

**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, December 12, 2012, Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

**GENERAL MATTERS**

*Call To Order* Trustee Clark, Board President, called the meeting to order at 5:04 PM.

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

*Secretary* Roe Darnell, Superintendent/President

*Support Staff* Gwen Chapman, Executive Assistant II Superintendent/President

*Staff Representatives* Larry Perryman, Vice President of Administrative Services  
Virginia Guleff, Vice President of Education and Student Services

<i>Constituent Representatives</i>	Academic Senate	Steven Hixenbaugh, President
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Virginia Guleff, President

*Public Comments* There were no comments from the public.

*Agenda Approval* M/S/C (Geck/Eriksen) To approve the agenda as submitted.

*Minutes/Approval* M/S/C (Chaniot/Tomkins) To approve the minutes of the regular meeting held on November 14, 2012 and the special meetings on November 13 and 15, 2012 as submitted.

Trustee Haynes commented on the item in the minutes regarding his vote of “no” on the resolution on Pt. Arena. He wanted the Board to know that he was not aware of the requirement for a unanimous vote for the resolution to pass and it was not his intent to impede the will of the board.

**RECOGNITION OF RETIREES**

Board members honored retiring staff member Leslie Humphrey for her 17 years of service to Mendocino College.

**CLOSED SESSION**

Board President Clark adjourned the meeting to Closed Session at 5:07 PM and stated that action will be taken.

The Board returned to Open Session at 5:30 PM and reported the following:

By a unanimous vote, the Mendocino-Lake Community College Board of Trustees has approved a contract hiring Arturo Reyes as the District's next Superintendent/President, with an annual salary of \$184,500. A copy of the contract is available upon request.

Board President Clark, on behalf of the Board, thanked the search committee, the site visit committee and the consultants for their work. He added that the site team had found that Mr. Reyes is held in high regard at his campus, has a solid track record, and the Board is pleased to be welcoming him to Mendocino College.

### **ANNUAL ORGANIZATIONAL MEETING**

#### *Election of Officers*

The election of officers took place with the floor open for nominations. The order of nominations was President, then Vice President, then Clerk.

M/S/C (Chaniot/Eriksen) To elect Trustee Clark as President of the Board for 2013.

M/S/C (Tomkins/Eriksen) To elect Trustee Haynes as Vice President of the Board for 2013.

M/S/C (Clark/Eriksen) To elect Trustee Tomkins as Clerk of the Board for 2013.

#### *Meeting Dates and Times*

M/S/C (Haynes/Chaniot) To schedule the following dates/times for regular meetings of the Board for 2013. Regular Meetings to begin at 5:00 PM on the following days:

January 9, February 6, March 6, April 10, May 1, June 5, July 10, August 7, September 11, October 2, November 6, December 11 (organizational meeting)

Board workshops to take place on the following days:

Wednesday February 27, 2013 and Saturday, September 14, 2013

### **CONSENT AGENDA**

M/S/C (Chaniot/Haynes) To approve the Consent Agenda as submitted.

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 Short-Term Employees as presented at the meeting.

#### *Employment – Part-Time Faculty*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the list of Part-Time Faculty for Spring Semester, 2013 as 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.

#### *Employment –*

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

*Professional Expert* Trustees does hereby employ as a Professional Expert, pursuant to Education Code, Section 88003, Orion Walker as Sustainable Technology Program Coordinator, January 7, 2013- June 30, 2013.

*Resignation – Interim Superintendent/President* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of D. Roe Darnell, Interim Superintendent/President effective January 6, 2013.

*Employment – Professional Expert* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ D. Roe Darnell as a Professional Expert, January 7-9, 2013, pursuant to Education Code Section 88003.

**Other Items**

*Fiscal Report* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.

*Signature Authorization Resolution 12-12-01* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt resolution 12-12-01 giving signature authorization to Virginia Guleff as Vice President of Education and Student Services from November 15, 2012 until rescinded by the Superintendent/President.

*Signature Authorization Resolution 12-12-01* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt resolution 12-12-02 giving signature authorization to Arturo Reyes from January 7, 2013 until rescinded by the Board of Trustees and does hereby rescind the signature authorization of D. Roe Darnell on the same date.

*Donation of Automobiles* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donations of a 1991 Honda Accord from Jeremy Mendelsohn and a 1999 Subaru Outback donated by Brian Pendley.

**ACTION ITEMS**

*2011-2012 Audit Report* M/S/C (Geck/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby formally receive the Mendocino-Lake Community college District Audit Report for the year ended June 30, 2012.

Holly Salisbury of Matson and Isom presented the district audit which included the audit of the Foundation. She also reviewed the Bond audit. She thanked Eileen Cichocki and the college staff for their work with the audit firm. She discussed the one finding regarding the requirement for the CARE program to have two advisory committee meetings annually.

The board asked questions and received responses from Salisbury and college staff to several questions regarding the audit.

*Board Policy Manual Updates* M/S/C (Geck/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Board Policy 310 Institutional Planning and approve revisions to Board Policy 404 Textbooks.

*Lake County Center Change Order No. 9* M/S/C (Geck/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 9 for the Lake County Center in the amount of \$16,212.

*Lowery Student Center – Change Order No. 2* M/S/C (Haynes/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 2 for the Lowery Student Center in the amount of \$16,013.

### **INFORMATIONAL REPORTS**

*President’s Report* A written report was submitted by Superintendent/President Darnell. The following was offered in addition:

- Buttons with the number 3100 were shared with the Board. This is target number for enrollment this fiscal year. To help meet the goal, heavy advertising will be done after the holiday and classes have been added to help increase enrollment.
- Trustee Chaniot was congratulated for being nominated to be second vice president for CCCT Board.
- The Board thanked and congratulated Superintendent/President Darnell on his work as Interim Superintendent/President and complimented him for how well he worked with staff.

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

- There was further discussion regarding the recent CTE Symposium.

*Administrative Services Report* A written report was submitted by Larry Perryman, Vice President of Administrative Services.

*Measure W Bond Report* A written report was submitted by Larry Perryman, Vice President of Administrative Services.

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

*Constituents Report* No written reports were submitted. An oral report was given by Steve Hixenbaugh, President of the Academic Senate and Larry Lang, President of the Classified Senate.

*Health Benefits Report* A written report on the status of the Health Benefits Fund was submitted as information.

### **TRUSTEE COMMUNICATION**

*Trustee Reports* A written report was submitted by Trustees Haynes and Chaniot. Oral reports were given by Trustees Ubelhart, Eriksen, Chaniot, Tomkins, Clark.

### **FUTURE AGENDA ITEMS**

*Future Agenda  
Items*

A list of items for future agendas was submitted for review.

*Presentation –  
Entrepreneurship*

**PRESENTATION**

Dean Goff and Professor Steve Hixenbaugh shared information on entrepreneurship including some specifics on certificates in business and sustainable technology. Hixenbaugh discussed the college's relationship with the local economy and the work done with local employers to provide training for their staff in various areas. While this does not always result in an increase in FTES, this is good marketing for the college.

**CLOSED SESSION**

The Board adjourned to Closed Session at 7:00 PM. Board President Clark announced that no reportable action will be taken in closed session.

Trustees returned to Open Session at 8:00 PM and adjourned the meeting.

*ADJOURNMENT*

M/S/C (Eriksen/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:00 PM.

Submitted by:

D. Roe Darnell, Superintendent/President  
Secretary, Board of Trustees