

**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, August 6, 2014, Mendocino College, 1000 Hensley Creek Road, Ukiah, California.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 5:01PM.

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

Secretary Arturo Reyes, Superintendent/President

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

Staff Virginia Guleff, Vice President of Education & Student Services
Representatives Eileen Cichocki, Director of Fiscal Services

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

Public Comments As all the members of the public were present to address Item No. 5.1 on the agenda, Public Comments were moved to precede that agenda item.

Agenda Approval The agenda has been amended to now include Item 3.5 Volunteers under the consent agenda.

M/S/C (Tomkins/Geck) to approve the amended agenda. The matter was approved 7-0.

Minutes/Approval M/S/C (Haynes/Geck) To approve the minutes of the regular meeting held on July 9, 2014 as amended and the minutes of the special meetings held on July 9, 2014 and July 30, 2014 as presented. All the minutes were approved with a 7-0 vote. The amendment being changing the word recanted to reiterated under the public comments made by Markley Bavinger.

PRESIDENT'S REPORT

A written report was submitted by Superintendent/President Reyes. The

following was offered in addition:

- Fantastic event held in Fort Bragg on Monday, Aug 4th. Approximately 300 attended. Many thanks to the staff and the Board for their support of this event.
- When asked about where enrollments are currently, Dean Polak responded by stating enrollments are still coming in from the Coast area and we are continuing to receive calls about our course offerings etc. She also added that our offerings are including courses for first-time college students as well as those courses needed by students to complete their degrees and certificates. Vice President Guleff added that the coast schedule was built in the hopes of garnering 35-40 FTES at that location. Trustee Chaniot expressed her appreciation to Vice President Guleff and Dean Polak who did a stellar job of explaining where we are in the process with regard to our course offerings on the Mendocino Coast.
- S/P Reyes added the number of female golfers participating in this year's fund-raiser for the Athletic Department has doubled from last year's high of four to a total of eight. Interim Athletic Director Gordon has done a great job promoting this event.

CONSENT AGENDA

M/S/C (Geck/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Consent Agenda as amended which now includes Item 3.5. The matter was approved 7-0.

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.

*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 2014 semester as submitted and presented at the meeting.

*Employment –
Interim Dean of
Career Transfer
Education & Lake
Center -
Correction*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the corrected Interim Dean of Career Transfer Education and Lake Center Coordinator contract as submitted and presented at the meeting.

Resignations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the resignations of Christine Mullis and Margaret Sanchez 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.

Other Items

*Parking Lot and
Hensley Creek
Road Repairs –
Change Order No.
1*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 1 for the Parking Lot and Hensley Creek Road Repairs Project to Granite Construction in the amount of \$12,000.00

*Donation of
Automobile*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept with appreciation the donation of a 1999 Volkswagen Bug from Lauren Mocael. A letter of thanks will be sent to the donor.

*Sale and/or
Disposal of
Surplus Property*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize the sale and/or disposal of surplus property as submitted and presented at the meeting.

Public Comments

The following individuals expressed their views regarding the Point Arena Field Station informational item on the agenda:

Daphne McNeil stated she has attended classes and cultural events at Mendocino College. She urged the Board to retain the Point Arena Field Station as an extremely valuable asset for college and community and would like to see the College work with community so it isn't a drain on college finances.

Candie Dickinson spoke as someone who has been able to attend faculty breakout sessions on the site. She feels this property is precious and we should be using our imaginations to come up with a better solution.

David Smith-Ferri stated he would like to see the Board look at the property in a broader sense and feels the property could be used to attract students to attend Mendocino College. He also stated it wasn't that long ago the community was asked to vote on a bond measure that was supposed to be used to renovate this facility.

Barry Vogel elected to not comment until he hears the reports presented to the Board. Board President Clark reminded him this is a meeting of the Board of Trustees and his time to speak is during public comment.

Jared Carter addressed the members of the Board hopes they have had an opportunity to read the letter he and Barry Vogel wrote which included letters from several other people. He stated his letter also included a letter from a Professor in Southern California which reflects the theory that if you open the

land to the public, the area will no longer be pristine. He also expressed the need for pristine places to study. Mr. Carter added that the members of the Board should be terribly concerned about the report Mr. Reid Edelman has prepared and submitted to the Board which reflects the ineffective communication between the administration and the members of the faculty. If and when the Friends of the Point Arena Field Station sue the college district regarding entering into this agreement, this information will come out. He does not want to take this course of action, as the Friends of the Point Arena Field Station want to work with all the members of the community to preserve this site.

