

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES AGENDA - SPECIAL MEETING**

**Thursday, July 11, 2019 – 4:30 PM**

**Mendocino College – 1000 Hensley Creek Road - Ukiah, CA 95482**

**Room 1060, MacMillan Hall**

**and**

**4724 Orville Avenue – Santa Rosa, CA 95407**

**Public Area via telephone**

**CALL TO ORDER /PLEDGE OF ALLEGIANCE**

**1. APPROVAL OF AGENDA**

**2. PUBLIC COMMENTS**

This time is set aside for general public comments. Additionally, comments may be made at the time of discussion of any item. After being recognized by the Chair, those wishing to make comments are asked to stand at the podium, give their name, place of residence and affiliation, if any, and address their comments to the Board President. Trustees may ask questions of the speaker for clarification but will not discuss items that are not on the agenda. If appropriate, the Board may choose to refer the subject to College staff for research or for the item to be placed on a subsequent agenda.

**CONSENT AGENDA**

**3. Personnel**

- 3.1 Consideration to Approve Personnel List – Short-Term Non-Continuing Employees  
Recommendation to approve the short-term non-continuing personnel list as presented
- 3.2 Consideration to Approve Personnel List - Classified  
Recommendation to approve the Classified list as presented
- 3.3 Consideration to Ratify Resignation/Retirement – Management/Supervisory Confidential  
Recommendation to ratify the resignation/retirement as presented
- 3.4 Consideration to Approve List of Volunteers  
Recommendation to approve the list of volunteers as presented

**4. ACTION ITEMS**

- 4.1 Consideration to accept the resignation of Superintendent/President Dr. J. Arturo Reyes  
Recommendation to be determined at the meeting

**5. CLOSED SESSION**

- 5.1 Public Employee – Pursuant to Government Code section 54957  
Title: Superintendent/President
- 5.2 Public Employee Appointment – Pursuant to Government Code section 54957  
Title: Interim Superintendent/President
- 5.3 Conference with Labor Negotiator – Pursuant to Government Code section 54957.6  
Agency Negotiator: Robert Jason Pinoli  
Unrepresented employees: Interim Superintendent/President
- 5.4 Conference with Legal Counsel – Anticipated Litigation – Pursuant to Government Code 54956.9(d) – 1 case  
Case names unspecified: Disclosure would jeopardize existing settlement negotiations

**6. RETURN TO OPEN SESSION**

**REPORT OF ACTION TAKEN IN CLOSED SESSION**

## 7. ADJOURNMENT

**ADA Compliance:** Persons with disabilities needing assistance, please notify the Superintendent/President's Office at 468-3071 no later than 24 hours prior to the scheduled meeting. Meetings are held in locations which are wheelchair accessible.

**Agenda Packet and Supporting Documents Notice:** The agenda packet and supporting materials can be viewed in the President's Office, Room 1070, Mendocino College, 1000 Hensley Creek Road, Ukiah CA

***Future Board Meetings:***

- *Regular Meeting – Wednesday, August 14, 2019, 4:00 PM, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482*

ITEM NO: 3.1  
DATE: July 11, 2019

SUBJECT: EMPLOYMENT – SHORT-TERM NON-CONTINUING (STNC)  
EMPLOYEES

SYNOPSIS:

Approval/ratification of employment of short-term non-continuing (STNC) employees is requested.

RECOMMENDATION:

The Superintendent/President recommends approval of this Board item as presented.

ANALYSIS:

Education Code 88003 authorizes a governing board to hire short-term (temporary, hourly) employees for less than 75% of a school year, up to 180 days.

Education Code 70902(d) permits a governing board to adopt a rule delegating the authority to hire short-term employees to the Superintendent/President, or designee. This district has adopted such a rule in Policy No. 703.

EC 88003 was amended to require districts to specify at a regularly scheduled Board meeting the service to be performed, as well as the start and end dates of the service.

*Reference Board Policy 703, Employment of Short-Term, Substitute Employees*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby approves/ratifies the employment of the short-term non-continuing (STNC) employees as presented pending receipt of all necessary employment eligibility requirements.

