

**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 10, 2018 at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

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

<i>Allegiance Board Members</i>	President	Dave Geck	Present
	Vice President	Marie L. Myers	Present
	Clerk	Robert Jason Pinoli	Present
	Trustee	Paul Ubelhart	Absent
	Trustee	Edward Haynes	Present
	Trustee	Janet Chaniot	Present
	Trustee	John Tomkins	Present
	Student Trustee	Rickie Farah	Arrived at 5:30 PM

Secretary Arturo Reyes, Superintendent/President

Support Staff Cindy Chapman, Executive Assistant I to Vice Presidents

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 at 5:30 PM)
	Classified Senate	Jeana Thompson, Vice President (Present at 5:30 PM)
	Management/Supervisory/ Confidential	Matthew Gordon, President (Present at 5:30 PM)

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

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

Minutes Approval M/S (Myers/Tomkins) to approve the minutes of the regular Board meeting held on September 12, 2018 as presented. The matter was approved with the following vote:

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

*Public Comments
on Closed Session
Items*

- There were no comments made by the public at this time.

CLOSED SESSION

The Board adjourned to Closed Session at 4:05 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 5:39 PM with Board President Geck apologizing for open session starting a few minutes late.

In closed session, the Board of Trustees by a vote of 5 (Haynes, Myers, Pinoli, Tomkins and Geck) to 1 (Chaniot) rejected a settlement agreement with an employee.

Public Comments

- Don Burgess introduced himself as a Board of Trustee candidate for Area 2 and addressed the board regarding the recent climate survey.
- Erin Schon-Brunner, Adjunct Dance faculty along with one of the dance students spoke about upcoming dance and theatre productions at the college. The “Reflections” dance performance is November 15-17 and the theatre production of “Museum” opens next week.
- Toni Fort read a prepared statement as the President of the Classified Union.
- Mac Lojowsky addressed the Board to formally thank them and the college for its support to he and his family on the one-year anniversary of the October 2017 fires. He added it was an incredible blessing to be a part of this community.

PRESIDENT AND ADMINISTRATION REPORT

A written report was presented by Superintendent/President Reyes.

Trustee Haynes posed questions about the FYI program and the students the program serves which were addressed by Superintendent/President Reyes.

CONSENT AGENDA

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

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

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 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 employment of the Part-Time Faculty for the Fall 2018 semester 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 –
Classified*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Jennifer Justice, Alternate Media/Assistive Technology Technician and Jennifer Woo, Coast Center Assistant effective November 1, 2018 as presented pending receipt of all necessary employment eligibility requirements.

*Interim
Management
Contract*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the interim management contract for Janet Daugherty, Interim Learning Center Coordinator as presented.

*Educational
Administrator
Contract*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the educational administrator contract for Ulises Velasco as presented.

*Equal Employment
Opportunity (EEO)
Fund and Multiple
Method Allocation
Model Certification
Form Fiscal Year
2017-2018*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the certification of the Equal Employment Opportunity Fund Multiple Method Allocation Certification Form, Fiscal Year 2017/2018 as presented.

Other Items

*Fiscal Report as of
August 31, 2018*

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

Donations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donated items from Jim Lohr, Ukiah Construction, Amanda Weygand Velasco and Dan Rogina, Rogina Water Company as presented.

Academic Calendar

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

2019-2020

Trustees does hereby adopt the 2019-2020 Academic Calendar as presented.

ACTION ITEMS

Contracts and Agreements – Quarterly Ratification

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

M/S (Pinoli/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as presented with the following vote:

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

Vice President Salary Schedule

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

M/S (Tomkins/ Pinoli) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the salary schedule for the Vice President, Academic Affairs and Vice President, Student Services as presented with the following vote:

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

Based on the votes cast, the motion failed but the item may be brought back in the future with more information.

