

**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, March 11, 2015, Mendocino College, 1000 Hensley Creek Road, Ukiah, California.

**GENERAL MATTERS**

*Call To Order* Trustee Tomkins, Board President, called the meeting to order at 5:03 PM.

<i>Board Members</i>	President	John Tomkins	present
	Vice President	Edward Haynes	present
	Clerk	Dave Geck	present
	Trustee	Paul Ubelhart	absent
	Trustee	Joan M. Eriksen	present
	Trustee	Janet Chaniot	present
	Trustee	Joel Clark	absent
	Student Trustee	Nayeli Castaneda	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 (absent)

*Representatives* Eileen Cichocki, Vice President of Administrative Services (present)

<i>Constituent Representatives</i>	Academic Senate	Reid Edelman, President (present)
	Classified Senate	David Bushway, President (present)
	Management/Supervisory/Confidential	Minerva Flores, President (present)

*Agenda Approval* Trustee Eriksen would like to remove item #3.1 from the consent agenda. The item will be heard following item #5.4. M/S (Geck/Haynes) to approve the agenda as amended. The matter was approved via the following vote:

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

*Minutes/Approval* M/S (Haynes/Geck) to approve the minutes of the board workshop held on February 11, 2014 as amended with the following changes: under complaints and concerns the first bullet point should read "...no individual meetings by Board members with any constituent group or community members as a representative of the Board".

M/S (Haynes/Chaniot) to approve the minutes of the regular meeting held on February 11, 2014 as presented.

Both sets of minutes were approved with the following vote:

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

*Public Comments* There were no public comments presented at this time.

**PRESIDENT’S REPORT**

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

- Superintendent/President Reyes reminded the members of the Board our follow-up visit from the ACCJC will take place on April 13<sup>th</sup> & 14<sup>th</sup> and will be performed by a 3-person team led by Dr. Ronald Taylor, Superintendent/President of Merced College.
- Trustee Haynes expressed his support of an event to show the Board’s appreciation to everyone who has participated in the accreditation process following the April visit. The Administration will work to determine a date to hold this recognition possibly during the week following visit.

**CONSENT AGENDA**

Superintendent/President Reyes reminded the Board members present that Items 3.6, 3.7, 3.8 and 3.10 have been amended with copies of the changes presented for their consideration.

M/S (Haynes/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Consent Agenda as amended with the following vote:

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

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

**Personnel**

*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 hereby approve the list of 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 list of Administrator Contracts as submitted and presented at the meeting.

*Faculty Contracts – Tenure Track Faculty* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Faculty Contracts for probationary faculty as submitted and presented at the meeting.

Once the consent agenda was approved, Leslie Banta, Nicholas Petti and Rodney Grisanti were congratulated for achieving the status of a permanent tenured faculty member. They were each recognized for their hard work and dedication to our students which was followed by brief remarks and an expression of thanks made by each of the recipients.

*Professional Development Leave* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Professional Development Leave request for the fall 2015 semester for John Koetzner and for the spring 2016 semester for Sarah Walsh 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 Victoria Ramos as a Financial Aid Technician as submitted and presented at the meeting.

*Employment – Temporary, Full-Time, Categorically-Funded Faculty Positions* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a one-year categorically-funded contract for 2015-2016 for Tanja Ramming as a CalWorks Coordinator/Counselor, Cintya DaCruz as an EOPS counselor, and Alicia Mendoza as a CAMP counselor as submitted and presented at the meeting.

*Management/Supervisory/Confidential Tentative Agreement, 2014-15* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the 2014-15 tentative agreement between the Mendocino-Lake Community College District and the Management/Supervisory/Confidential employees as submitted and presented at the meeting.

*Mendocino-Lake Community College Classified Bargaining Unit/SEIU-Local 1021, Tentative Agreement 2014-15* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the 2014-15 tentative agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Classified Bargaining Unit/SEIU-Local 1021 as submitted and presented at the meeting.

**Other Items**

*Fiscal Report as of January 31, 2015* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as submitted.

