

**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, May 1, 2013, Mendocino College Lake Center, 2565 Parallel Drive, Lakeport, CA.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 5:07 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	absent
	Trustee	Janet Chaniot	present
	Trustee	Dave Geck	present
	Student Trustee	Aaron Bielenberg	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	Steven Hixenbaugh, President
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Virginia Guleff, Representative

Public Comments Phil Warf, President of MCFT, addressed the Board regarding a recent personnel decision with which the MCFT is dissatisfied. Letters signed by 20 full-time faculty were presented to the Board.

Agenda Approval M/S/C (Geck/Tomkins) To approve the agenda as amended. Items 3.3 Volunteers and 4.9 Award of Contract – Library/Learning Center Signage was removed from the agenda.

Minutes/Approval M/S/C (Chaniot/Ubelhart) To approve the minutes of the regular meeting held on April 10, 2013 as amended. Further information was added regarding the Public Hearing.

RECOGNITION OF TENURED RETIREES

Board President Clark presented plaques and a personalized note to each retiree from the Board. Candienc Dickinson, Paula Gray, Dr. Charles Duffy, Mark Rawitsch were present to receive their plaques. Lisa Lunde was not present but was recognized by the Board. Each retiree was given the opportunity to give brief comments on their time at Mendocino College.

PRESIDENT’S REPORT

Superintendent/President Reyes presented a written report at the meeting. The following was offered in addition:

- The end-of-year luncheon was an excellent event. In addition to good food, music and fellowship, six Classified staff were recognized for their exemplary work and four retirees were honored.
- Staff continue to work to increase summer enrollment.

CONSENT AGENDA

M/S/C (Geck/Bielenberg) 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 – Summer Session Faculty *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ the Summer Session Faculty for 2013 as submitted.

Employment - Classified *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Antonio Toste as Maintenance Technician, 12 months/year, 40 hours/week, effective May 2, 2013.

Employment – Educational Administrator *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve an Educational Administrator Contract for Cary Templeton, Dean of Student Services May 6, 2013 – June 30, 2015.

Other Items

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

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

Citizens' Bond Oversight Committee *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby appoint community members to the CBOC for a two year term, May, 2013 – April 2015.

Student Trustee Privileges *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby maintain the following privileges:

- The ability to make and second motions
- The ability to make an advisory vote
- The ability to receive compensation rate equal to the Board's

Willits/North County Center - Change Order No. 5 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 5 for the Willits/North County Center project to Midstate Construction in the amount of \$1,995.

Lowery Student Center – Change Order No. 6 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No.6 for the Lowery Student Center project to Midstate Construction in the amount of \$4,765.

Donation of Automobile *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donation of a 1986 Mazda RX-7 donated by Ed Reece.

Sale of Surplus Property *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize the sale of surplus property as presented and further authorizes staff to dispose of property with an insufficient value to defray the costs of arranging a sale in a manner consistent with the College’s commitment to recycling.

ACTION ITEMS

Proposition 30 Education Protection Account Vice President Perryman stated that this provision was implemented to guarantee that Proposition 30 funding would be used for educational purposes and not administrative costs or salaries. It is required that the Board specify how the Proposition 30 funds will be spent and to post this information on the college’s website.

In responding to a question from the Board, Superintendent/President Reyes pointed out that this is not new money but is part of the budget that the Board adopted.

M/S/C (Chaniot/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does determine to spend 2012/13 Proposition 30 Education Protection Account funding, estimated to total \$2,849,570, on salaries and benefits for instructional activities and be reported as indicated on the attached “Prop 30 EPA Expenditure Report.” This funding was anticipated with the passing of Proposition 30 when the 2012-13 Budget was adopted.

Board Policy Revisions M/S/C (Chaniot/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt new Board Policy 511 Credit Hour as presented.

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 commented on the new Dean of Student Services, Cary Templeton. His experience at Lassen College and Fresno Pacific College as well as his knowledge of enrollment management will be a great benefit to Mendocino College.

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

Measure W Bond Report The Quarterly Bond Report was submitted by Larry Perryman, Vice President of Administrative Services.

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

Foundation, Inc.

*Constituents
Report*

No written reports were submitted. The following oral reports were given:

- Student Trustee Bielenberg commented on the ASMC's role in choosing the faculty speaker for graduation. Superintendent/President Reyes will be meeting with members of the ASMC to discuss this further.
- Steve Hixenbaugh reported that the full-time faculty presented classified staff with gift cards to Schats and that he has been working with Marketing Committee.

*Health Benefits
Report*

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

BIG PICTURE

Dr. Charles Duffy, Director of Institutional Research presented information from the Accountability Reporting for Community Colleges (ARCC). Board members and staff engaged in a conversation regarding the statistics in this report.

Trustee Reports

TRUSTEE COMMUNICATION

Oral reports were given by Trustees Ubelhart and Chaniot.

Board President Clark discussed the need to schedule a Board Workshop which will include a review of the Board's goals and objectives and a facilitated discussion to explore the Board/CEO relationship and roles. Saturday, June 29, for half a day in the morning was proposed.

As this was the final meeting for Student Trustee Bielenberg, the Board thanked him for his time on the Board and stated that they appreciated his active participation in his role.

CLOSED SESSION

The Board adjourned to Closed Session at 6:46 PM. Board President Clark announced that action will be taken in closed session.

The Board returned to Open Session and Board President Clark reported the following:

The Board acted unanimously on March 6, 2013, not to renew the employment contract of a probationary faculty member.

ADJOURNMENT

M/S/C (Tomkins/Clark) 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