## Short Term Non Continuing (STNC) Employees

(Individual assignments may not exceed 180 days within the start and end date)

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Department</b>	<b>Start Date</b>	<b>End Date</b>
Albuquerque	Lilia	Outreach Specialist	North County Center	6/13/2019	12/31/2019
Albuquerque	Lilia	Outreach Specialist	North County Center	6/20/2019	6/19/2020
Au	Abigail	Academic Senate Asst.	Academic Senate	8/12/2019	6/30/2020
Blundell	Suzette	Biology Lab Tech.	Lake Center	1/22/2019	5/24/2019
Bostick	Cassandra	Associate Teacher IV	Child Development Ctr.	6/20/2019	6/19/2020
Cabrera de Duenas	Marlene	Associate Techer IV	Child Development Ctr.	8/1/2019	6/19/2020
Carlson	Kathleen	Custodian	Facilities	7/1/2019	6/30/2020
Ceja Lopez	Maria	HEP/MLACE Proctor	HEP/MLACE	7/1/2019	8/31/2019
Cruz Arreola	Yuridia	Instructional Assistant	HEP Program	7/1/2019	12/31/2019
Cruz Casanova	Gabriel	Workshop Presenter	HEP Program	7/1/2019	12/31/2019
DeFranco	Virginia	Custodian	Facilities	7/1/2019	6/30/2020
Delgado	Denise	Associate Teacher IV	Child Development Ctr.	6/20/2019	6/19/2020
Ferreyra	Domingo	Security Outside Events	Facilities	7/1/2019	6/30/2020
Ferreyra	Domingo	Security	Facilities	7/1/2019	6/30/2020
Fink	Rochelle	Outreach Specialist	CalWorks	7/1/2019	6/19/2020
Gallegos Ruiz	Miriam	Instructional Asst.	HEP Program	7/1/2019	12/31/2019
Galvez	Yuliana	Assistant Teacher	Child Development Ctr.	6/20/2019	6/19/2020
Garcia	Adrian	Custodian	Facilities	7/1/2019	6/30/2020
Gourno	Anthony	Associate Teacher II	Child Development Ctr.	6/20/2019	6/19/2020
Gowan	Monica	Outreach/Support Spec.	Adult Education	7/1/2019	6/30/2020
Gunter	Cindy	Food Service Worker	Child Development Ctr.	6/20/2019	6/30/2019
Gunter	Cindy	Food Service Worker	Child Development Ctr.	7/1/2019	8/2/2019
Hernandez	Taylor	Student Service Asst.	Student Services	7/1/2019	6/30/2020
Hoaglen	Shasheen	Outreach Specialist	Student Services	7/1/2019	9/30/2019
James	Oneita	Associate Teacher IV	Child Development Ctr.	6/20/2019	6/19/2020
Kendrick	Maresa	Foster & Kinship Care	CDV/FKCE	6/20/2019	6/19/2020
Leon	Adriaan	Biology Lab Tech	Biology	7/15/2019	8/15/2019
Leue	Ryan	Ceramics Technician	Ceramics	6/10/2019	6/19/2019
Leue	Ryan	Ceramics Technician	Ceramics	6/20/2019	6/27/2020
Macias	Leticia	Associate Teacher III	Child Development Ctr.	6/20/2019	6/19/2020
Macias	Avelino	Recycling	Facilities	7/1/2019	6/30/2020
Madrigal	Gabriel	Outreach/Support Spec.	ML ACE	7/15/2019	6/30/2020
Martinez	Julisa	Associate Teacher IV	Child Development Ctr.	6/20/2019	6/19/2020
Massey	Ashley	Associate Teacher III	Child Development Ctr.	6/20/2019	6/19/2020
Moreno Peredia	Oscar	Instructional Asst.	HEP Program	7/1/2019	12/31/2019
Muniz	Daniel	Administrative Asst.	HEP Program	7/1/2019	12/31/2019
Muniz	Yanira	Administrative Asst.	HEP Program	7/1/2019	12/31/2019
Muniz	Yasmin	Instructional Asst.	HEP Program	7/1/2019	6/30/2020
Ortiz	Xavier	Lab Technician	Automotive	6/11/2019	6/30/2019
Ortiz	Xavier	Bilingual Lab Aid	Automotive	6/20/2019	8/1/2019
Oseguera	Stefani	Associate Teacher I	Child Development Ctr.	6/20/2019	6/19/2020
Oseguera	Stefani	Food Service Worker	Child Development Ctr.	6/20/2019	6/19/2020
Pena	Fabiola	Associate Teacher IV	Child Development Ctr.	6/20/2019	6/19/2020
Perez de Bautista	Concepcion	Center Assistant	Lake Center	6/21/2019	6/20/2020
Ratliff	Diana	Library Assistant	Library	8/19/2019	12/12/2019

## Short Term Non Continuing (STNC) Employees

(Individual assignments may not exceed 180 days within the start and end date)

