

**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 6, 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	Aaron Bielenberg	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	Steven Hixenbaugh, President
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Virginia Guleff, President

*Public Comments* Deborah White identified herself as a college Math instructor and addressed the Board regarding the difficulty of faculty members to develop Student Learning Outcomes as required by the state.

*Agenda Approval* M/S/C (Tomkins/Haynes) To approve the agenda as revised. Item 2.2 Conference with Legal Council and Item 3.4 Employment - Professional Development were deleted from the agenda. Item 6.1, the President's report will be presented following the Consent Agenda.

*Minutes/Approval* M/S/C (Tomkins/Chaniot) To approve the minutes of the regular meeting held on February 6, 2013 as submitted.

**CLOSED SESSION**

The Board adjourned to Closed Session at 5:05 PM. Board President Clark announced that no action will be taken in Closed Session.

The Board returned to Open Session at 6:15 PM.

**PRESENTATION – 6:00 PM**

PG&E representative Eddie Alvarez presented two checks to the college. The first check, in the amount of \$300,000, is a rebate to the college as part of an energy incentive program with the California Community Colleges. Included in this program was the recent upgrades to the college's HVAC system and the efficient design of the Library/Learning Center.

The second check, in that amount of \$500,00, is a zero percent utility loan program which the college will pay back using the savings of the energy efficiency upgrades. Mr. Alvarez commended the college for its leadership in sustainability and energy efficiency.

### **CONSENT AGENDA**

M/S/C (Chaniot/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 list of Short-Term Employees as presented at the meeting.

*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 –  
Classified*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Rose Hernandez as Financial Aid Technician, 12 months/year, 40 hours/week effective March 7, 2013.

*Non-Renewal of  
Categorically –  
Funded Contract*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby not renew a temporary, non-tenure track faculty contract for Nora Danning 2013-14.

*Administrator  
Contracts*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve administrator contracts as presented follows:  
Three-year contracts 7/1/13 – 6/30/16: Larry Perryman, Virginia Guleff  
Two-year contracts 7/1/13 – 6/30/15: Jacqueline Bradley, Karen Christopherson, Eileen Cichocki, Charles Duffy, Katie Fairbairn, Mike Mari, Steve Oliveria, Margaret Sanchez, Pat Thygesen  
One-year contract 7/1/13 – 6/30/14: Minerva Flores

*Faculty Contracts  
– Categorically  
Funded*

\*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 (ED 87470) for Alicia Mendoza, Counselor-CAMP for 2013-14.

*Professional  
Development  
Leave*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a Professional Development Leave for Roger Hock for Spring semester 2014.

*Faculty Contracts*

\*RESOLVED, That the Mendocino-Lake Community College District Board of

Trustees does hereby approve permanent status for Marcus Frederickson, Aeron Ives, Conan McKay, and Bart Rawlinson; two-year contracts for 2013-14 and 2014-15 for Leslie Banta, Rodney Grisanti, and Nicholas Petti; and one-year contracts for 2013-14 for Jordan Anderson and Guillermo Garcia.

*Change in  
Assignment –  
Classified*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the voluntary employee workload reduction from Tola Levinson, CalWorks Specialist, from 40 to 35 hours per week effective 3/1/13.

**Other Items**

*Fiscal Report  
January 31, 2013*

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

*Energy  
Management  
System – Accept  
Project*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the Energy Management System project from Trinity EMS and Intercounty Mechanical.

*Library/Learning  
Center Signage  
Authorization to  
Go to Bid*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize staff to go to bid on the Library/Learning Center Signage.

*Library/Learning  
Center AV/Media  
Equipment –  
Accept Project*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the Library/Learning Center AV/Media equipment from CODA Technology Group.

**ACTION ITEMS**

*Board Meeting  
Dates*

Superintendent/President Reyes explained that the purpose of changing the location of the May meeting, which is proposed to be held at the Lake Center, is to hold the Grand Opening event of the Lake Center on the same day as the Board meeting. The event is proposed to begin at 3:00 PM and the Board meeting will then be held following the event at it's regular time of 5:00 PM.

M/S/C (Haynes/Geck) RESOLVED, That the Mendocino-Lake Community College Board of Trustees does hereby change the locations of May 1 and the June 5, 2013 meetings and leave open the exact time for the Board meeting to begin.

M/S/C (Chaniot/Tomkins) RESOLVED, That the Mendocino-Lake Community College Board of Trustees will hold the spring workshop for March 20, 2013. The motion failed.

Following discussion, the Board determined that a date for the spring workshop will be set at the April Board meeting after more information about Trustee availability is collected. The workshop will be held on a weekday evening for the convenience of the Board members who are unable to attend for a full day. Trustee Haynes suggested that a policy be written on changing meetings on short notice.

*Awarding of Audit Contract* M/S/C (Geck/Tomkins) RESOLVED, That the Mendocino-Lake Community College Board of Trustees does hereby award the 12-13 audit contract for the not-to-exceed price of \$53,000 to the Certified Public Accounting firm Matson and Isom.

*Willits/North County Center Change Order No. 3* M/S/C (Geck/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 3 for the Willits/North County in the amount of \$33,732.

*Lake County Center Change Order No. 11* M/S/C (Ubelhart/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 11 for the Lake County Center in the amount of \$122,583.

*Lowery Student Center Change Order No. 4* M/S/C (Tomkins/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 4 for the Lowery Student Center in the amount of \$58,804.

### **INFORMATIONAL REPORTS**

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

- The Women's Soccer Team and coaches were introduced at the meeting. Superintendent/President Reyes acknowledged the success of the Women's Soccer team. This is the first time in the history of the college that the soccer team has won the league championship and gone to playoffs. The team was also recognized for receiving the Academic Team Scholar award for the State of California. The Board of Trustees and Superintendent/President Reyes congratulated them and expressed their pleasure at being able to share in and celebrate the team's successes.
- Superintendent/President Reyes reported that he met with Ukiah Unified Superintendent Deb Kubin for an initial conversation regarding the Governor's proposal to have community colleges, rather than K12, offer the programs in Adult Education.

*Education and Student Services Report* A written report was submitted by Virginia Guleff, Vice President of Education and Student Services. The following was offered in addition:

- The Teachers on Teaching conference will take place this Saturday with teachers from many different areas attending.

*Administrative Services Report* A written report was submitted by Larry Perryman, Vice President of Administrative Services.

*Measure W Bond Report* A written report was submitted by Larry Perryman, Vice President of Administrative Services.

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

*Foundation, Inc.*

*Constituents  
Report*

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

- Steve Hixenbaugh commented that the Foundation Emeritus Luncheon was very well done and he was honored to be invited to attend.

*Health Benefits  
Report*

A written report on the status of the Health Benefits Fund was submitted as information.

**BIG PICTURE**

Vice President Perryman gave a presentation to the Board on how FTEs are calculated and discussed the history of enrollment at the college.

The board briefly discussed performance funding.

**TRUSTEE COMMUNICATION**

*Trustee Reports*

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

***ADJOURNMENT***

M/S/C (Haynes/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:49 PM.

Submitted by:

Arturo Reyes, Superintendent/President  
Secretary, Board of Trustees