

**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, September 9, 2015, Mendocino College, 2565 Parallel Drive, Lakeport, California.

GENERAL MATTERS

Call To Order Trustee Tomkins, Board President, called the meeting to order at 5:00 PM.

<i>Board Members</i>	President	John Tomkins	present
	Vice President	Edward Haynes	present
	Clerk	Dave Geck	present
	Trustee	Paul Ubelhart	present
	Trustee	Joan M. Eriksen	present
	Trustee	Janet Chaniot	present
	Trustee	Joel Clark	present
	Student Trustee	Nayeli Castaneda	absent

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 (absent)
	Classified Senate	David Bushway, President (arrived at 5:40 PM)

Management/Supervisory/Confidential Debra Polak, President (present)

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

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

Minutes/Approval M/S (Haynes/Chaniot) to approve the minutes of the regular meeting held on August 12, 2015 as presented. M/S (Geck/Ubelhart) to approve the minutes of special meeting held on August 27, 2015 as amended. The amendment being Trustee Haynes left the meeting at 5:30 PM and wanted the minutes to reflect that he was not present for any deliberations conducted after that time nor was he present for the meeting adjournment. Both sets of minutes were approved with the following vote:

Ayes	Tomkins, Chaniot, Haynes, Geck, Eriksen, Clark and Ubelhart
Noes	None

Short-Term Employees

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 the employment of the Part-Time faculty 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 submitted and presented at the meeting.

Employment – Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Mayra Sanchez as an Accounting Specialist and Phylliss Kay Boswell as the Budget and Grants Technician both effective September 10, 2015 as presented at the meeting.

Other Items

Educational Master Plan

Members of the Board acknowledged the tremendous amount of work that went into the document. Vice President Guleff recognized Executive Assistant Cindy Chapman for the great work she does as an editor. The information included in the document will also help to inform the Facilities and Technology Master Plans as we move forward. When asked where the population information included in the report came from, it was identified as information from the California Department of Finance forecast models in 2008 & 2009 but will be closely reviewed in 2017.

M/S (Geck/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the Education Master Plan as presented. The action was approved with the following vote:

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

ACTION ITEMS

2015-16 Adopted Budget

Vice President Cichocki reviewed the documents with the Board. She pointed out several things in the budget which included:

- Our enrollment base for 2014-15 was 3,045 and since 2015-16 is a stability year, we will be receiving our apportionment based on this number regardless of the number of FTES reported.
- The District will be receiving one-time funding this year to help pay down the previously unfunded mandated costs. This amount will equate to \$1.65 million to Mendocino College.
- Budget includes a COLA of 1.02% which is only the third COLA received since 2007/2008.
- Includes one-time funds from the Foundation in the amount of \$100,000 to cover the addition of one FT nursing faculty.
- STRS/PERS increases over the next 5 years must be planned for as we

move forward. These increases will amount to an additional \$950,000 the District will be obligated to pay over the next five years.

- Natural step and longevity increases amount to approximately \$200,000 in expense to the college each year.
- Proposition 30 tax funding expires in 2016 and 2018 which amounts to approximately \$3,000,000 to Mendocino College.

After review of the documents presented by Vice President Cichocki, the Board took the following action:

M/S (Clark/Geck) to adopt the 2015-16 budget maintaining a minimum 15% reserve and determine a way to cover the additional PERS and STRS funding requirements for the next five years. The motion was approved with the following vote:

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

Using the requirements stipulated in the motion above, a new multi-year projection will be presented to the Planning and Budgeting Committee for review and will then be presented to the Board as information at their next meeting.

*Northern California
Community
Colleges Self
Insurance Authority
(NCCCSIA)
Resolution 09-15-
01 – Designation of
Alternative
Representative*

After reviewing the documents presented, the Board took the following action: M/S (Clark/Chaniot) to adopt resolution 09-15-01 as presented. The motion was approved with the following vote:

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

*Petition for
Transfer of
Inhabited Territory*

After reviewing and discussing the petition, the following action was taken:

M/S (Clark/Ubelhart) to approve the Petition for Transfer of Inhabited Territory as presented. The motion was approved with the following vote:

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

INFORMATIONAL REPORTS

*Education and
Student Services
Report*

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

- We are currently reviewing incident tracking software which includes a Save Act module. Using something like this would enable someone to report an incident or concern from any computer.

- North County welcome event has been moved to September 17th. The date for the welcome event at the Coast center is yet to be determined.
- Transfer degrees - statewide there are currently 1,054 approved degrees for transfer. We have 20 approved and were required to complete 13. Currently, 56 colleges have met their transfer degree obligation.
- MTA recently informed us they are receiving grant monies they intend to use to provide our students with free bus passes. We are also continuing to work with MTA regarding the moving of the bus stop.

Administrative Services Report

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

- Vice President Cichocki acknowledged Joe Atherton, Director of Fiscal Services for the amount of work he completed to close the 2014-15 books, At the same time, he was working diligently to complete the proposed 2015-16 budget all while being down two employees in his area.
- The pre-marketing meeting for the bond refinance will be on Monday. If the market does not look favorable, we will not proceed with the action at this time.