Last Name	First Name	Position	Department	Start Date	End Date
Rodriguez	Teresa	Workshop Presenter	HEP Program	7/1/2019	12/31/2019
Rosales	Gladis	Workshop Presenter	HEP Program	7/1/2019	12/31/2019
Ruiz	Gillermina	Custodian	Facilities	7/1/2019	6/30/2020
Ruiz	Gubed	Lab Assistant	Automotive	6/11/2019	6/30/2019
Ruiz	Gubed	Bilingual Lab Aid	Automotive	6/20/2019	8/1/2019
Shimada	Machiko	Mesa Assistant	MESA	7/1/2019	8/16/2019
Simonis	Maraya	Associate Teacher IV	Child Development Ctr.	6/20/2019	6/19/2020
Sutherland	Susan	Custodian	Facilities	7/1/2019	6/30/2020
Tassin	Saundra	Adaptive PE Assist.	Adaptive PE	6/10/2019	6/19/2019
Tassin	Saundra	Adaptive PE Assist.	Adaptive PE	6/20/2019	7/18/2019
Thompson	Christopher	Groundskeeper	Facilities	7/1/2019	6/30/2020
Trejo	Maria	Custodian	Facilities	7/1/2019	6/30/2020
Trejo	Ma Concepcion	Custodian	Facilities	7/1/2019	6/30/2020
Vivas Navarro	Monica	Instructional Assistant	HEP Program	7/1/2019	12/31/2019
Wilson	Steve	Theatre Technician	Theatre	7/1/2019	6/30/2020
Zuniga	Lucia	Custodian	Facilities	7/1/2019	6/30/2020
Zuniga	Gabriela	Custodian	Facilities	7/1/2019	6/30/2020

## Student Employees

(Individual assignments may not exceed 180 days within the start and end date)

Last Name	First Name	Position	Department	Start Date	End Date
Altamirano	Ricardo	Tutor	Learning Center	6/10/2019	6/27/2019
Altamirano	Ricardo	Tutor	Learning Center	7/1/2019	8/1/2019
Bertolino-Haley	Ian	Greenhouse Worker	Agriculture	6/20/2019	6/19/2020
Hernandez	Fatima	Tutor	HEP Program	7/1/2019	12/31/2019
Kapp	Dallin	Greenhouse Worker 1	Agriculture	6/20/2019	6/19/2020
Lazaro	Caitlin	Tutor	Learning Center	6/10/2019	6/27/2019
Lazaro	Caitlin	Tutor	Learning Center	7/1/2019	8/1/2019
Nunez Mendoza	Juan	Tutor	HEP Program	7/1/2019	12/31/2019
Ramirez-Gonzalez	Andrea	Assistant Teacher	Child Development Ctr.	6/20/2019	6/19/2020
Ruiz	Yarely	Assistant Teacher	Child Development Ctr.	6/20/2019	6/19/2020

ITEM NO: 3.2  
DATE: July 11, 2019

SUBJECT: EMPLOYMENT - CLASSIFIED

SYNOPSIS:

Employment of Ceramics Technician

RECOMMENDATION:

The Superintendent/President recommends this item be approved as presented.

ANALYSIS:

Alberto Lozano Ruvalcaba  
Ceramics Technician  
Effective: August 5, 2019

*Reference Board Policy 7120, Recruitment and Hiring*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Alberto Lozano Ruvalcaba, Ceramics Technician, effective August 5, 2019, pending receipt of all necessary employment eligibility requirements.

SUBJECT: RESIGNATION/RETIREMENT  
MANAGEMENT/SUPERVISORY/CONFIDENTIAL

SYNOPSIS:

Resignation – Management/Supervisory/Confidential Employee

RECOMMENDATION:

The Superintendent/President recommends that this item be ratified as presented.

ANALYSIS:

Adan Chaidez  
Student Equity, Success and Support Program Coordinator  
Effective Date: July 19, 2019

Upon ratification of this resignation, the duties of the Student Equity, Success and Support Program Coordinator will be assumed by the Director of Institutional Effectiveness, Research and Grants.

*Reference Board Policy 7350, Resignations*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Adan Chaidez, Student Equity, Success and Support Program Coordinator, effective July 19, 2019.

SUBJECT: VOLUNTEERS

SYNOPSIS:

Approval of Volunteers

RECOMMENDATION:

The Superintendent/President recommends that this item be ratified as presented.

ANALYSIS:

Individuals may volunteer their services to the District, but only authorized volunteers approved by the administration and the Governing Board are entitled to worker's compensation benefits. No volunteers are agents of the District (Labor Code 3364.5; Board Policy No. 702). The following volunteers approved by the administration are recommended for Board approval:

<i>Name</i>	<i>Assignment</i>
Ana Patricia Perez Dorateo	Culture education & activities with Adelante students

*Reference Board Policy 702, Volunteers*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the list of volunteers as presented.

SUBJECT: CONSIDERATION TO ACCEPT THE RESIGNATION OF  
SUPERINTENDENT/PRESIDENT DR. J. ARTURO REYES

SYNOPSIS:

Resignation – Superintendent/President

RECOMMENDATION:

To be determined at the meeting.

ANALYSIS:

Dr. J. Arturo Reyes  
Superintendent/President  
Effective Date: to be determined

*Reference Board Policy 7350, Resignations*

MOTION/ACTION:

To be determined at the meeting.