*Donation of Automobile* \*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donation of automobile by David Holland as presented.

## **ACTION ITEMS**

### *Accreditation 2015 Institutional Follow-Up Report*

Superintendent/President Reyes expressed his thanks for the in-house cover and production work that went into the report and was completed by Director Silva and our duplicating team. Our approach to completing the report has been to use a direct format which addresses each of the recommendations. This has been completed by citing each recommendation followed by a narrative of the work completed to address the recommendation and finishes with a resolution section which summarizes the actions taken. He also pointed out pages 23 & 24 which identify the various pieces of evidence documentation used to support the report information.

Superintendent/President Reyes informed the Board he feels this is a strong document which addresses all of the recommendations from the previous visit as well as from the commission.

After Board review and discussion where changes to the narrative at the top of page 20 as well as two identified typographical corrections were deemed as necessary, the Board took the following action: M/S (Chaniot/Geck) to approve the Accreditation 2015 Institutional Follow Up Report as corrected. The motion was approved with the following vote:

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

After the vote was taken, Trustee Geck expressed his thanks for the inclusion of the flowcharts and appreciates all the work that went into the report.

### *Awarding of Audit Contractor for Fiscal Year Ending June 30, 2015*

After discussion and clarification of the recommended standard for the number of years an audit manager is used in in succession, the board took the following action: M/S (Haynes/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby award the Audit Contract for the fiscal year ending June 30, 2015 to the Certified Public Accounting Firm of K•Coe Isom as presented with the following vote:

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

### *Signage for Demonstration Vineyard*

Foundation Executive Director Fairbairn presented an example of the proposed signage for the demonstration vineyard. She is working with Beau Johnson from Reliable Mill Supply to create a wood and steel sign to be placed at the entrance to the vineyard. The sign will be installed and the cost will be covered by funding from the Gala.

M/S (Haynes/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the signage for the demonstration vineyard as presented with the following vote:

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

*2015 California  
Community College  
Trustees (CCCT)  
Ballot for Board of  
Directors*

After discussion, the board determined the candidates they would support in the Trustee Board of Directors election. M/S (Chaniot/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the casting of the Board’s vote for the following candidates: Ransford, Chaniot, Jones, Edgar, Hastey, Otto and Ontiveros by the following vote:

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

*Employment –  
Short-Term  
Employees*

Trustee Eriksen expressed her concern regarding employees working prior to Board approval. In this case, several of the employees have already completed their work assignment. Superintendent/President Reyes addressed this concern reminding the Board since they only meet once a month, an item such as this is presented for ratification as the Superintendent/President has already acted on behalf of the Board to approve the hiring of the employees prior to their employment.

M/S (Haynes/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the employment of the short-term employees as presented by the following vote:

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

**INFORMATIONAL REPORTS**

*Education and  
Student Services  
Report*

A written report was submitted by Virginia Guleff, Vice President of Education and Student Services.

- Trustee Geck expressed his appreciation regarding the on-going work to establish concurrent enrollment on high school campuses.

*Administrative  
Services Report*

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

- The news from Sacramento is reflecting an increase to the revenue amounts received versus the revenue amounts which were estimated. These new revenue figures will be reflected in the April revised budget which will be presented at next month’s board meeting.
- Work is continuing to move forward on the implementation of the new website.

*Mendocino College  
Foundation, Inc.*

The following oral report was presented by Katie Fairbairn, Executive Director of the Mendocino College Foundation, Inc.

- The Foundation donations are currently tracking ahead of the same time

*Constituents Group  
Reports*

period last year.

**Academic Senate:**

A written report was submitted by the Academic Senate President Reid Edelman. The following was offered in addition:

- In reviewing his report, Academic Senate President Edelman identified an error in the date of the pre-plenary session which will be held on March 27<sup>th</sup> and not February 27<sup>th</sup>.

The following oral reports were presented at the meeting:

**Classified Senate:**

Classified Senate President Bushway stated he had nothing to report.

