelhart, Haynes, Chaniot, Myers and

	Pinoli
Noes	None
Abstentions	None
Absent	None

M/S (Ubelhart/Myers) to elect Trustee Pinoli as Clerk of the Board of Trustees for the 2018 year. The matter was approved with the following vote:

Ayes	Tomkins, Geck, Ubelhart, Haynes, Chaniot, Myers and Pinoli
Noes	None
Abstentions	None
Absent	None

2018 Meeting Dates and Times

The proposed meeting dates for 2018 were presented as follows:

January – no meeting	February 21	March 14
April 11	May 9	June 13
July – no meeting	August 15	September 12
October 10	November 14	December 12 (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. Workshops

Workshops and study sessions are not reflected in this schedule. Board members will provide a list of dates that will work for their schedules to enable scheduling of these additional meetings.

M/S (Pinoli/Myers) to approve the 2018 dates as presented and discussed. The motion was approved with the following vote:

Ayes	Tomkins, Geck, Ubelhart, Haynes, Chaniot, Myers and Pinoli
Noes	None
Abstentions	None
Absent	None

PRESIDENT AND ADMINISTRATION REPORT

A written report was presented by Superintendent/President Reyes.

In addition to the information in his report, Superintendent/President Reyes also shared information on newly proposed programs.

CONSENT AGENDA

M/S (Tomkins/Myers) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Consent Agenda as presented. The consent agenda was approved with the following vote:

Ayes	Haynes, Chaniot, Geck, Pinoli, Tomkins, 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 Employees *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 – 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 Spring 2018 semester as submitted and presented at the meeting.

Employment – Classified *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Michael Willcutt as a Facilities Specialist – Coast Center effective January 3, 2018 and Janet Jones as a Human Resources Specialist effective January 8, 2018, both 12 months/year, 40 hours/week.

Employment – Faculty – Categorically Funded *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a temporary, non-tenure track, categorically-funded, full-time faculty contract (EC 87470) for Sara Bogner as Program Director, Physical Therapist Assistant Program funded by regional and local Strong Workforce Program funds, effective December 15, 2017.

Employment – Tenure-Track Faculty *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Vincent Poturica and Gregory Allen as full-time, tenure-track, instructors in English and Chemistry effective January 18, 2018.

Employment – Classified Administrator *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves a Classified Administrator contract for Yuliana Sandoval, Director of Financial Aid and EOPS effective January 8, 2018.

Other Items

Fiscal Report as of October 31, 2017 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.

Donations *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donations by Ross and Heather Calvin, Colin and Gina Freeman and Pat Milovina as presented.

ACTION ITEMS

2016-2017 Audit Report After reviewing the information provided and ensuing discussion, the following action was taken:

M/S (Pinoli/Tomkins) that the Board of Trustees of the Mendocino-Lake Community College District does hereby receive the audit report presented by

Joy McNulty, representing K•Coe Isom. The motion was approved with the following vote:

Ayes	Haynes, Tomkins, Chaniot, Geck, Pinoli, Ubelhart, and Myers
Noes	None
Abstentions	None
Absent	None

2018-19 Non-Resident Tuition

After reviewing the information provided, the following action was taken:

M/S (Chaniot/Myers) that the Board of Trustees of the Mendocino-Lake Community College District does hereby authorize the Vice President of Administrative Services to set the 2018-19 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	Haynes, Tomkins, Chaniot, Geck, Pinoli, Ubelhart, and Myers
Noes	None
Abstentions	None
Absent	None

Guided Pathways Award Program Self-Assessment

After reviewing the information provided and discussion, the following action was taken:

M/S (Myers/Ubelhart) that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the Guided Pathways Award Program Self-Assessment and certify the information outlined in our Guided Pathways Award Program was informed by input and agreement among a cross-functional team that spans the constituencies of the college. The motion was approved with the following vote:

Ayes	Haynes, Tomkins, Chaniot, Geck, Pinoli, Ubelhart, and Myers
Noes	None
Abstentions	None
Absent	None

2017-2019 Integrated Plan: Basic Skills Initiative, Student Equity and Student Success and Support Program

After reviewing the information provided and discussion, the following action was taken:

M/S (Ubelhart/Myers) that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the 2017-2019 Integrated Plan and certify that the goals, strategies and activities represented in this plan meet the legislative and regulatory intent of the Student Success and Support (credit and noncredit), Student Equity, and Basic Skills programs and that funds allocated will be spent according to law, regulation and expenditure guidelines published by the California Community College Chancellor's Office. The motion was approved with the following vote:

Ayes	Haynes, Tomkins, Chaniot, Geck, Ubelhart, Pinoli and Myers
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Noes None
Abstentions None
Absent None

*Big Picture Item –
Middle College at
Ukiah High School*

A presentation was made to members of the board by Interim Vice President Polak and Holly Rodgers, Director of Special Projects from Ukiah Unified School District. Questions regarding the Middle College program were asked and addressed during the presentation.

INFORMATIONAL REPORTS

*Mendocino College
Foundation, Inc.*

A written report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation, Inc. as information.

*Friends of the
Mendocino College
Coastal Field
Station and Natural
Sciences affiliate
Constituents Group
Reports*

A written report was submitted by Steve Cardimona of the Mendocino College Coastal Field Station and Natural Sciences affiliate as information.

Classified Senate

A written report was submitted by Classified Senate Vice President Novelli as information.

Management/Supervisory/Confidential:

A written report was submitted as information by Management/Supervisory/Confidential President Jessica Silva.

Associated Students of Mendocino College:

A written report from the Associated Students of Mendocino College Delegation who attended the Fall 2017 Student Senate for California Community Colleges General Assembly was submitted as information.

Student Housing

Superintendent/President Reyes informed the board members there was a meeting with the Derivi Castellanos Architects, our housing consultant held on Monday, November 13, 2017. Things included during the meeting included a tour the property with members of the Foundation Land committee and work with college representatives regarding the survey and what our group felt should be included in the questions. There was also an update presented to DCA on the housing shortage in our area as well as the impact of the recent fires. We are anticipating seeing the survey information sometime in February 2018. We are also working with the ASMC President to create an email which will help to remind students to complete the survey.

TRUSTEE COMMUNICATION

Trustee Reports

A written report was submitted by Trustee Haynes. In addition, he attended the Business forum for the Strategic Planning process.

Trustee Ubelhart informed the committee he attended the Education Strategic

Planning forum where creating a culture of continuing education in our communities was a focus. He also promoted the Excellence in Trusteeship program to the other trustees.

Trustee Myers shared that she attended the Strategic Planning community forum where a lot of different community representatives were present. She also attended the simulation and luncheon held in the Nursing department.

Trustee Geck informed the board he had attended both the Latino and the community forums for Strategic Planning.

Other Trustees commented orally on their recent college-related activities.

*Future Agenda
Items*

The following suggestions were presented at the December 2017 meeting as possible future agenda items:

- Schedule board workshops and/or study sessions for 2018 calendar year
- Implementation of Integrated Plan (formalized plan still in process)
- Update on Economic Impact Report (possibly in 2020)
- FTES disaggregated data for Ukiah campus for past 6 years

Adjournment

M/S (Ubelhart/Myers) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:03 PM.

Ayes	Haynes, Chaniot, Myers, Geck, Pinoli, Ubelhart, and Tomkins
Noes	None
Abstentions	None
Absent	None

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