

**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, December 11, 2013, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 5:00 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 (absent)

Public Comments None.

Oath of Office The Oath of Office was administered by Board President Clark to Trustees Chaniot, Haynes and Tomkins.

Agenda Approval M/S/C (Geck/Chaniot) To approve the agenda as amended. Item 3.1 Employment of Short-Term Employees was removed from the Consent Agenda.

Minutes/Approval M/S/C (Leal/Geck) To approve the minutes of the regular meeting held on November 5, 2013 as submitted.

Recognition of Retirees Karen Chaty and Betty Antoni were recognized on their retirement from Mendocino College with a plaque and a personal note from the Board. Board President Clark presented the plaques and notes and gave a brief history of their time at Mendocino College as the Board offered their sincere thanks and congratulations.

CLOSED SESSION

The Board adjourned to Closed Session at 5:10 PM. Board President Clark

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announced that items 1.1 Public Employee Discipline/Dismissal/Release and 1.2 Collective Bargaining will be discussed and no action will be taken.

The Board returned to Open Session at 5:55 PM.

2012-13 Audit Report

ACTION ITEMS

Holly Salisbury representing the audit firm of Matson and Isom gave a summary of the audit report. She offered her compliments to Director of Fiscal Services Eileen Cichocki and staff for their work and mentioned that this is a clean audit with no findings. She also said that of all their clients, Mendocino College was always the most organized and enjoyable for them to audit. In addition, she reviewed the new pronouncements for this year for government entities that affected the College's audit. The Board asked questions and received responses on various items in the report.

M/S/C (Haynes/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby formally receive the Mendocino-Lake Community College District Audit Report for the year ended June 30, 2013.

PRESIDENT'S REPORT

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

- Trustees Tomkins and Eriksen were recognized for attending the College Holiday luncheon which was well attended by staff. Three retirees were recognized at the luncheon; Michael Adams, Karen Chaty and Betty Antoni.
- Mendocino College has completed 13 Transfer Degrees which demonstrates our broad offerings and excellent transfer program which puts us in the same company as some of the larger colleges in the state. This is accomplished thanks to the work of the Curriculum Committee and Faculty.
- A facilitated Board workshop and agenda has been set.
- Further information was given on the "Moving Forward" program which was discussed at the Superintendent/President's meeting with MCOE Superintendent Paul Tichinin.
- Further information was given on Superintendent/President's Reyes' recent visit with Secretary of the Interior, Sally Jewell.

CONSENT AGENDA

M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community college District Board of Trustees does hereby approve the Consent Agenda as submitted.

Items with an asterisk * were approved by one motion as the Consent Agenda.

Employment – Short-Term Employees

Personnel

Trustee Eriksen requested that this item be removed from the Consent Agenda in order to discuss ratification of employees. There was agreement regarding the proper authority given to the Superintendent/President to hire staff in order to be

timely and it was suggested that the Human Resources Department consider assessing their reporting process.

M/S/C (Eriksen/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the Short-Term Employees as submitted.

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 as submitted.

Volunteers *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of volunteers as presented at the meeting.

Employment – Educational Administrator *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve an Educational Administrator Contract for Debra Polak, Dean of Instruction, January 1, 2014 – December 31, 2015.

MCCCBU Tentative Agreement 2013-14 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the 2013-14 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Classified Bargaining Unit/SEIU-Local 1021.

M/S/C Tentative Agreement 2013-14 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the tentative 2013-14 Tentative Agreement between the Mendocino-Lake Community College District and the Management/Supervisory/Confidential Employees.

MCFT Tentative Agreement 2013-14 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the 2013-14 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino College Federation of Teachers, AFT/CFT Local 6322.

Contract Amendment – Vice-Presidents *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a salary increase of 2.57% for the Vice-Presidents effective January 1, 2014.

Other Items

Fiscal Report as of October 31, 2013 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.

Child Development Center Program Self-Evaluation *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the Child Development Center Program Self-Evaluation as information.

Allied Health – Change Order No. *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 5 for the Allied Health for an extension of 30 days on the contract duration.

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. The following information was reported regarding the reallocation of Bond Funds with more detail will be presented to the Board at the January meeting. A lot of thought and work went into the re-allocation discussion.

