

**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, August 7, 2013, Mendocino College, 1000 Hensley Creek Road, Ukiah 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	Steve Hixenbaugh, President
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Virginia Guleff, Representative

Public Comments There were no comments from the public.

Agenda Approval M/S/C (Haynes/Tomkins) To approve the agenda as amended. Minutes of the June 29, 2013 Workshop will be approved at this meeting. Closed Session will be held following Agenda Approval. One item only will be discussed and Closed Session will continue at the end of the meeting.

CLOSED SESSION

The Board adjourned to Closed Session at 5:16 PM. Board President Clark announced that Item 9.2 Conference with Legal Counsel will be discussed at this time and no action will be taken.

The Board returned to Open Session at 5:26 PM.

Minutes/Approval M/S/C (Tomkins/Leal) To approve the minutes of the workshop on June 29, 2013 and the regular meeting held on July 10, 2013 as revised and presented at the meeting.

PRESIDENT'S REPORT

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

- The Board was reminded of the upcoming Board Workshop to be held on Saturday, September 14 workshop starting at 9:00 AM.

CONSENT AGENDA

M/S/C (Geck/Tomkins) 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.

Leave of Absence-Management *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a one-year leave of absence for Margaret Sanchez.

Other Items

Fiscal Report as of June 30, 2013 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.

Allied Health – Change Order No. 1 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 1 for the Allied Health in the amount of \$29,177.

Willits/North County Center - Change Order No. 8 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 8 for the Willits/North County Center project to Midstate Construction in the amount of \$6,113.

Substitution of Listed Contractor – Willits/North County Center *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve subcontractor substitutions for the Willits/North County Center project as follows:
Painting and High Performance Coatings: Dunn-Right Painting

ACTION ITEMS

2013-14 Appropriation Limit Resolution 08-13-01 Superintendent/President Reyes commented that the District is required by the State Constitution to compute an annual appropriation limit. The calculations are based on data supplied by the Chancellor's Office.

M/S/C (Haynes/Ubelhart)RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-13-02

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establishing the Mendocino-Lake Community College District's Appropriation Limit for fiscal year 2013-14 at \$31,677,393.

Roll Call Vote: Yes - Trustees Tomkins, Geck, Clark, Chaniot, Eriksen, Ubelhart, and Haynes - with an advisory yes vote from Student Trustee Leal.

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. The following was offered in addition:

- Vice President Guleff mentioned the retirement of Dean Rawitsch and commented on the positive impact he has had on Mendocino College.

Career and Technical Advisory Committees Report

A written report on Career and Technical Advisory Committees was submitted by Dean Sue Goff. The following was offered in addition:

- Further information was given on the College's welding program.
- The Board thanked Dean Goff for a thorough report on Advisory Committees.
- The Board and staff discussed that there is a requirement of a minimum of one meeting a year during the year for advisory committees. In addition to meetings, phone, email, and face-to-face contact with committee members occurs. The Board offered suggestions including coordinating the College's advisory committees with advisory committees for the local high schools.

Administrative Services Report

A written report was submitted by Larry Perryman, Vice President of Administrative Services. The following was offered in addition:

- Vice Presidents Perryman and Guleff along with Eileen Cichocki will attend the Chancellor's Office Budget Workshop at Sierra College.

Measure W Bond Report

The Measure W Bond Quarterly Report was submitted by Larry Perryman, Vice President of Administrative Services. The following was offered in addition:

- Vice President Perryman responded to questions from the Board members on items in the Quarterly Report.

Mendocino College Foundation, Inc.

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

- The next Gala will be held in September of 2014 and is tentatively planned for the third Saturday. Other fundraising events are being planned for this fiscal year.

Constituents Report

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

- Student Trustee Leal reported that the ASMC will be holding their first meeting this Friday and the agenda will include parliamentary procedures.

BIG PICTURE

Steve Oliveria, Director of Maintenance and Operations, gave a presentation on

Emergency Preparedness. Items of discussion from the presentation:

- The College security uses electric vehicles and all security staff wear shirts and jackets so as to be clearly seen and identified.
- There are 57 cameras around campus all in legal places that record and recordings are kept for one month.
- The College has an emergency broadcast system. Announcements can be made that can be heard in all areas of campus. The College phone system can also be used to broadcast to all offices.
- Locks have been installed on the inside of all classrooms. Windows in classroom doors are wire mesh so that the window cannot be broken out to reach the lock.
- There is an Emergency Kit in each building.
- The College is required to complete a report on crime on campus, the Cleary Report. This report is placed on the College website.
- The College's Emergency Preparedness Plan is on the College website.
- As Director of Maintenance and Operations and supervisor to the security staff, Oliveria keeps in touch with City of Ukiah Chief of Police Chris Dewey and Mendocino County Sheriff Tom Allman.

Superintendent/President Reyes commented that the College will hold a disaster simulation to help prepare staff for any type of emergency. In response to a question by a Board member, he discussed a system of emergency notice which can be broadcast by cell phone. This system allows students to choose to opt in or opt out when they register.

TRUSTEE COMMUNICATION

Trustee Reports

Oral reports were given by Trustees, Geck, Chaniot, Eriksen, Haynes and Student Trustee Leal.

Board Annual Report for 2012-13

Board President Clark submitted a written report on the Board's Activities and Significant Events for 2012-13.

CLOSED SESSION

The Board adjourned to Closed Session at 6:45 PM. Board President Clark announced that Items 9.1 and 9.3 will be discussed and that no action will be taken.

The Board returned to Open Session and adjourned the meeting as follows:

ADJOURNMENT

M/S/C (Tomkins/Clark) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:15 PM.

Submitted by:

Arturo Reyes, Superintendent/President
Secretary, Board of Trustees