

**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 15, 2016 at Mendocino College 1000 Hensley Creek Road, Ukiah, California.

**GENERAL MATTERS**

*Call To Order*            Trustee Tomkins, Board President, called the meeting to order at 4:03 pm.

<i>Board Members</i>	President	John Tomkins	present
	Vice President	Dave Geck	present
	Clerk	Marie Myers	present
	Trustee	Paul Ubelhart	present
	Trustee	Edward Haynes	present
	Trustee	Janet Chaniot	present
	Trustee	Joel Clark	absent
	Student Trustee	Liana Edington	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	Jason Edington, President (present)
	Classified Senate	David Bushway, President (present)
	Management/Supervisory/Confidential	Debra Polak, President (present)

*Agenda Approval*    M/S (Geck/Haynes) to approve the agenda as amended. The amendment being the removal of item 4.5 and moving item 4.6 to action item 6.5. The matter was approved via the following vote:

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

*Minutes/Approval*    M/S (Ubelhart/Myers) to approve the minutes of the regular meeting held on May 11, 2016 as presented. The matter was approved with the following vote:

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

M/S (Ubelhart/Myers) to approve the minutes of the special meeting held on May 11, 2016 as presented. The matter was approved with the following vote:

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

M/S (Ubelhart/Chaniot) to approve the minutes of the special meeting held on May 25, 2016 as presented. The matter was approved with the following vote:

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

**CLOSED SESSION**

The Board adjourned to Closed Session at 4:10 PM. Board President Tomkins announced the board will only be discussing items 2.1 and 2.4 during closed session.

**OPEN SESSION**

The Board returned to open session at 5:50 PM with Board President Tomkins reporting no action taken on the items discussed in closed session.

*Report of Action  
Taken in Closed  
Session*

*Public Comments*

- Amelia Taylor addressed the board as the President of the Dance Club requesting the hiring of a full-time faculty member in dance.
- Phil Baldwin addressed the board regarding the “dumbing down” of curriculum as well as the approval of the contract with the Center for Urban Education.

*Oath of Office*

The Oath of Office was administered to Student Trustee Liana Edington by Board President Tomkins.

**PRESIDENT AND ADMINISTRATION REPORT**

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

- S/P Reyes introduced Krissa Klein and recognized her as a 2016 member of All-USA Community College Academic Team. Board President Tomkins presented Ms. Klein with her recognition certificate.
- Introduction of our two newest employees: Adan Chaidez, Student Success and Support Program Coordinator and Mac Lojowski, our new Director of Facilities.

**CONSENT AGENDA**

M/S (Chaniot/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Consent Agenda as presented. The consent agenda was approved with the following vote:

Ayes Tomkins, Haynes, Chaniot, Geck, Ubelhart and Myers  
Noes None  
Abstentions None  
Absent 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 –  
Part-Time Faculty*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the part-time faculty as submitted and presented at the meeting.

*Volunteers*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does approve the volunteers as submitted and presented at the meeting.

*Administrator  
Contracts*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Administrator contracts for Sabrina Meyer, Director of Human Resources, Adan Chaidez, Student Success and Support Program Coordinator, and Amanda Fox-Xu, MESA/STEM Coordinator as presented.

*SEIU Local 1021  
Classified Staff  
Bargaining Unit  
Side Letters  
regarding  
Classification 2016-  
2017*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the side letter agreements between the Mendocino-Lake Community College District and the SEIU Local 1021 Classified Staff Bargaining Unit as presented.

*SEIU Local 1021  
Classified Staff  
Bargaining Unit,  
Tentative  
Agreement 2016-17*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the 2016-17 Tentative Agreement between the Mendocino-Lake Community College District and the SEIU Local 1021 Classified Staff Bargaining Unit as presented.

**Other Items**

*Fiscal Report as of  
April 30, 2016*

\*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, 2017-2021*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the District Order of Priorities for the Five-Year Capital Outlay Plan, 2017-2021 as presented.

*Donation*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donation from Doug Browe as presented.