- The Bond Implementation Planning Committee(BIPC), in a two-part meeting, received presentations by stakeholders and then prioritized the remaining bond projects. In prioritizing, among other criteria, BIPC considered the Mission Statement, College Planning Documents, program needs, and the number of student served.
- The 14 projects were divided into two groups based on cost, the large project group and small project group (less than \$50,000). The large project group was prioritized as follows: #4 Pt. Arena, #3 the soccer field, # 2 the parking lot, and #1 Hensley Creek road repair. Lower numbered items were due to high cost and serving a lower number of students.
- The 10 small cost projects need to be completed as soon as possible and some can be done over the winter break. The Superintendent/President has accepted the recommendation from BIPC on these items and work will move forward over the break.

The Board and staff briefly discussed Pt. Arena in relation to the long term future of the College.

Mendocino College Foundation, Inc.

A written report was submitted by Katie Fairbairn, Executive Director.

Constituents Report

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

- John Koetzner gave a brief report on the Academic Senate work done this semester.
- Kevin Leal reported on ASMC activities this last semester and events to come next semester.
- Larry Lang reported on the successful Classified FunRaiser event and other activities of the Classified Senate.

Health Benefit Report

The Annual Health Benefit Report was submitted as information.

PRESENTATION **Accreditation – Self Evaluation**

Vice President Guleff presented a copy of the most current draft of the Accreditation Self-Evaluation. She reported that the final draft will be completed by December 20. Further edits and accuracy checks will continue until that time. Results from the recent Staff Survey will be incorporated into the document.

Vice President Guleff shared information she learned from the recent CCLC workshop she attended. She stated that the overarching role of the Board is to make sure the Mission is followed. She also discussed the importance of Boards providing leadership.

The Board received a copy of the Guide to Accreditation for Governing Boards. Vice President Guleff reviewed the following sections and commented on Mendocino College's status:

- Eligibility Requirements – Mendocino College has continuously met these requirements.
- Effective Leadership – She highlighted the document in reference to the Board's effective and model behavior in leadership of the College.
- Compliance with Commission Policies – She stated that our review shows that Mendocino College is in compliance with the six Commission Policies: Distance Education (development, implementation, evaluation, SLOs, student authentication), Title IV (loan default rate), Advertising (clear and accurate information), Degrees and Credits (awarding of credits and degrees), Integrity and Ethics (code of ethics policy), Non-regionally Accredited Organizations (contracts that might affect accreditation status).

Vice President Guleff reiterated that the writing of the Self-Evaluation was truly a campus-wide effort which included many different views and completing it was a collective and collaborative effort.

TRUSTEE COMMUNICATION

Trustee Reports

Written reports were submitted by Trustees Clark and Chaniot.

Oral reports were given by Trustees Chaniot, Eriksen, Ubelhart, and Haynes.

Election of Officers

Superintendent/President Reyes reminded the Board that in accordance with their policy and procedure on Board Officers, three Trustees had volunteered to serve as officers in any capacity: Trustees Clark, Tomkins, and Haynes.

Trustee Tomkins, with a second made by Student Trustee Leal, nominated Trustee Haynes to serve as Board President.

Trustee Geck, with a second made by Trustee Ubelhart, nominated Trustee Clark to serve as Board President.

With the following vote, Trustee Clark was elected to serve as Board President for 2014:

Trustees Geck, Chaniot, Ubelhart and Clark – Trustee Clark

Trustees Tomkins, Eriksen, and Haynes – Trustee Haynes

Trustee Haynes, with a second made by Trustee Geck, nominated Trustee

Tomkins to serve as Board Vice President. Following a unanimous vote, Trustee Tomkins was elected to serve as Vice President in 2014.

Trustee Clark, with a second made by Trustee Chaniot, nominated Trustee Haynes to serve as Board Clerk. Following a unanimous vote, Trustee Haynes was elected as Board Clerk for 2014.

*Annual
Organizational
Meeting*

M/S/C (Haynes/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby set the regular meetings for 2014 as follows:

January 8, February 5, March 5, April 2, May 7, June 4, July 9, August 6, September 10, October 1, November 5, December 10 (annual organizational meeting) and a Board Workshop to be held on Saturday, February 22.

ADJOURNMENT

M/S/C (Leal/Clark) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:50 PM.

Submitted by:

Arturo Reyes, Superintendent/President
Secretary, Board of Trustees