Wade Koeninger began his address to the Board by stating he is a big fan of Mendocino College. He spent 16 years as a trustee and now serves on the Citizens' Bond Oversight Committee (CBOC). He would like to see Mendocino College permanently make the Point Arena Field Station a unique and viable facility that fits in with the mission of the college. He also distributed copies of a list that includes 164 signatures in support of saving the Point Arena Field Station and asked that list be included in the minutes (please see the final page of the minutes for this list).

John Koetzner addressed the Board and stated that in 2008 then Superintendent/President Lehner came to the constituents with news that the matching funds for the Measure W bonds were no longer available from the state. He feels the administration never made the community aware this fact and asked that the Board of Trustees listen to what the community is now saying.

Pete Passof addressed the Board as a retired forester for the University of California Cooperative Extension. He presented an analogy where the UCCE has a field station in Hopland which was purchased in 1950. At that time, they had the foresight to set aside areas where studies could be conducted in a "pristine" environment. He feels this example could be used in this case with the agreement including a statement about the Bureau of Land Management being mandated to maintain the "pristine" area as well.

Paul Poulos stated he has a background in education and was asked by BLM to establish the historical significance of the property. He feels BLM does not have a great history of keeping things pristine. He asked why the Board members did not receive a copy of the letter which is included in the Board's updated packet as part of the informational report from Academic Senate President Reid Edelman when he received a copy approximately five weeks ago. Mr. Poulos feels if the public is allowed to come into the area and walk on the bluffs, there will be catastrophic results not only to the area but possibly to the public members that may stray too close to the edge. He has copies of a report he completed for his Board regarding the Point Arena Field Station and has offered a copy of the report to the members of the Mendocino College Board of Trustees.

Laurie Hubbard addressed the Board as a resident of Point Arena. South Coast residents of Sea Ranch, Gualala, and Point Arena want the research to continue and expand and stated the residents are very happy with the Stornetta Public Lands and National Monument. She added they had an opportunity to have an open conversation with BLM where they made it clear that they value this land and do not want the public access destroying it. She would hate to see the college lose this opportunity to continue their research and feels very strongly this example can work for the Point Arena Field Station as well so what is the best way to make this happen?

Leslie Dalhoff is a Point Arena resident and former mayor of that community for ten years. She has served as a member of the Point Arena California Coastal Monument Gateway Group since its inception 8 years ago where she worked with BLM to obtain the best protection possible for the original piece of land – a National Monument. In open meetings of the Gateway Group, there have been discussions regarding the acquisition of the Point Arena Field Station land for the last 2 years. She stated that even with a sale, this land could still remain closed to the public and ongoing research can be retained. All of these things are currently on the table. All you need to do is make sure it is part of the agreement. Currently, none of the trails are on the Point Arena Field Station property and BLM intends to keep it this way. This would be a Field Station on a National Monument which would continue forever. This funding source does not require the land to be open to the public but the funding source disappears at the end of the year. She stated she specifically asked about CEQA requirements and was told they do not apply in this case. She also stated the protected area can be extended to include the marine life even though the tide line is owned by the residents of the State of California. She strongly encouraged the Board to proceed forward to protect the land, the resources, and the research as time is of the essence. Since this funding source is federal, it can be reallocated to other areas at any time if not secured.

INFORMATIONAL ITEM

Point Arena Field Station

This informational item is an update on the status of the possible sale of the Point Arena Field Station property.

- Vice President Guleff and Vice President Cichocki presented an update from the ad-hoc committee which included five different options ranging from not selling at all to selling everything and seeking other coastal property access for research.
- Vice President Guleff reminded those present of the 2 recommendations from our accreditation visit by the ACCJC which include systematically evaluating our processes. We now have an opportunity to see how Point Arena Field Station Management Committee as well as other campus committees fit into the planning loop.
- Vice President Guleff presented a timeline which spans from March

1980 through June 2014. The document is still a draft and all documents in the timeline will be available online once she has an opportunity to scan them which should occur by the end of next week. She is following the same model we used for accreditation so the information is available for everyone to review.

