

**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, July 10, 2013, Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 5:01 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	Kevin Leal	present

Secretary Arturo Reyes, 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	Reid Edelman, Vice President
	Classified Senate	Larry Lang, President (absent)
	Management/Supervisory/Confidential	Virginia Guleff, Representative

Public Comments None

Agenda Approval M/S/C (Geck/Tomkins) To approve the agenda as presented.

Minutes/Approval M/S/C (Leal/Chaniot) To approve the minutes of the regular meeting held on June 5, 2013 as amended at the meeting. Revisions were made to the names of the Trustees who made and seconded the motion on Board meeting location.

PRESIDENT'S REPORT

A written report was submitted by Superintendent/President Reyes. The following was offered in addition:

- In response to questions on the agenda by various Board members, Superintendent/President Reyes gave an explanation of Orion Walker's job title and he shared an sample of the signage for the Library/Resource Center.
- The resolution on immigration reform was revised and a the revised version was presented to the Board.
- Congressman Jared Huffman will be holding a town hall meeting on the Affordable Health Care Act on August 29, 2013 at Mendocino College.

- The District has ended the year with 52 FTES less than what was needed. There is the possibility that there will be a waiver or “hold harmless” this year from the Chancellor’s Office for meeting enrollment goals.
- Mendocino Colleges was designated as an Hispanic Serving Institution (HSI) as of last fall. After having had that designation for one year, the College will be eligible to apply for grants.

CONSENT AGENDA

M/S/C (Tomkins/Geck) 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 submitted.

Employment – Part-Time Faculty *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the Part-Time Faculty for Fall Semester 2013.

Volunteers *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of volunteers as submitted.

Resignations/Retirements *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignations of Chuck Nolan, Nicholas Rhoades, Jeffrey Bergamini, and Karen Chaty.

Employment – Professional Expert *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Orion Walker as a Professional Expert, Sustainable Technology Program Coordinator pursuant to Education Code, Section 88003, July 1, 2013 – December 31, 2013.

Administrator Contract *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a Classified Administrator Contract for Anastasia Simpson-Logg, Director of Admissions and Records, July 1, 2013 – June 30, 2015.

Employment – Classified *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Christopher Olson as Programmer/Analyst, 12 months/year, 40 hours/week, effective August 5, 2013.

Other Items

Fiscal Report as of May 31, 2013 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.

Contracts and Agreements – Quarterly Ratification *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as submitted.

Library/Learning Center Signage – Award of Contract *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby award the contract for the Library/Learning Center Signage to Paramount Signs in the amount of \$50,281.88

Willits/North County Center - Change Order No. 7 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 7 for the Willits/North County Center project to Midstate Construction in the amount of \$7,090.

Lowery Student Center – Change Order No. 8 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 8 for the Lowery Student Center project to Midstate Construction in the amount of \$1,980.

Child Development Center Contracts Resolution No. 07-13-01 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve Resolution 07-13-01, California Department of Education Contract Numbers CCTR-3143 in the amount of \$121,026 and CSPP-3270 in the amount of \$140,560.

ACTION ITEMS

Resolution in Support of Immigration Reform Resolution No. 07-13-02 Superintendent/President Reyes reviewed the revised resolution. The purpose of the resolution is to recognize the need for action in the area of immigration reform as related to education. Once approved, Superintendent/President Reyes will share the resolution with the Legislature, Governor, Congressman Huffman and Senators Barbara Boxer and **Feinstein** along with a letter.

M/S/C (Ubelhart/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 07-13-02 in support of immigration reform as presented at the meeting.

Roll Call Vote: Yes – Trustees, Haynes, Ubelhart, Eriksen, Clark, Geck, Tomkins, and Chaniot with an advisory yes vote from Student Trustee Leal.

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:

- Vice President Guleff gave further information regarding the Mendocino Jumpstart Integrated Water Plan.

Administrative Services Report A written report was submitted by Larry Perryman, Vice President of Administrative Services. The following was offered in addition:

- Vice President Perryman will be attending a budget workshop on August 8 and will bring back more information regarding the State budget.

Measure W Bond Report A written report was submitted by Larry Perryman, Vice President of Administrative Services. The following was offered in addition:

- The third major reallocation of Bond funds will take place soon. Input will be received from the College staff. When the projects are finalized a full report on where and how the Bond funds were spent will be shared with the College and the community.

*Mendocino
College
Foundation, Inc.*

A written report was submitted by Katie Fairbairn, Executive Director. The following was offered in addition:

- Board members complimented the Adopt-A-5th Grader program.
- It was requested that the results of SurveyMonkey on the GALA be shared with the Board.

*Constituents
Report*

A written report was submitted by the Academic Senate.

- The Board thanked the Senate for the written report and for their work on SLOs and Accreditation preparation.

*Health Benefits
Report*

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

BIG PICTURE

Vice President Guleff reviewed the Accreditation process using a PowerPoint presentation.

The following items were presented and discussed:

- Lake Center Accreditation follow-up – This May, Dr. Susan Clifford from the Accrediting Commission of Community and Junior Colleges (ACCJC) did a site visit as a follow up to the College’s substantive change report for the Lake Center submitted in Fall 2012. Substantive Change reports are required when 50 percent or more of a program is offered at a site.
- The College may need to submit a substantive change for Willits as well as for Distance Education in Fall 2013.
- After offering their input, the Board approved a revised Mission Statement which was developed in the Planning and Budgeting committee (PBC). The Mission statement was reviewed by ACCJC and compliment was received from Dr. Clifford. It is important to remember that the Mission Statement is what drives all planning and action.
 - Timeline for the Self-Evaluation
 - July - The draft Self-Evaluation report will be reviewed.
 - August – Work plans will be developed that address any needs for improvement and an evidence vault will begin to be developed.
 - September – A campus wide review of the Self-Evaluation report.
 - October/November – Completion of the Self-Evaluation report.
 - December – The Self Evaluation report is reviewed by the Board.
 - Major Tasks for July and August
 - Review Self-Evaluation first draft
 - Create Evidence Vault
 - Create Distance Education Handbook
 - Update Curriculum Handbook
 - Update SLO Handbook
 - Continue working on SLOs/SAOs

Vice President Guleff added that all planning documents and processes need to be linked more effectively and processes should be more clearly defined. Fiscal stability is an area of strength for the College. Connecting qualitative and quantitative Program Review data is something that will be reviewed as well as the Distance Education program.

Trustee Reports

TRUSTEE COMMUNICATION

Oral reports were given by Trustees Leal, Tomkins, Geck, Chaniot, Eriksen, Ubelhart, Haynes, Clark.

Student Trustee Leal will attend the Student Trustee Workshop in August. Trustee Chaniot reviewed the CCLC report by calling attention to specific items in the report.

The Board acknowledged retiree Karen Chaty for her 37 years with the District and congratulated her on her retirement.

CLOSED SESSION

The board adjourned to Closed Session at 6:55 PM. Board President Clark announced that no action will be taken in Closed Session.

The Board returned to Open Session and adjourned the meeting as follows:

ADJOURNMENT

M/S/C (Geck/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:40 PM.

Submitted by:

Arturo Reyes, Superintendent/President
Secretary, Board of Trustees