

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

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. INFORMATIONAL REPORTS

- 5.1 Constituent Group Reports
Reports from constituent groups are presented as information

6. CLOSED SESSION

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

7. **RETURN TO OPEN SESSION**

REPORT OF ACTION TAKEN IN CLOSED SESSION

8. **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)

Last Name	First Name	Position	Department	Start Date	End Date
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.

SUBJECT: CONSTITUENT GROUP REPORTS

SYNOPSIS:

A report from the Constituent Groups to the Board of Trustees is submitted as information.

ANALYSIS:

Academic Senate:

The following report was submitted by Academic Senate President Catherine Indermill:

The Mendocino College Academic Senate represents all faculty (full- *and* part-time) on all academic and professional matters (per Title 5, Section 52330). It is our responsibility to make recommendations to the Board of Trustees on district-wide decisions that fall within our purview (“10+1”). The hiring of the Superintendent / President is one of these, as it relates directly to “institutional planning”.

According to BP 211 the Board of Trustees has the responsibility of appointing an acting (interim) Superintendent / President for any time frame exceeding 30 days. It is anticipated that the board will be facing this decision very soon, as President Reyes has announced he will be leaving the college. In recent years, the process for filling such vacancies in the California Community Colleges is taking 18 to 24 months. With this in mind, the board must begin thinking long term as they address the anticipated vacancy in our superintendent / president position.

Generally when institutions are faced with pending change it is better to embrace it and move on rather than linger in the present and/or hold onto the past. As MLCCD prepares to move forward into a new chapter in our history and leadership, we need to be bold and begin this process with deliberate and inclusive planning.

MLCCD is currently dealing with numerous initiatives set forward by the State legislature and the Chancellor's Office, as well as the transformational work of Guided Pathways (including Equity, AB 705) and the Student Center Funding Formula. In addition, we are beginning a critical phase of our accreditation process. All of this work needs to be led by our vice presidents and coordinated with the constituent groups. It is not the time to ask any of the vice presidents to take on the added duties of the superintendent / president, even for a short time without a solid succession plan in place to allow this work and that of the superintendent / president to be completed effectively.

It is within the purview of the Academic Senate to request inclusion in this planning and decision making per Board Policy 213 and other regulations. BP 213 requires the board to “consult collegially with the Academic Senate... on all academic and professional matters, as defined by law.” It further states “... the Board shall not take any action on matters subject to this policy until appropriate constituent group or groups have been provided the opportunity to participate.” Education Code Section 70902.b.7 state the board shall “Establish procedures that...ensure faculty, staff, and students the opportunity to express their opinions at the campus level...”

Based on the information we currently have, the Academic Senate sees three possible actions the board can take to appoint an interim superintendent / president:

1. hire an external candidate,
2. appoint a current vice president until the position is filled permanently, or
3. appoint a vice president for a short time while an external candidate is found.

At this time, the Academic Senate favors the first option, while acknowledging there are advantages and disadvantages with each of these. With this in mind, the Academic Senate recommends that the board *not* take action on these (or any other plan) until such time as they can explore these options with constituent input and collaboration.

In summary, the Academic Senate recommends the Board of Trustees deliberately and actively engage the constituent groups in planning how to best meet the needs of the District as we move forward with the appointment of an interim Superintendent / President, both for the short- and long-term.

Classified Senate:

The following report was submitted by Classified Senate President Jeana Thompson and Vice President Mayra Sanchez:

The Classified Senate held a meeting with our constituents on Wednesday, July 10, 2019 where we discussed the Interim Superintendent position which is on the special meeting agenda.

Per board policy no. 211, the Classified Senate would like to recommend that an internal Interim Superintendent to be appointed for no more than 30 days. Upon conclusion of those 30 days, the group would prefer an external Interim Superintendent to be appointed to fill the position until the Superintendent/President position is filled permanently. The Classified Senate believes splitting duties among administrators would affect the college negatively. With accreditation approaching, the Classified Senate feels an external candidate would be the best solution for the college.

The Classified Senate would also like to request an open forum be held to facilitate shared governance in the decision of and who is appointed the Interim Superintendent.

Management/Supervisory/Confidential:

The following report was submitted by Management/Supervisory/Confidential President Judy Kanavle:

The Management/Supervisory/Confidential constituent group recommends that the Board of Trustees select Assistant Superintendent/President and Vice President of Administrative Services as the Interim Superintendent / President for the Mendocino-Lake CCD. We recommend the board take this action due to the fact that the district will be undergoing the accreditation process over the next year and we feel that the Assistant Superintendent/President and Vice President of Administrative Services is the most experienced and qualified person to lead us through that extensive process. We also recommend that this decision be made immediately to ensure that the district maintains stability in this time of transition.

Oral reports by other constituent group leaders may be presented at the meeting.