

**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 9, 2015 Mendocino College, 1000 Hensley Creek Road, Ukiah, California.

**GENERAL MATTERS**

*Call To Order* Trustee Tomkins, Board President, called the meeting to order at 5:02 PM.

<i>Board Members</i>	President	John Tomkins	present
	Vice President	Edward Haynes	present
	Clerk	Dave Geck	present
	Trustee	Paul Ubelhart	present
	Trustee	Marie L. Myers	present
	Trustee	Janet Chaniot	present
	Trustee	Joel Clark	present
	Student Trustee	Nayeli Castaneda	present

*Secretary* Arturo Reyes, Superintendent/President

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

*Staff* Virginia Guleff, Vice President of Education & Student Services (present)

*Representatives* Eileen Cichocki, Vice President of Administrative Services (present)

<i>Constituent Representatives</i>	Academic Senate	Reid Edelman, President (present)
	Classified Senate	David Bushway, President (present)
	Management/Supervisory/Confidential	Debra Polak, President (present)

*Oath of Office* Trustees Clark, Geck, Ubelhart and Myers were administered the Oath of Office by Board President Tomkins per Education Code guidelines.

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

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

*Minutes/Approval* M/S (Chaniot/Clark) to approve the minutes of the Board Workshop held on November 6, 2015 as presented. The minutes were approved with the following vote:

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

M/S (Clark/Geck) to approve of the minutes of the regular meeting held on November 10, 2015 as presented. After discussion, the minutes were approved with the following vote:

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

*Recognition of Retirees*

- Josephine Gutierrez, Ninna Zanardi, Jean Stirling and Fran Laughton were recognized for their years of service to the District. Each retiree was presented with a plaque and a note of thanks from the members of the Board. Ninna Zanardi and Fran Laughton were present at the meeting where Vice President Cichocki and Vice President Guleff also remarked about the individual contribution each of the retirees made to the district and the particular areas in which they worked.

*Public Comments*

- Phil Warf addressed the Board on behalf of the FT faculty Union and expressed the Union's thanks for approving their new contract.
- Ed Haynes addressed the Board as a member of the community regarding Roberts Rules of Order and the process used when calling for the question. He also submitted a copy of his comments regarding the minutes of November 10, 2015.

**ANNUAL ORGANIZATIONAL MEETING**

*Election of Officers*

The election of officers took place with the floor opened for nominations. The order of election was for the offices of President, Vice President and Clerk.

M/S (Clark/Geck) to elect Trustee Tomkins as President of the Board of Trustees for the 2016 year. The matter was approved with the following vote:

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

M/S (Clark/Chaniot) to elect Trustee Geck as Vice President of the Board of Trustees for the 2016 year. The matter was approved with the following vote:

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

M/S (Chaniot/Clark) to elect Trustee Myers as Clerk of the Board of Trustees for the 2016 year. The matter was approved with the following vote:

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

Absent                      None

*Meeting Dates and Times for 2016*

After discussion, about the proposed dates, it was determined the March 2016 meeting will be held on March 2<sup>nd</sup> and the June 2016 meeting will be held on June 15<sup>th</sup> with no meeting being held during the month of July.

M/S (Ubelhart/Haynes) to approve the amended 2016 dates as discussed. The motion was approved with the following vote:

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

**PRESIDENT'S REPORT**

An oral report was presented by Superintendent/President Reyes. The following items were included:

- Thank you to the Board members who were sworn in earlier.
- An update on the status of the ACCJC. He stated he will keep the Board informed of any changes as this initiative moves forward.
- Thanked the members of the Mendocino College Field Station Committee and their affiliate group for being at the meeting to update the Board regarding this project.
- We currently have 20 Associate Degrees for Transfer in place and he acknowledged the faculty, curriculum committee and Vice President Guleff for all their work in this area.
- The college has been engaged in the annual staffing process. PBC will be meeting one more time to finalize the new positions which will be then be placed in the recruitment process.
- He was part of a group which met with representatives from the State Chancellor's Office on November 9<sup>th</sup> regarding the transfer of territory. Things are moving forward with the process and we have received their support.
- The Center for Urban Education will be working with Mendocino College in the area of equity for the next 18-20 months. He thanked the members of the Board for the work they completed at their workshop on November 6<sup>th</sup>. On a related note, we have been approached to attend the Governance Institute for Student Success workshop in Sacramento which will be discussed more under the agenda item.