Mendocino College Resolution in Support of California Community College Undocumented Student Week of Action – Resolution 10-18-01

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

M/S (Chaniot/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt resolution 10-18-01 in support of California Community College Undocumented Student Week of Action as presented with the following vote:

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

Board Policy Additions and Revisions – Second Reading

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

M/S (Myers/Pinoli) that the Mendocino-Lake Community College District

Board of Trustees does hereby adopt Board Policy 4220 and Board Policy 6505 as presented with the following vote:

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

*Big Picture –
International
Student Program*

Vice President Velasco and the Director of Admissions and Records Simpson-Logg presented information on the International Student Program.

Trustee Haynes asked if they take a placement test before they attend the college. Director Simpson-Logg reviews their transcripts to see if she can place them. If she cannot place them, they currently take placement tests, however, this will change with the implementation of AB705. ESL instructor Sarah Walsh has been helping us to determine if student will be successful.

President Reyes added the college recently had a productive meeting with the representatives from the Dharma Realm Buddhist University to brainstorm how we can join forces to develop a pipeline of international students thus capitalizing on parents sending students to a safer region than that of a larger city. We look forward to more conversations regarding these potential students.

INFORMATIONAL REPORTS

*Mendocino College
Foundation, Inc.*

There was no informational report shared by the Executive Director of the Mendocino College Foundation.

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

A written report was submitted by Steve Cardimona. He added at the meeting that the group finished a roof last weekend and have only one more to do at which time all of the residential buildings will be done. President Reyes thanked Mr. Cardimona for coming to the meetings to keep the Board updated.

*Constituents Group
Reports*

Academic Senate

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

Classified Senate

A written report was submitted by Classified Senate President Tony Novelli who stated he had nothing to add.

Management/Supervisory/Confidential

A written report was submitted by Management/Supervisory/Confidential President Matthew Gordon who stated he had nothing to add.

Associated Students of Mendocino College

Student Trustee Farah spoke about the club and game day held yesterday on campus. She added activities such as these motivates students to get involved

in campus events. She also stated the group raised \$168 selling cookies which will go toward student scholarships.

Student Housing

An update on the current status of student housing was provided by Superintendent/President Reyes. He stated members of the consulting group came to the college and walked the campus to look at potential building sites. There was also a discussion that took place regarding the mix of dorms vs. apartments with bedrooms and a kitchen. A highly successful project leans toward dorm style as they generate the most revenue and are the least expensive to build. There may also be a few apartments included in the project to be used for transitional housing for faculty and staff.

Superintendent/President Reyes then addressed the board regarding the funding options for the project:

- 1) Loan with rental to pay loan which would need to pay for itself
- 2) A developer would come in and build and run the facility and lease the land from college
- 3) Bond passage

We should have another update for the Board by the November meeting. Superintendent/President Reyes is in favor of a two phase implementation. We need to be sure it pays for itself. Bottom line is we will need to house around 175 students in order to pay for itself which is essential for the District.

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.

Superintendent/President Reyes has been in discussions with Ruffalo Noel Levitz about continuing to work with the consultant Dave Trites to take the information from the survey and move forward to make sure we do some assessment, improvement plans, etc. The consultant has proposed five visits at \$12,000, which we were able to get discounted to \$6,500 per visit. Superintendent/President Reyes then asked the board direction about committing to the five visits which would total \$33,000 inclusive of travel. Consultant Trites identified four or five areas he called “opportunities” which are areas to work on. He would meet with the various groups to develop the improvement plans. Trustees Pinoli and Myers feel it’s a good idea, and Tomkins feels it would be money well spent. Geck thinks facilitating a plan and action steps are important. The general consensus of the board is to move forward with the additional visits. Trustee Haynes felt we should wait a month until the election has taken place and the new board members are in place. Trustee Pinoli and Myers support it moving forward sooner rather than later, and not waiting until January. Trustee Pinoli stated creating further delay looks bad.

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

*Future Agenda
Items*

Items discussed as future agenda items approved by the board members included

- The addition of a link on the college website on the Board of Trustees meeting agenda and minutes page where the public can access the information shared with the board under “Big Picture Item” on the meeting agenda.

Adjournment

M/S (Pinoli/Myers) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:12 PM.

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

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