- Vice President Cichocki pointed out that Bond fund allocations and reallocations began in 2008 after the matching funds were eliminated by the State. Board President Clark asked the amount of the matching funds we didn't receive which Vice President Cichocki stated to be approximately \$10,000,000.
- Vice President Cichocki showed where at the end of each year we have completed audits of the Measure W Bond projects and the following February the Citizens' Bond Oversight Committee (CBOC) and the public received the reports where no exceptions were found.
- Vice President Guleff called attention to the faculty notifications which started on 4/15/11. She also stated that the timeline is drawing information from a number of places such as Academic Senate meeting minutes, Board of Trustee meeting minutes, meeting maker dates, etc. She also pointed out that the question regarding outside funding was first mentioned on 10/13/11 during a presentation to the Budget Implementation and Planning Committee (BIPC) where there was mention of possible coordination of efforts with other colleges and universities.
- Vice President Cichocki presented the April revise budget figures which showed it necessary to make a one-time transfer in the amount of \$325,000 in order to balance the 2013-14 budget. There will need to be a one-time transfer of \$975,000 to maintain our reserves for the 2014-15 year.
- Vice President Guleff presented enrollment figures for the past 3 years which reflected a steady decline in the number of students using the facility. She will go back a few more years to determine the number of students previously using the site.
- Alan West asked permission to respond to these numbers and stated Mike Adams and BIPC asked the Point Arena Field Station Management Committee to not have field activity at Point Arena Field Station due to proposed repair activity. This is why the numbers have declined in the years shown. Vice President Guleff responded to Mr. West by asking him to provide her with documentation in support of this statement and she will be happy to include it on the timeline.
- Board President Clark thanked Vice President Guleff and Vice President Cichocki for the detail and effort expended on this project. He reminded those present that transparency is essential. With this in mind, he is establishing an ad-hoc committee which will be comprised of three members from the Board of Trustees, two members from the Academic Senate, two members from the Management/Supervisory/Confidential group, and two members from the Classified Senate. The charge of this

committee is to receive information from the various groups on this issue and report back to the full Board at their October meeting. An interim report may be presented at the Board meeting in September if information is available. The ad-hoc committee members will be Trustee Haynes, Chair; Trustee Chaniot, Trustee Tomkins, Academic Senate President Edelman, Academic Senate Vice President Edington, Vice President Guleff, Vice President Cichocki, Classified Senate President Alfin, and Classified Senate representative Chris Olson. Trustee Chaniot asked that a student be included as well and Vice President Guleff stated she will work with the ASMC to locate someone to fill that role. Trustee Haynes asked that part of the charge of the committee include a recommendation of how any profits may be spent if there is a decision by the Board to sell the property.

- In light of our current funding situation, Board President Clark asked the group to also review what program or service may need to be eliminated if the decision is made to retain the property since the cost of maintaining the facility is not currently part of the budget.

ACTION ITEMS

Fiscal Report as of June 30, 2014

Vice President Cichocki confirmed for Board President Clark that this year’s budget is built on 2,900 FTES but our target is still the 3,043 number. She also pointed out that if we are unable to achieve the 3,043 FTES number this year, the one-time funds being used this year to balance the budget will be depleted and significant reductions and cuts will need to be made. Vice President Cichocki also reminded the Board that going forward, each year the retirement funding will be increased as well. She added she is hoping to have a 5-year projection beginning in October which will give the Board a much clearer picture of the future needs of the institution.

Trustee Haynes added that when reviewing this report, 85% of the actual budget is wages so there isn’t a large pool of discretionary money to work with when looking to balance the budget.

M/S/C (Chaniot/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted. The matter was approved 7-0.

2014-2015 Appropriation Limit

M/S/C (Tomkins/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt resolution 08-14-01 which establishes the Mendocino-Lake Community College District’s Appropriation Limit for the 2014-15 fiscal year at \$23,927,793. The matter was approved 7-0.

Board Workshop Dates

After some discussion, it was determined the Board Workshops for the 2014-15 year will be held on October 15, 2014 and April 22, 2015 and will run from 9:00 AM until 2:00 PM. Topics will include the various requirements the Board has previously determined.

M/S/C (Tomkins/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby establish October 15, 2014 and April 22, 2015 as the dates of the Fall 2014 and Spring 2015 Board Workshops. The matter passed 7-0.

INFORMATIONAL REPORTS

Education and Student Services Report

A written report was submitted by Virginia Guleff, Vice President of Education and Student Services. The following was offered in addition:

- Even with the loss of internet connectivity and cell phone coverage, the event held for the North Coast students on August 4th was a wildly successful day. She expressed her thanks to Dean Polak and Dean Kouanchao for all their work and coordination. Leticia Trejo, Juvenal Vasquez, and Kim Pinson worked the registration counter non-stop. There was also an opportunity to have great conversations with members of the community as well as learning about opportunities for partnerships with various high schools in the area. She added we should be thinking about changing our thinking when referring to students from that area as anyone from various areas on the coast can enroll in our classes and not just someone from Fort Bragg. Maybe we should be referring to the area as the North Coast and not just Fort Bragg.
- We have begun a “Take another class – Increase your Financial Aid” campaign with the help of our Director of Community Relations and Communications, Jessica Silva.
- We are on a very stringent timeline with ACCJC regarding our mid-term report. She feels very strongly we must have it ready to go by mid-fall.
- Plans for In-service are in place. There will be a Mental Health presentation as well as an opportunity for faculty to be working on their minimum qualifications. The in-service workshops are open to everyone and she encouraged everyone to participate in the training opportunities offered.
- Board President Clark inquired about safety orientation and encouraging faculty as first responders to participate. Trustee Haynes inquired about how faculty members respond in this type of situation since there are no panic buttons. Vice President Guleff stated there are protocols in place but they need to be strengthened. Superintendent/President Reyes added we would like to present something during the main session of in-service sometime in the future.