**CONSENT AGENDA**

M/S (Clark/Geck) 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	Tomkins, Haynes, Geck, Chaniot, Clark, Ubelhart and Myers
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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.

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

*Administrator Contract Renewal* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the administrator contract for Joseph H. Atherton, Director of Fiscal Services through June 30, 2017.

### **Other Items**

*Fiscal Report as of October 31, 2015* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.

### **ACTION ITEMS**

*2014-15 Audit Report* Holly Salisbury with K•Coe Isom addressed the Board regarding the 2014-15 audit.

She mentioned there is a new accounting standard – GASB 68 included this year which addresses pensions. Districts are now required to show their entire share of the PERS/STRS liability in their financial statements and are required to book the entire liability number. The District contributions help to reduce this liability. All districts in the state are now required to report this kind of liability which has always existed but we were never required to show it previously.

Overall, a total of fifteen areas at the state level and two at the federal level were reviewed.

There was one finding identified during this audit. It is related to DSPPS where we did not have the required documentation to support the disability of certain students. There were a total of six students that fell into this category. In conclusion, all six were determined to be disabled but it was an issue of not having the proper substantiating documentation.

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

M/S (Clark/Ubelhart) to formally receive the Mendocino-Lake Community College District Audit Report for the 2014-2015 year as presented. The motion was approved with the following vote:

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

*Student Equity Plan* After reviewing the information presented by the Student Equity Committee regarding the 2015-2016 Student Equity Plan, the following action was taken:

M/S (Chaniot/Geck) to approve the Mendocino College Student Equity Plan dated December 18, 2015 as presented. The motion was approved with the following vote:

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

*Board Policy Additions and Revisions – Second Reading* After reviewing and discussing the policies presented, the following action was taken:

M/S (Clark/Geck) to approve the additions and/or revisions of Board Policy 3420 and Board Policy 3440. The motion was approved with the following vote:

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

*Big Picture*

**Student Success Framework**

A presentation by Vice President Guleff was made outlining the various programs currently in place working which help to increase the success of our students.

- The Student Success and Support Program have both credit and non-credit plans which are being addressed by seven different work groups on campus.
- The Online Education Initiative has designated Canvas which as the common learning management system that will be used by colleges across the state. The Academic Senate has reviewed Canvas and has recommended that Mendocino College adopt it.
- C-ID/SB 1440 - The number of students pursuing one of our Associate Degrees for Transfer has increased from 7 in 2012-2013 to 82 in 2014-2015.
- Doing What Matters – The college continues to make connections with Sector Navigators and Deputy Sector Navigators who are experts in certain CTE fields. We are currently working on specific training to help develop advanced skills in manufacturing.
- Career Pathways Trust Grant – various outreach activities have been held or are planned for this year as well as materials to support dual enrollment and pathway areas.
- The Inmate/Reentry Education is something we are currently reviewing

and may be something we make available in our new service area on the Coast through Parlin Fork and Chamberlin Creek Conservation Camps.

- The AB 86 Planning Grant and the AEBG Block Grant both support Adult Education. A consortium has been established and data is currently being reviewed.
- The Student Equity Plan is the foundation for all our efforts in the area of student success.
- Professional Development and Technical Assistance encompasses several things such as the Institutional Effectiveness Partnership Initiative (IEPI) which helps to provide support for programs and the Curriculum Inventory System which is a new integrated system coming from Chancellor's Office.

### **INFORMATIONAL ITEMS AND REPORTS**

#### *Governance Institute for Student Success*

Information regarding the Governance Institute for Student Success was shared and discussed among the members of the Board.

Our Board members have been requested to participate in this initiative. This would be a day and a half workshop (March 3<sup>rd</sup> and 4<sup>th</sup>) and would require most if not all of the Trustees to participate.

After discussion, it was determined we will work to see if it is possible to get this information presented locally possibly as one of our Board workshops. We will also look at future conferences available and the possibility of hosting a workshop with other college boards.

#### *Education and Student Services Report*

A written report was submitted by Virginia Guleff, Vice President of Education and Student Services.

- She attended a very interesting CCLC conference workshop on REG 365 which is a system used to register for a full year of classes. This has been proven to help with the retention of students.

