

**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, June 10, 2015, Mendocino College, 1000 Hensley Creek Road, Ukiah California.

**GENERAL MATTERS**

*Call To Order* Trustee Tomkins, Board President, called the meeting to order at 5:03 PM.

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

*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 (present)
	Classified Senate	David Bushway, President (present)
	Management/Supervisory/Confidential	Minerva Flores, President (present)

*Agenda Approval* Trustee Haynes requested the informational report from the Friends of the Mendocino College Coastal Field Station and Natural Sciences continue to be included on the agenda for future meetings. He also requested a brief closed session period to discuss the proposed Memorandum of Understanding with the Redwoods Community College District which was just received. This closed session period will take place prior to item 6.1 on the agenda.

M/S (Haynes/Chaniot) to approve the agenda as amended. The matter was approved via the following vote:

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

*Minutes/Approval* Trustee Chaniot asked the minutes be corrected to list the names of Michael Houlihan and Bonnie Harvey as the previous owners of Barefoot Wines as additional guest speakers at the Annual Trustees meeting of the Community College League of California.

M/S (Haynes/Ubelhart) to approve the minutes of the regular meeting held on

May 13, 2015 as amended. The minutes were approved with the following vote:

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

**ACTION ITEM**

*Recognition of  
Citizen's Bond  
Oversight  
Committee  
Members –  
Resolution 06-15-  
01*

M/S (Chaniot/Eriksen) to adopt resolution 06-15-01 recognizing the members of the Citizen's Bond Oversight Committee for their contribution to the college.

The action was approved with the following vote:

Ayes	Tomkins, Haynes, Chaniot, Ubelhart, Eriksen and Clark (the vote from Clark was completed electronically as he was not present at the meeting)
Noes	None
Abstentions	None
Absent	Geck

**TIME CERTAIN ITEM: 5:05 PM**

*Recognition of the  
Citizen's Bond  
Oversight  
Committee  
Members*

Resolution 06-15-01 was read aloud by Board President Tomkins. CBOC members Diane Clatty, Tami Bartolomei, Wade Koeninger and Gary Smith were present and recognized for their service. The members were presented with a copy of the proclamation as well as special recognition certificates signed by Assemblyman Jim Wood and Senator Mike McGuire.

M/S (Ubelhart/Eriksen) to recess for fifteen minutes to allow the members of the Board the opportunity to personally thank the members of the Citizen's Bond Oversight Committee for their contributions. The action was approved with the following vote:

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

Board President Tomkins ended the recess by calling the meeting back to order at 5:37 PM.

*Public Comments*

Wade Koeninger addressed the members of the Board regarding the Citizen's Bond Oversight Committee and expressed his thanks for the recognition and celebration. On behalf of the Governing Counsel of the Mendocino College Coastal Field Station and Natural Sciences, he also expressed his appreciation to the many people who have contributed to the new effort to expand the goals and reach of Mendocino College.

Steve Cardimona also addressed the Board members on behalf of the Mendocino College Coastal Field Station and Natural Sciences where he

informed them of the awarding of a \$24,300 planning grant from the National Sciences Foundation. He extended an invitation to those present to attend a public open house which will take place at the site in conjunction with the Discover the Coast at Point Arena event on Saturday, August 1<sup>st</sup>.

*Oath of Office*

The Oath of Office was administered to the newly elected Student Trustee Nayeli Castaneda by Board President Tomkins. The Board looks to the student trustee as a voice for the many students on campus.

**PRESIDENT'S REPORT**

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

- Recapped the recognitions presented to Trustee Eriksen during our commencement ceremony.
- Gave an update on the status of the easement with the Bureau of Land Management where he informed the board we are waiting for a response from the BLM solicitor.
- A conference call discussion took place today with representatives from the Center for Urban Education regarding the actual plan and our expectations for our in-service activity. The members of the Board will be hearing more about this in the near future.
- Classified recognition event was very well attended and much appreciated by the classified staff in attendance. Many thanks to Trustee Geck for making the trip from Lake County to join us.

**CONSENT AGENDA**

M/S (Haynes/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Consent Agenda as presented with the following vote:

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

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 –  
Summer Session  
2015 Faculty*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the 2015 summer session 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 –  
Tenure-Track  
Faculty*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Casey Bylund effective August 20, 2015 as presented at the meeting.

**Other Items**

*Fiscal Report as of  
April 30, 2015*

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

*District Order of  
Priorities for Five-  
Year Capital Outlay  
Plan, 2016-2020*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2016-2020 Capital Outlay plan as presented.

*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 presented.

**CLOSED SESSION**

The Board adjourned to Closed Session at 6:05 PM. Board President Tomkins announced that item 7.1 - Memorandum of Understanding with the Redwoods Community College District will be discussed in closed session.

The Board returned to open session at 6:25 PM with Board President Tomkins reporting no action taken on the item discussed in closed session.

**ACTION ITEMS**

*2015-16 Tentative  
Budgets*

The 2015-16 tentative budgets were presented by Vice President Cichocki for review and adoption. Discussion ensued which included the possibility of increasing the reserve percentage.

