

**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 7, 2014, Mendocino College, 1000 Hensley Creek Road, Ukiah, California.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 5:02 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 Mary Lamb, Interim Executive Assistant II to Superintendent/President

Staff Virginia Guleff, Vice President of Education & Student Services
Representatives Eileen Cichocki, Director of Fiscal Services
 Sue Goff, Dean of Career Technical Education
 Debra Polak, Dean of Instruction

<i>Constituent Representatives</i>	Academic Senate	John Koetzner, President
	Classified Senate	Larry Lang, President (absent)
	Management/Supervisory/Confidential	Karen Christopherson, President (absent)

Agenda Approval M/S/C (Tomkins/Chaniot) to approve the amended agenda. Item 4.6 Awarding of Contract(s) – Parking Lot and Hensley Creek Road Repairs Project was removed from the consent agenda.

Minutes/Approval M/S/C (Tompkins/Chaniot) To approve the minutes of the regular meeting held on April 2, 2014 & the Board workshop held on April 2, 2014 as submitted.

*Recognition of
Retirees* Bob Alto, Pat Thygesen, Jacque Bradley, Cary Templeton, Larry Perryman, and Gwen Chapman were recognized on their retirement from Mendocino College with a plaque and a personal note from the Board. A short biography of each retiree was read by Board President Clark followed by the retirees in attendance addressing the Board briefly.

Board President Clark also presented a certificate of appreciation to Student Trustee Kevin Leal in recognition of his strong representation and wonderful advocacy this past year. Trustee Leal thanked the Board for the opportunity to serve with them.

Public Comments

Jennifer Owen is a Fort Bragg School District board member. She thanked the Board for working on the MOU with College of the Redwoods and is looking forward to having Mendocino College on the coast. She also invited the Board members to become involved with the Mendocino Education Coast Coordinating Association (MECCA).

Barbara Rice introduced herself as a coast resident and is a member of the Board of Trustees for the Redwoods Community College District. She thanked the Mendocino College administration for working on the MOU and stated the coastal community is very supportive of education.

Cathy Hollenbock read a letter in support of the MOU with College of the Redwoods. She was fortunate enough to tour both the North County Center and Ukiah campuses and was very impressed with what we have to offer.

Emily Scott introduced herself as a student representative for the College of the Redwoods Coast campus. She thanked the Board for exploring the MOU and possibility of Mendocino College assuming the educational role in the community.

Millicent Harmon is a student at the College of the Redwoods campus who stated she is very concerned about will happen if there is no agreement between College of the Redwoods and Mendocino College. She feels the current faculty and staff is very dedicated to student success and there is a desperate need for services to continue at the site.

PRESIDENT’S REPORT

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

- Commencement will be on May 23rd at 6:00pm.
- “Gun on Campus” incident on campus was thankfully a non-incident. It was a great opportunity to get real-life experience. S/P Reyes met with VP Cichocki and Director Oliveria in an effort to recognize what is working and identify areas which need improvement. Unfortunately, the newspaper did not reflect the actual scenario. The word chaotic was used which really didn’t reflect how things were handled. Student Trustee Leal added he witnessed very quick response and actions by both faculty and staff.
- Commencement for Ukiah High School and Pomolita Junior High School June 6th & June 4th respectively. These events will be great opportunity to get students on our campus, many of whom have never been here. We are continuing to work through logistics and the school district will be

responsible to any costs incurred.

- FIELD is an organization created by Cesar Chavez in the '70s. Farmworkers are provided with instructional opportunities as part of program. The information about the program has been shared with the constituent group leaders and we are looking at the possibility of offering courses through this program beginning in January.
- We are hoping to hold a campus wide forum about Point Arena hoping on 5/15 from 12:30 – 1:30pm in Room 4210 in the Library Building. We will keep you updated as the date and time are confirmed.

CONSENT AGENDA

M/S/C (Haynes/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Consent Agenda as amended. The matter passed 8-0.

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 Short-Term Employees as submitted and presented at the meeting.

*Employment –
Summer Session
Faculty*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Part-time 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.

Retirement

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the retirement of Professor Robert Alto as submitted and presented at the meeting.

Resignation

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the resignation of Beth Howson, Head Women's Volleyball Coach as submitted and presented at the meeting.

*Employment -
Classified*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Nichole Haydon, Human Resources Technician, and Xavier Ortiz, Automotive Lab Technician as submitted and presented at the meeting.

*Employment –
Acting Vice
President of
Administrative*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Eileen Cichocki as the Acting Vice President of Administrative Services as submitted and presented at the meeting.

Services

Employment – Management/Supervisory/Confidential

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Mary Lamb as the Executive Assistant II, Superintendent/President as submitted and presented at the meeting.

Employment – Interim Student Discipline Officers, Interim Student Life Coordinator, and Interim Athletic Director

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Guillermo Garcia, Rodney Mitchell, and Lucy Kyne as Interim Student Discipline Officers; Jody Steliga as Interim Student Life Coordinator; and Matt Gordon as Interim Athletic Director as the as submitted and presented at the meeting.