#### *Mendocino College Coastal Field Station Committee Report*

An oral report and Powerpoint presentation was made by Steve Cardimona, Alan West and Sue Blundell on behalf of the Mendocino College Coastal Field Station Committee. The following items were included as part of the report.

- Received planning grant for \$24,000 from National Science Foundation
- Have been working with other field station staff and other institutions to help identify what has worked for them
- Have developed the Friends affiliate organization through the Mendocino College Foundation
- Participated in the Discover the Coast event in Aug 2015 and received a \$1,000 donation
- They are now "on the map" as part of the Organization of Biological Field Stations
- Currently working on a plan for external people to use the facility
- A Master Plan Planning Workshop will be held in March/April 2016 with a Five-Year Strategic Plan developed in May/June 2016

Board members requested a quarterly report in the future as a way to stay in

contact with the Board members. Any necessary written updates could be included as part of the Vice President of Education and Student Services report as well. They also requested a brief oral report update after the workshops are completed.

Board members also requested to know how many students are using facility and what the plans are for student use so they can convey the information to constituents when asked.

*Administrative  
Services Report*

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

- The October campus safety training was followed up with students receiving the same training. We currently have a meeting scheduled with members of the Ukiah Police Department and the Sheriff's Department to work on a plan for more training during spring in-service.
- Other training is planned for personnel who will be attending ALICE training in two weeks. This is a "train the trainer" type training so they will be able to work with other groups on campus in the future.

*Mendocino College  
Foundation, Inc.*

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

- Trustee Ubelhart expressed his appreciation for a great holiday event with Foundation members
- Trustee Clark asked for clarification of the relationship between the college and the co-sponsoring of events. Director Fairbairn clarified the intent of co-sponsorships is there must be a direct correlation between the college receiving something back in the way of scholarships or something that helps to address student success.

*Mendocino College  
Coastal Field  
Station and Natural  
Resources  
Informational  
Report*

An update report was presented by Linda Myers as a representative of the Mendocino College Coastal Field Station and Natural Sciences group.

- The total amount the group has raised to date is \$16,500 which includes the \$2,000 in matching funds from the foundation.
- A tour and meeting will be held on Friday 12/11 at 10:00am at the facility. Participants are asked to bring their own lunch.

*Constituents Group  
Reports*

**Academic Senate:**

A written report was submitted by Academic Senate President Reid Edelman. Academic Senate President Edelman stated he had nothing to add.

**Classified Senate:**

Classified Senate President Bushway informed the Board the Classified FunRaiser raised a total of \$3,622.00 for student scholarships. He also recognized Dalene Nickelson for her past efforts in coordination of this annual event.

**Management/Supervisory/Confidential:**

No report was presented.

**ASMC:**

An oral report was given by Student Trustee Nayeli Castaneda.

- A holiday lunch was served to 220 students and staff members yesterday and was a great event.
- The Pots and Pans project has been moved to the spring semester as work is continuing on the plan.

**TRUSTEE COMMUNICATION**

*Trustee Reports*

**Report by Trustee Haynes:**

Trustee Haynes submitted a written report. The following was offered in addition:

- He feels the information on cyber reporting of sexual assaults is interesting and we should probably think about looking at something like this for the future.

**Oral report by Trustee Chaniot:**

- Trustee Chaniot stated the next CCCT meeting will be in January and will be the Annual Trustees meeting which will include the New Trustees Workshop.
- AAUW toured the campus and would like to see what they can do to reinstate some of the life-long learning courses needed in the community. AAUW representatives also met with Assemblymember Jim Wood and will be holding a meeting with State Senator Mike McGuire on January 17<sup>th</sup> to discuss this issue with them
- The Foundation dinner was great as well as the Holiday luncheon.

**CLOSED SESSION**

The Board adjourned to Closed Session at 8:38 PM. Board President Tomkins announced the board will be only discussing items 11.1, 11.2, 11.4 and 11.5 on the agenda during closed session.

**OPEN SESSION**

The Board returned to open session at 9:09 PM with Board President Tomkins reporting no action taken on the items discussed in closed session.

*Report of Action  
Taken in Closed  
Session*

*Adjournment*

M/S (Clark/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 9:10 PM.

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

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