**Management/Supervisory/Confidential:**

Management/Supervisory/Confidential President Minerva Flores stated she had nothing to add.

**ASMC:**

A written report was submitted by the Associated Students of Mendocino College President Melissa Reynolds. Student Trustee Nayeli Castaneda added the following:

- The blood drive will take place March 24th and not March 25th.
- Trustee Chaniot expressed her thanks to ASMC President Reynolds for her monthly submissions.

*Board Policy  
Additions and  
Revisions – First  
Reading*

The revisions to the Board policies are presented as information for review. Voting on these revisions will take place at the April 2015 meeting.

After lengthy discussion regarding the policies presented, Board President Tomkins directed Trustee Eriksen to meet with staff regarding her suggested changes to the policies presented.

Trustee Haynes expressed his concern regarding the Sexual Assaults policy. He asked if students were involved in writing this policy and feels students are not aware of the implications of the title of sexual offender. He also asked about the rights of an alleged perpetrator which he feels the policy does not address. He feels we need to be questioning many other entities regarding this policy which may include the District Attorney's Office, local law enforcement and Project Sanctuary. He will forward a link to Stanford's policy for other members to review.

Trustee Chaniot suggested ongoing training in this area but reminded members our policy needs to be updated to meet at least the minimum the requirements of the newly implemented new legislation.

S/P Reyes suggested the formation of a sub-committee which could follow up with on the Board member suggestions. Board President Tomkins directed Trustee Haynes, Trustee Eriksen, Student Trustee Castaneda, as well as an additional student who attended the General Assembly sessions for students regarding this policy to meet with staff to address the stated concerns.

*Point Arena Field  
Station Fund  
Raising Committee*

There was no report submitted by the Point Arena Field Station Fund Raising committee this month.

### **TRUSTEE COMMUNICATION**

*Trustee Reports*

**Oral report by Trustee Chaniot:**

- Trustee Chaniot stated she attended the Emeritus event which was in her opinion, very well done.
- She sat in on Chancellor Harris' report during the CCLC and CCCT joint meeting where the focus was Student Success and Access. California Community Colleges have been tasked with many new initiatives in these areas.
- She would like to see a future agenda item include a big picture presentation on Education Plans. Do we have everything we need to complete the plans and how we are faring in this area?

**Oral report by Trustee Tomkins:**

- Trustee Tomkins updated the Board on the Lake County Friends of Mendocino College meeting where Superintendent/President addressed the group.

**Oral report by Trustee Eriksen:**

- Trustee Eriksen stated she attended several meetings including the AAUW Scholarship committee meeting and the meeting of the Ukiah High Alumni Association.
- Trustee Eriksen also attended the Mendocino Women's Political Coalition (MWPC) annual Women's History Gala where an interesting presentation was made.

**Oral report by Trustee Haynes:**

- Trustee Haynes stated he attended the Emeritus event which was very nice, but had nothing else to add.

**Oral report by Trustee Geck:**

- Trustee Geck stated he had nothing to add.

**Oral report by Trustee Castaneda:**

- Trustee Castaneda stated she had nothing to add.

### **CLOSED SESSION**

The Board adjourned to Closed Session at 7:48PM. Board President Tomkins announced that items 8.1 Conference with real property negotiator; 8.2 Collective Bargaining/Meet and Confer; 8.3 Conference with Legal Counsel – Anticipated Litigation; 8.4 Public Employee Discipline/Dismissal/Release and 8.5 Public Employee Performance Evaluation will be discussed.

The Board returned to open session at 9:50PM with Board President Tomkins reporting the following action taken on the items discussed in closed session:

The Board took action in closed session to not renew the temporary, non-tenure track faculty contract for Nora Danning for 2015-2016. The Board further directs Sabrina Meyer, Interim Human Resources Director to send Ms. Danning a notice prior to March 15, 2015 of this non-renewal. This action was approved with the following vote:

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

No other action was taken on the items discussed in closed session.

*Adjournment*

M/S (Geck/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 9:54 PM.

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

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