Postponement of Retirement

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the postponement of retirement of Patricia Thygesen as submitted and presented at the meeting.

Mendocino-Lake Community College Classified Bargaining Unit (MLCCCBU) Side letter

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the side letter of April 30, 2014 as submitted and presented at the meeting.

Other Items

Fiscal Report as of March 31, 2014

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

Quarterly Fiscal Status Report – AB 2910

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

Donation of Automobiles

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept with appreciation the donations of a 1997 Ford F-250 from Leigh Halvorsen and a 1995 Ford Mustang from Ashley Tate. A letter of thanks will be sent to both of the donors.

Student Trustee Privileges

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve maintaining the Student Trustee Privileges as submitted and presented at the meeting.

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.

Award of Contract – Parking Lot and Hensley Creek

Trustee Haynes requested this item be removed from the Consent Agenda to allow the Board to have an opportunity to review and discuss the information provided about the overall scope of the project.

Road Repair

Acting Vice President Cichocki provided additional information in answer to several questions including detailing the actual area where the project will begin and end.

M/S/C (Tomkins/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby award the Parking Lot and Hensley Creek Road Repair Project to Granite Construction in the amount of \$543,390. The matter passed 8-0.

*Board Priorities
for 2014-2015*

ACTION ITEMS

After discussing the possibility modifying Priority #6 to include shared or participatory governance, it was determined this statement is already covered in the language presented.

M/S/C (Chaniot/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2014-2015 Board Priorities as submitted and presented at the meeting. The matter passed 8-0.

*Draft
Memorandum of
Understanding –
Redwood
Community
College District*

INFORMATIONAL ITEM

This informational item has not yet passed through the participatory governance process. Trustee Chaniot thanked the S/P for keeping all the Board members apprised of the updates and changes to the MOU.

S/P Reyes stated this recent version changed again as of last night in light of the recent Redwoods Board of Trustees meeting. Trustee Ubelhart asked if we should be going to Fort Bragg to hear from them. He would volunteer to do so if necessary. S/P Reyes stated until the Redwoods District took action yesterday, we really had nothing we could act upon. We have helped to shape the most recent version of the MOU which now reflects our interests. We can now begin our process of vetting the MOU through our constituency groups, reviewing the fiscal implications, etc. Trustee Haynes stated he thinks building and roof inspections are necessary if we are assuming responsibility for those facilities even if we only use this information as a baseline for the overall condition of the building.

S/P Reyes stated it is still unclear whether we would get the FTES for the Fine Woodworking program as stated on page 4 paragraph 1. We need clarity in this area as our base must stay strong and could potentially become a big issue. Page 3 paragraph 5 regarding center funding, the Chancellor's Office designates the monies for the Center which we would want. Due to Redwoods' current enrollments, they may be no longer receiving the amount of monies for the center as they did previously. We would require some sort of guarantee from Redwoods for the \$276,000 as the Chancellor's Office may not guarantee these funds. In order for us to offer services in Fort Bragg, we would also need to submit a substantive change report to ACCJC. Since this is the case, a more

realistic start date for an approved MOU might possibly be Spring 2015. We have asked Redwoods for an agreement to teach some classes in Fort Bragg during the summer which will fall outside this MOU. We are looking to see what students' needs are and the enrollments we may achieve. We will check with Redwoods about the possibility of Mendocino College offering courses outside the MOU agreement for the Fall 2014 semester as well.

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:

- Accreditation update – we received notification today about providing clarification on the inaccuracies included in the draft report which is due to ACCJC by May 20th. S/P Reyes can address the ACCJC at their meeting June 4-6th regarding our evaluation.

Administrative Services Report

A written report was submitted by Eileen Cichocki, Acting Vice President of Administrative Services.

Mendocino College Foundation, Inc.

A written report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation, Inc. The following was offered in addition:

- American Ag Credit has now committed to the largest sponsorship at \$4,000
- Only 118 tickets for the Gala remain. The Foundation will create a waitlist once all the tickets are sold.
- We are in escrow on Parcel 15 which was part of the original gift in 1998. Once completed, we will determine how it will reside on the books.
- Property purchased last summer has now been designated as another access to and from campus.
- Alumni survey is now being developed

Constituents Group Reports

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

ACADEMIC SENATE

John Koetzner, Academic Senate President stated as of last Thursday, the Academic Senate has approved the draft of the Minimum Qualifications policy which has been a 10 month long process. It will now go to PPAC for review by the various constituency groups.

Big Picture- College Assistance Migrant Program

A presentation was made by Alicia Mendoza about the College Assistance Migrant Program. The current grant funding is ending shortly. We have applied for another 5-year grant, but it could be July before we know if we will be refunded for another 5 years.