Administrative Services Report

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

- Trustee Haynes stated he thought the Hensley Creek Road project went well.
- Vice President Cichocki added the facilities committee will be reviewing all the signage on campus for possible updates, etc.

Measure W Bond Report

A written report was submitted by the Citizens’ Bond Oversight Committee. The following was offered in addition:

- Vice President Cichocki added with regard to equipment and/or software

purchased, there were a number of years built into the original purchase. As of now, any updates have become part of the General Fund expense.

- Trustee Ubelhart asked about the completed projects. Now that we have these additional facilities, what about maintenance and what will our level of maintenance be going forward.
- Trustee Haynes added that everything comes down to enrolling more students.

*Mendocino
College
Foundation, Inc.*

A written report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation, Inc.

*Constituents
Group Reports*

A written report was submitted by the Management/Supervisory/Confidential President Minerva Flores.

A written report was submitted by the Academic Senate President Reid Edelman. The following was offered in addition:

- Academic Senate President Edelman asked for the opportunity to clarify several statements made previously. He corrected the earlier statements made by Mr. Carter and Mr. Poulos stating the report he submitted was written by Steve Cardimona with input from the Point Arena Field Station Management Committee and not himself. The possibility of a lawsuit mentioned previously would not be supported by the Academic Senate or the faculty. He does not feel the BLM signage mentioned earlier would help to alleviate the problem of public access to the site. BLM could erect signs but they could not prohibit public from being on the land. He added that while an outright sale was not endorsed by the ad-hoc committee, the possible sale to a third party (potentially another academic institution) would be supported by the faculty and the Academic Senate. The view of the science faculty is the work currently being done in Point Arena could not continue at another location. He also added he appreciates the idea of a Board of Trustee ad-hoc committee and urged the Board to consider adding a member of the science faculty to the committee as well.

The following oral reports were presented at the meeting:

Classified:

Classified Senate President Erik Alfkinn stated the Classified Senate group has begun working on the scholarship fundraiser which will take place in December.

Health Benefits

The Health Benefits Report is presented as information only.

TRUSTEE COMMUNICATION

Trustee Reports

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

- Trustee Tomkins added that participating as a member of an Accrediting committee is a thankless job and there needs to be some changes made to the process.

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

- Workshops can be used to complete the certificate of participation for the Excellence of Trusteeship program.
- Thanked the constituent groups for their written reports included in the Board packet and stated these documents help to show shared governance for accreditation purposes.

Oral report by Trustee Eriksen:

- The Vice President and Dean did a great job at the Fort Bragg open house. She really enjoyed how everyone was kept involved and interested.

Oral report by Trustee Ubelhart:

- Would like to recognize President Clark for all his work especially in light of the Point Arena Field Station issue.
- He was glad to see the large group at the Fort Bragg open house. Everyone did a great job and the event was well done.

Oral report by Trustee Clark:

- Nothing additional to report.

Oral report by Trustee Haynes:

- Trustee Haynes would like to see the integrated timeline included in the Board packet but had nothing else to report.

Oral report by Trustee Geck:

- Thanks to the Vice Presidents for all their work and reports especially with the beginning of semester being right around the corner.

CLOSED SESSION

The Board Adjourned to Closed Session at 7:35 PM. Board President Clark announced that items 9.1 Conference with real property negotiator, 9.2 Conference with Legal Counsel, 9.3 Collective Bargaining/Meet and Confer, 9.4 Consideration of Student Discipline – Expulsion, and 9.5 Public Employee Performance Evaluation will be discussed.

Adjournment

The Board returned to open session at 9:54 PM where the following actions were taken:

M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby expel Donald Randall from all campuses and centers of the Mendocino-Lake Community College District

based upon the charges of disturbance of the peace, significant disruption of College activities, and communicated threats of violence.

Board President Clark reported no other action was taken on the items discussed in closed session.

M/S/C (Geck/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 9:55 PM.

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