After review of the documents, the Board took the following action:  
M/S (Chaniot/Ubelhart) to adopt the 2015-16 tentative budgets as presented.  
The motion was approved with the following vote:

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

*Measure W Bond  
Program Final  
Audits*

The Measure W Bond Program Final Audits were presented by Vice President Cichocki for review and acceptance. After review of the documents, the Board took the following action:  
M/S (Haynes/Ubelhart) to accept the Measure W Bond Program Final Audits as presented. The motion was approved with the following vote:

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

*Board Policy  
Revisions – Second  
Reading*

After discussion, it was determined there were no changes to be made to Board Policy 2110, 2430, and 4100. The following action was then taken:

M/S (Ubelhart/Haynes) to adopt the revisions to Board Policy #2110, #2430 and #4100 as presented.

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

**INFORMATIONAL/ACTION ITEM**

*Memorandum of  
Understanding with  
Redwoods  
Community College  
District*

After discussion, the Board took the following action:  
M/S (Haynes/Ubelhart) that the district approve the Memorandum of Understanding with the Redwoods Community College District to provide educational and student services to the coast communities from August 15, 2015 through June 30, 2017 effective upon the signature by the Superintendent/Presidents of the two districts, provided all pending Mendocino-Lake Community College District requests are agreed to by the College of the Redwoods administration.

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

**BIG PICTURE**

*Student  
Achievement  
Standards and  
Scorecard*

An informational presentation by the Director of Institutional Effectiveness, Research and Grants, Minerva Flores recapped the student achievement standards and scorecard.

The information presented was based on the established 2008/2009 cohort and measures progress and completion at each community college across the state. The information presented reflected how the Mendocino College students rated using our own benchmarks and as compared to other students across the state.

**INFORMATIONAL REPORTS**

*Education and  
Student Services  
Report*

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

- Vice President Guleff thanked the members of the Board for their support regarding the dual enrollment initiative.
- Learning communities for student populations that are experiencing disproportionate impact are being developed through the Student Equity initiative.
- Summer enrollment has been doing very well. Summer courses begin on Monday.

*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 stated she had nothing further to add.

*Constituents Group Reports*

**Academic Senate:**

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

- Academic Senate President Edelman stated he had nothing to add.

**Classified Senate:**

An oral report was presented by Classified Senate President Bushway.

- Classified Senate President Bushway recognized Lois O'Rourke, Jana Rauch, Patti Gulyas, Anna Daugherty, Susan Orozco and K.J. Todd for their idea, coordination and work to set up a table and distribute ice cream to students during the final week of instruction.
- On behalf of the classified staff, he expressed his thanks for the classified appreciation breakfast which he stated was much appreciated.

**Management/Supervisory/Confidential:**

Management/Supervisory/Confidential President Minerva Flores informed the Board she had nothing to add.

**ASMC:**

An oral report was presented by Student Trustee Castaneda.

- Assignment of new members to fill the appointed positions will take place at the meeting on July 13, 2015.
- The final paperwork is still in progress for the food pantry.

*Health Benefits Report*

The Health Benefits report was presented and includes information for the first eleven months of the year. Vice President Cichocki stated we are aware of several large claims which are anticipating will be submitted during the month of June.

*Board Policy Additions and Revisions – First Reading*

The revisions to the Board policies are presented as information for review. Voting on these revisions will take place at the July 2015 meeting.

Discussion regarding Board Policy 3900 – Speech: Time, Place & Manner ensued. Trustee Haynes will forward information he would like distributed to the members of the Board regarding this policy.

Discussion regarding Board Policy 6800 followed with Trustee Eriksen asking about including e-cigs in the bullet about prohibition of the use of tobacco in all public buildings.

The Superintendent/President's Office will follow up with the Community College League of California and our legal representatives regarding both of these policies and will have that information available at the next meeting.

**TRUSTEE COMMUNICATION**

*Trustee Reports*

**Oral report by Trustee Chaniot:**

- Larry Galizio PhD. will begin his new position as the President and CEO of the Community College League of California at the end of July.

- ACCT will be holding their Leadership Congress in San Diego in October. She would encourage all of the board members to attend in support of the statewide trustee group. She will also be asking for the Board's support for her to attend this event.
- The Campaign for College Opportunity will be holding a webinar on Thursday, June 18, 2015 from 10:30 – Noon which will cover the priorities of diversity and equity in community colleges.
- She expressed her gratitude to Wade Koeninger for remembering the founders of the Measure W initiative and recognizing them.

**Oral report by Trustee Eriksen:**

- Trustee Eriksen attended the Nursing program graduation as well as her final official graduation. She expressed her surprise at the presentations made.

**Oral report by Trustee Haynes:**

- Trustee Haynes stated he had nothing to add.

**Oral report by Trustee Tomkins:**

- Trustee Tomkins expressed his regret for having missed graduation but had nothing else to add.

**Oral report by Trustee Ubelhart:**

- Trustee Ubelhart stated he has visited the website which he feels is very well designed.

**CLOSED SESSION**

The Board adjourned to Closed Session at 8:47 PM. Board President Tomkins announced that all items on the agenda will be discussed in closed session.

The Board returned to open session at 9:58 PM with Board President Tomkins reporting no action 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 9:59 PM.

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

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