Currently, the program serves 50 students which must be from a seasonal farm worker background. This is only a 1-year program for students and includes:

- Academic- English Summer Bridge
- MESA Summer Math Institute
- Educational Plans
- Progress checks
- Study groups

Students must complete progress checks at various times during semester and are awarded stipends upon completion. The financial assistance to these students is approximately an additional \$1,400/year above what they receive in Financial Aid. The students learn about the various degrees and certificates offered at Mendocino College as well as transfer information. Included in their preparation are goal setting techniques and learning style assessments. As part of the program, each participant in the program is required to take our Career Planning course in their 2nd semester which includes a scholarship essay as part of course. Many of the program students have been awarded scholarships. We have found the number one thing which leads to student success is the ability to connect with one person on campus.

The students in the program love hearing from guest speakers with similar backgrounds and/or challenges and often take field trips to various colleges and universities they are considering transferring to. They also participate in a Statewide Leadership Conference which is a very exciting experience for them.

As part of the grant, we are required to report to Washington DC the number of students who complete 24+ units and how many return to college for the second year. Our program success is reflected in our inspiring return rate of 100% which is very difficult to achieve. We have one of the highest performing programs in the United States.

Vice President Guleff added the College reviewed the CAMP model when developing our programs for Foundation Skills students using what we have identified as CAMP's best practices in order to build on our Foundation Skills successes.

S/P Reyes added that Ms. Mendoza has shared her expertise with other faculty at in-service, etc.

Trustee Eriksen shared her experience about a young man who approached her at an end-of-year function and told her how appreciative he was regarding the good the institution has done for their children.

TRUSTEE COMMUNICATION

Trustee Reports

Oral report by Trustee Tomkins:

Trustee Tomkins reviewed the Administrative Policy 212.1 procedure which must be followed to complete the evaluation of the Superintendent/President.

This process will take place over the next several months.

He also attended the Alumni of the Adopt a Fifth Grader program which was very nice with lots of parents and grandparents present.

Oral report by Trustee Chaniot:

At April 18th CCLC meeting, Brice Harris and Scott Lay were speaking about how to best present the Student Success information and referred to it as a three-legged stool: Access – Success – Equity. Our community colleges are the most respected in the state with minorities being the target population for students.

Handouts from the CCLC conference in Newport Beach were included in packet. As outlined in this information, the conference focused on the Student Success Initiative. Items also covered included:

- Best practices in Board self evaluation
 - South Orange is developing Goals and Tasks to evaluate themselves.
 - Make sure Board priorities and tasks are in line with the College priorities.
- Hiring Initiatives
 - Many things S/P Reyes has been sharing with us over the past few months were covered during this session.
 - Nearly 40% of the California Community College faculty & staff will retire sometime in the next 5 years.
 - 40% of the minority staff are retiring as well
 - Keynote speaker addressed California's changing demographic and how it impacts the California Community Colleges
- Trustee Chaniot was elected as 1st Vice President of the CCCT for the incoming term with Louise Jaffe elected to serve as the new president.

Board President Clark added we may want to consider adding a quarterly assignment of time to our Board agendas to discuss CCCT items.

Oral report by Trustee Eriksen:

Attended the retirement party Professor Alto, the Ukiah High School Alumni Assn., and met with the Vice Chair of AAUW scholarship committee. This Friday will be the District Awards night. She also attended the Spring plant sale where she was very impressed with staff and their willingness to help.

Oral report by Trustee Ubelhart:

Attended the award ceremony for the EOPS/CARE programs. He tries to attend a new awards ceremony every year and this was the first time he attend the EOPS/CARE recognition.

Oral report by Trustee Clark:

Is hoping for a quick meeting in June as most of meeting will be in closed

session to cover S/P review. We will be following policy as stated. He is also working on the Board evaluation report.

Oral report by Student Trustee Leal:

Just returned from the Statewide session for students where a resolution to advocate for a prayer/meditation area on campus was discussed.

ASMC elections for next year have been postponed. He cannot return as Trustee due to class conflicts but ASMC hopes to have a new trustee soon.

Oral report by Trustee Haynes:

Loved that Student Trustee Leal participated the way he did.

Student debt is now higher than credit card debt nationwide and will become a big issue in the very near future.

He was happy to have S/P Reyes attend his wine tasting group which includes several prominent members of the community.

CLOSED SESSION

The Board Adjourned to Closed Session at 8:17 PM. Board President Clark announced that items 10.1 Conference with Legal Counsel, 10.2 Public Employee Discipline/Dismissal/Release, 10.3 Collective Bargaining/Meet and Confer, and 10.4 Public Employee Performance Evaluation will be discussed and no action will be taken.

ADJOURNMENT

The Board returned to open session at 9:35 PM and made the following motion: M/S/C (Tompkins/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 9:35 PM.

Submitted by:

Arturo Reyes, Superintendent/President
Secretary, Board of Trustees