**ACTION ITEMS**

*Superintendent-  
President Salary  
Adjustment*

After reviewing the item presented and based on a positive evaluation, the following action was taken:

M/S (Ubelhart/Myers) to extend Superintendent/President Reyes' contract for another three years through the 2019/2020 year, amend the 2016/2017 contract to the mean single college district level of \$228,000, approve an annual 5% increase per year beginning with the 2017/2018 year and increase his expense allowance an additional \$200 per month.

The motion was approved with the following vote:

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

*2016-2017  
Tentative Budgets*

After reviewing the information provided, the following action was taken:

M/S (Geck/Myers) that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the proposed 2016/17 Tentative Budgets as presented and shown on Attachments A through I. The motion was approved with the following vote:

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

*2016-2017 District  
Priorities*

After reviewing and discussing the 2015-16 District Priorities, the following action was taken:

M/S (Chaniot/Geck) to establish the 2016-17 District Priorities as follows:

- Supporting equity-minded professional development opportunities, instructional and student service strategies and practices that facilitate student success.
- Strengthening our inclusive, equitable, ethnically and ideologically diverse college culture to be more welcoming to all students and increase access and completion for all students, including underrepresented students and students of color.
- Continuing the cycle of assessing student learning and comprehensive planning to sustain our continuous improvement process and improve institutional effectiveness.
- Expanding educational opportunities to the Mendocino-Lake region through local collaborations with schools, business/industry, civic organizations, government, and community groups while achieving a stronger presence on the coast.

The motion was approved with the following vote:

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

*Board Policy  
Revisions – Second  
Reading*

After discussion, the following action was taken:

M/S (Haynes/Geck) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the additions and/or revisions of Board Policy 2435 and Board Policy 5055 as presented. The motion was approved with the following vote:

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

*Equal Employment  
Opportunity Plan  
2016-2019*

After review and discussion of the Equal Employment Opportunity Plan, the following action was taken:

M/S (Chaniot/Ubelhart) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2016-2019 Equal Employment Opportunity Plan for the Mendocino-Lake Community College District as presented.

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

*Big Picture*

A presentation on the Mendocino College hiring practices and processes was presented by Sabrina Meyer, Director of Human Resources.

### **INFORMATIONAL ITEMS AND REPORTS**

*Mendocino College  
Foundation, Inc.*

A written report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation, Inc. as information.

*Friends of the  
Mendocino College  
Coastal Field  
Station and Natural  
Sciences affiliate*

A written report was submitted by Steve Cardimona on behalf of the affiliate organization as information.

There was a request for Board members be included on the newsletter list.

*Constituents Group  
Reports*

#### **Academic Senate:**

A written report was submitted by Jason Edington, Academic Senate President.

#### **Classified**

An oral report was given by Classified Senate President Bushway.

ASMC

A written report was submitted by the ASMC faculty advisor Phil Warf. Student Trustee Edington added that the new slate of officers for the 2016-17 year were sworn in at a recent meeting.

*Health Benefits Report*

The health benefits report reflecting information through April 30, 2016 was presented as information.

**TRUSTEE COMMUNICATION**

*Trustee Reports*

Trustees commented orally on their recent college-related activities.

*Provisional Trustee Appointment to Fill the Vacancy in Trustee Area #4*

Discussion ensued regarding the appointment of a provisional Board member to replace Trustee Clark in Area #4. Board President Tomkins appointed an ad-hoc committee comprised of Trustees Myers, Chaniot, and Ubelhart to review the applications received to determine the applicants to be interviewed. Student Trustee Edington was also appointed to the committee as an advisory member. July 20, 2016 was set as a possible date for a special meeting to interview the applicants and determine a replacement.

*Future Agenda Items*

In reviewing the list from the May 2016 board meeting, the following items were determined to be of interest to the majority of the board members and will be presented at a future board meeting:

- A presentation of best practices on how the board policy on Academic Freedom is addressed in the classroom.

New items for review at the next meeting as possible future agenda items include:

- Online education and a description of CANVAS including its successes
- Financial Aid report
- Center for Urban Education progress
- Assessment & Measurable outcomes – how are they measured at intake & graduation?
- Point Arena Field Station Easement – where the monies go from easement if comes to fruition?
- Program to remove the feral cats on campus
- Informational technology

*Adjournment*

M/S (Ubelhart/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:35 pm.

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

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