

**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, September 11, 2013, Mendocino College, 372 Commercial, Willits, CA.

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 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	John Koetzner, President
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Karen Christopherson, President

Public Comments Trustee Ubelhart welcomed everyone to the North County Center.

Steve Hixenbaugh announced that he will no longer be attending the Board meetings as Academic Senate President and introduced John Koetzner, who has taken over the position. He thanked the Trustees for their dedication to the College.

Trustee Chaniot, on behalf of the Board, recognized Mike Adams for his service to the District.

PUBLIC HEARING

Public Hearing – 2013-14 Budget and Transfer of Categorical Funds The Board held a public hearing at 5:10 PM. Vice President Perryman advised the Board that the Ed Code requires that a public hearing on the budget be held prior to September 15. This hearing also includes a time for the public to speak on the transfer of \$1,000 from one categorical program to another.

No comments from the public were received.

Agenda Approval The Board closed the public hearing at 5:12 PM.
M/S/C (Tomkins/Geck) To approve the agenda as amended. Item 3.7 Contract

Board of Trustees Minutes, September 11, 2013

Amendment – Faculty was removed from the agenda.

Minutes/Approval M/S/C (Leal/Geck) To approve the minutes of the regular meeting held on August 7, 2013 as submitted.

CLOSED SESSION

The Board adjourned to Closed Session at 5:12 PM. Board President Clark announced that items 1.1 Public Employee Discipline/Dismissal/Release and 1.3 Collective Bargaining will be discussed and no action will be taken.

The Board returned to Open Session at 5:38 PM.

PRESIDENT’S REPORT

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

- Superintendent/President Reyes, Vice President Guleff and Dean Goff attended the Hispanic Serving Institute (HSI) Summit at Davis. The College’s Hispanic student population is 25% which allows for the beginning of relationships and partnerships that will benefit the college.

CONSENT AGENDA

M/S/C (Tomkins/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 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 and an additional list presented at the meeting.

Contract Amendment - Administrator *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a contract amendment for Minerva Flores to Program Manager-CAMP (75%) and MESA (25%), effective August 15, 2013.

Employment – Professional Expert *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ David Kennedy as a professional Expert/EMT program, pursuant to EDC 88003, August 19, 2013 through December 13, 2013.

Resignations *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignations of Cathleen Welling and Mike Adams.

Other Items

Quarterly Fiscal *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Quarterly Fiscal Report for the period ending August 31, 2013.

Status Report – AB 2910 Trustees does hereby accept the fiscal status report as submitted.

Allied Health – Change Order No. 2 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 2 for the Allied Health project to Midstate Construction in the amount of \$27,427.

Lowery Student Center -Change Order No. 9 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 9 for the Lowery Student Center project to Midstate Construction in the amount of \$4,565.

Donation of Automobile *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the 2002 Chrysler Concord LX donated by Roxanne Dobson.

Donations of Metal Roofing Materials and Wood Products *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the metal roofing materials from Taylor Metals and North Cal Wood Products, Inc. donated to the Mendocino College Sustainable Technology Program.

ACTION ITEMS

2013-14 Adopted Budget Vice President Perryman commented that this is the first year in several years that there is new money. This year there is \$321,000 more in revenue than last year and expenditures have decreased due to a decrease in health costs. This results in a balanced budget with an ending fund balance of 10.2%. Vice President Perryman thanked Eileen Cichocki for her work on the budget.

The Board asked questions and received responses from staff on the budget.

M/S/C (Geck/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2013-14 Adopted Budgets as shown in Attachments A through J. The Board of Trustees also hereby determines to spend Proposition 30 funding on salaries and benefits for instructional activities and adopts the transfer of \$1,000 from PT faculty office hours to PT faculty compensation.

INFORMATIONAL REPORTS

Education and Student Services Report A written report was presented at the meeting by Virginia Guleff, Vice President of Education and Student Services.

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

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

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

Foundation, Inc.

- The Board was invited to attend the Foundation Theatre and Jazz event on October 20, 2013.

Constituents Report

- No written reports were submitted. The following oral reports were given:
- M/S/C President Christopherson reported that a team from the M/S/C group participated in the Dan Drew Memorial Golf Tournament. In addition, Cichocki and Christopherson will be joining Leadership Mendocino. This was made possible by using staff development funds.
 - Academic Senate President Koetzner reported that the Academic Senate is working on 2013-14 goals.

Health Benefit Annual Report

The Annual Health Benefit Report was submitted as information.

BIG PICTURE

Annually, the Board of Trustees adopts goals. The Board goals from 2012-13 were reviewed at the Board’s June Workshop and the Trustees recorded what has been accomplished on those goals. For this year’s goals, draft goals were presented to the Board for discussion at the meeting. The Board reviewed the goals and objectives focusing on making them relevant to the future of the District.

Board President Clark and Superintendent/President Reyes suggested the Board’s goals will offer a vision which will be considered by staff in the upcoming Strategic Planning process. With the development of their broad goals, the Board will help inform the discussion for planning purposes.

The Board discussed their goals and the role of their voice in the College planning process. Superintendent/President Reyes proposed that the Board’s goals can inform the Strategic Plan. Trustee Chaniot expressed her support of this process and clarified the changing role of the Board in planning.

The Board shared their interest in receiving regular updates to be fully informed how their vision for the College is carried out by staff.

Board President Clark commented that with the proposed new goals an effort is being made for the Board to take the lead role by providing direction to staff for the development of the Strategic Plan, other planning documents, and direction for the District.

Following discussion, it was the consensus of the Board to consider these new goals as well as last year’s goals, include the points made during this discussion, and reconsider this item as action for adoption at the October 2 Board meeting.

TRUSTEE COMMUNICATION

Trustee Reports

A written report was submitted by Student Trustee Leal. Oral reports were given

by Trustees Chaniot, Eriksen, Ubelhart, Haynes, Geck, Tomkins, and Student Trustee Leal.

ADJOURNMENT M/S/C (Tomkins/Leal) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:45 PM.

Submitted by:

Arturo Reyes, Superintendent/President
Secretary, Board of Trustees