

**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 11, 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 3:59 pm.

*Board Members*

President	John Tomkins	present
Vice President	Edward Haynes	present
Clerk	Dave Geck	present
Trustee	Paul Ubelhart	present
Trustee	Marie L. Myers	present
Trustee	Janet Chaniot	present
Trustee	Joel Clark	present
Student Trustee	Nayeli Castaneda	arrived at 5:30pm

*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)

*Constituent*            Academic Senate                    Reid Edelman, President (absent)  
*Representatives*      Classified Senate                    David Bushway, President (arrived at  
Management/Supervisory/Confidential    6:00 pm)  
Debra Polak, President (present)

*Agenda Approval*      M/S (Ubelhart/Geck) to approve the agenda as presented. The matter was approved via the following vote:

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

*Minutes/Approval*      M/S (Clark/Ubelhart) to approve the minutes of the regular meeting held on April 13, 2016. The matter was approved with the following vote:

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

### **CLOSED SESSION**

The Board adjourned to Closed Session at 4:00PM. Board President Tomkins announced the board will only be discussing items 2.1 and 2.6 during closed session.

*Report of Action  
Taken in Closed  
Session*

### **OPEN SESSION**

The Board returned to open session at 5:35 PM with Board President Tomkins reporting no action taken on the items discussed in closed session.

*Public Comments*

- No comments were made by the public.

*Recognition of  
Retirees*

Alan West, Leslie Saxon-West, Jackie Blacklock, Steve Oliveria and Dalene Nickelson were recognized by the board for their years of service to the institution.

The Board took a 10 minute recess to express their appreciation to the retirees. Board President Tomkins called the meeting back to order at 6:05 pm.

### **PRESIDENT AND ADMINISTRATION REPORT**

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

- In addition to his written report, Superintendent/President Reyes recognized Director of Human Resources Meyer and Human Resources Specialist Bartolomei for all of their work and attention to detail regarding the 23 new hires we have been in the process of recruiting.

### **CONSENT AGENDA**

M/S (Geck/Ubelhart) 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, Clark, Geck, Ubelhart and Myers
Noes	None
Abstentions	None
Absent	None

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.

*Employment – Categorically-Funded Faculty* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a temporary, non-tenure track, categorically-funded, full-time faculty contract for Nora Danning, Instructor-Nursing Science/Clinical Practice, for the 2016-2017 academic year 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 David Wolf as presented.

*Employment – Tenure Track Faculty* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Stephen Decker, Lori Michelangelo and Mike Guiffrida as presented.

*Employment – Classified Administrator* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Classified Administrator contracts for MacAdam Lojowsky, Director of Facilities and Adan Chaidez, Student Success and Support Program Coordinator as presented.

*Employment – Educational Administrator* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Educational Administrator contracts for Amanda Fox-Xu, MESA/STEM Success Director and Dennis Aseltyne, Dean of Applied Academics as presented.

*Transfer/Promotion /Reassignment - Classified* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the transfer of Jody Gehrman from English to Communication Studies as presented.

*Retirements/ Resignations - Classified* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the transfer of Isabel Lopez effective June 1, 2016 and Barbara Nobles, effective June 6, 2016 as presented.

*Management/Supervisory/Confidential Tentative Agreement, 2016-17* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2016-2017 tentative agreement between the Mendocino-Lake Community College District and the Management/Supervisory/Confidential employees as presented.

**Other Items**

*Fiscal Report as of March 31, 2016* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.

*Student Trustee Privileges Donations* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby maintain the Student Trustee Privileges as presented.  
\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the various items generously donated to Mendocino College by Carlotta Curti, Dee Dix, David Liebhauser, John Milovina/Milovina Brothers, Norma Watkins and the Air Conditioning, Heating and Refrigeration Institute as presented.

## **ACTION ITEMS**

### *Quarterly Fiscal Status Report*

After reviewing the item presented, the following action was taken:

M/S (Ubelhart/Myers) to accept the quarterly fiscal status report as presented. The motion was approved with the following vote:

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

### *Award Contract – Replacement of Science Building Chiller*

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

M/S (Clark/Chaniot) to award the contract for the replacement of the Science Building chiller to Matrix HG, Inc. in the amount of \$103,149 as presented. The motion was approved with the following vote:

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

### *Mission, Vision, Values and Goals*

After reviewing the current college Mission, Vision, Values and Goals, the following action was taken:

M/S (Clark/Geck) to adopt the Mission, Vision, Values and Goals as corrected. The motion was approved with the following vote:

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

### *Big Picture*

An update on the Mendocino College Student Success Scorecard was presented by Director of Institutional Effectiveness, Research and Grants Flores.

## **INFORMATIONAL ITEMS AND REPORTS**

### *Multi-Year Budget Projections*

A written report covering the 2016/2017 through the 2020/2021 fiscal years was submitted by Vice President Cichocki as information.

### *Mendocino College Foundation, Inc.*

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

### *Constituents Group Reports*

#### **Academic Senate:**

A written report was submitted by Reid Edelman, Academic Senate President.

#### **Classified**

An oral report was given by Classified Senate President Bushway.

**ASMC**

An oral report was given by Student Trustee Castaneda.

*Health Benefits Report*

The health benefits report reflecting information through March 31, 2016 was presented as information.

*Board Policy Revisions – First Reading*

Board policy 2435 and Board Policy 5055 were presented for review and discussion.

**TRUSTEE COMMUNICATION**

*Trustee Reports*

A written report was submitted by Trustee Haynes. Other trustees commented orally on their recent college-related activities.

Trustee Clark informed the members of the board that due to his upcoming retirement and relocating out of the area, he will be resigning his current position on the board.

*Future Agenda Items*

In reviewing the list from the April 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:

- An informational report on campus co-curricular organizations which would include ASMC, various campus clubs and athletic organizations.
- An informational report on the center fee fund.
- A Big Picture item outlining the college hiring practices and processes.

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

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

*Adjournment*

M/S (Clark/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:26 pm.

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

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