Mendocino College Coastal Field Station and Natural Resources Informational Report

There was no report presented by the affiliate group.

Lake County Friends of Mendocino College

Wilda Shock addressed the Board regarding several projects the affiliate group has been involved with.

- Working with several different organizations in the county in support of the students at the Lake Center. These groups include the local Kiwanis who helped with the welcome week barbeque.
- The Quilt Trail project is an all-volunteer effort county-wide. Locations of the quilt squares seem to generate quite a bit of publicity but also support the mission of the college. Currently, there are 82 squares placed around the county with the total number being capped at 100. The actual square is not made of fabric and could be viewed as an art project completed on wood. Placement of a quilt square would be a freestanding installation made of welded steel with all expenses for construction and installation assumed by the Lake County Friends of Mendocino College group. The supporting structure would be engineered and completed by a local welding firm. The group would like to move forward with this project. With this in mind, the group was instructed to begin the approval process by presenting their proposal to the facilities committee and if approved, would then move on to the President's Policy Advisory Committee for their approval.

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 Eriksen reminded the members of the board to submit their annual

check for the Adopt a Fifth Grader program.

- Executive Director Fairbairn detailed the Wine Pull which will be available for attendees at the annual Gala event.
- Executive Director Fairbairn has been speaking with the folks at Morgan Stanley and it looks as though they will be sponsoring the Gala program.

*Constituents Group
Reports*

Academic Senate:

A written report was submitted by Academic Senate President Reid Edelman.

Classified Senate:

Classified Senate President Bushway recognized the many members of the classified staff for all their hard work during the first week of the fall 2015 semester.

Management/Supervisory/Confidential:

No report was presented.

ASMC:

No report was presented.

*Health Benefits
Annual Report
2014-2015*

An annual information report for 2014-15 on the status of the health benefit program was presented as information.

*Health Benefits
Report*

The Health Benefits report for the 2015-16 year was presented as information.

Big Picture

An update on the various activities taking place at the Lake Center was presented by Steve Hixenbaugh, Interim Dean of Career and Technical Education.

- Dual and Concurrent enrollments are currently occurring at Kelseyville, Upper Lake, Clear Lake and Natural High Schools. Concurrent enrollment is any high school student taking a college course. Dual enrollment students are those taking a college course during the high school bell schedule. Instructional Service agreements are in place for the dual enrollment offerings.
- Partnering with several local entities including the Lake County Chamber of Commerce, MPIC/Workforce Lake and the Lake County Regional Economic Development Committee
- Working with all Lake County high schools on the Career Pathways Trust Grant.
- The WSCH/FTEF efficiency numbers at the Lake Center have increased significantly as well as the average fill rate which is now reflecting 74% as compared to 49% in the fall of 2013.
- K-12 enrollments are significantly increased. We have been partnering with our K-12 partners to garner this increase. We also have imbedded counselors at the various high schools and additional outreach occurring.
- Our focus is to offer courses that are not being offered at the high schools so we are not in direct competition with them.
- 12% of the total college enrollments are at the Lake Center campus.

- 30% of the online enrollments are students with a Lake county zip code

TRUSTEE COMMUNICATION

Trustee Reports

Oral report by Trustee Chaniot:

- Trustee Chaniot brought up the issue of whether trustees should have college email addresses as a way to aid in keeping college business separated from their private emails.
- Louise Jaffe (CCCT) is promoting the use of greenhouse gas monies for bus passes at the state level and Trustee Chaniot was pleased to hear about the proposal from MTA.
- With the current discussion regarding the proposed changes to the Accreditation Task Force, Trustee Chaniot informed the board this will be a topic at the CCCT meeting this week. If board members have strong opinions about this issue, she would like to hear them prior to Friday's CCCT meeting.

Oral report by Trustee Eriksen:

- Trustee Eriksen stated she took another load of used books to the library for their use and/or sale.
- AAUW will holding one of their meetings at the college this year and will include lunch at the Culinary Arts department.

Report by Trustee Haynes:

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

- Trustee Haynes would like to see the college to explore the idea of awarding stipends for students who ride their bikes to campus and do not use other means of transportation.

Oral report by Trustee Tomkins:

- Trustee Tomkins stated he had nothing to add.

Oral report by Trustee Ubelhart:

- The open house and ribbon cutting ceremony for the new Howard Memorial Hospital will be taking place this weekend and he would appreciate the support of everyone at the event.

Oral report by Trustee Geck:

- Trustee Geck stated he supports the dual and concurrent enrollment work that is being done.

Oral report by Trustee Clark:

- Trustee Clark stated he had nothing to add.

CLOSED SESSION

The Board adjourned to Closed Session at 7:26 PM. Board President Tomkins announced that all items listed on the agenda under closed session will be discussed.

OPEN SESSION

*Report of Action
Taken in Closed
Session*

The Board returned to open session at 8:50 PM with Board President Tomkins reporting the completion of a positive performance evaluation of the Superintendent/President. No other action was taken on the items discussed in closed session.

Adjournment

M/S (Ubelhart/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:51 PM.

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

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