

**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, November 14, 2012, 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 Roe Darnell, 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 Two students from Leslie Saxon West's dance class informed the Board about the upcoming dance performances and invited the Board and staff to attend.

Agenda Approval M/S/C (Tomkins/Chaniot) To approve the agenda as amended. Item 5.6 Resolution 11-12-12 Pt. Arena was moved to follow Closed Session and Item 4.4 Donation of Automobile was removed from the Consent Agenda.

Minutes/Approval M/S/C (Tomkins/Eriksen) To approve the minutes of the regular meeting held on October 3, 2012.

PUBLIC HEARING

Board President Clark opening the public hearing at 5:28 PM and closed the hearing at the same time as no comments were received.

CONSENT AGENDA

M/S/C (Tomkins/Haynes) To approve the Consent Agenda as amended at agenda approval.

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 submitted.

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

Promotion – Educational Administrator *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve an Educational Administrator contract for Virginia Guleff, Vice-President of Education and Student Services, November 15, 2012 – June 30, 2015, \$137,280/year.

Reclassification *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify a reclassification for Cindy Chapman to Executive Assistant I-Vice Presidents, effect November 14, 2012 to include a salary increase of 5%.

Other Items

AB 2910-Quarterly Fiscal Status Report *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the quarterly report as submitted.

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

Library/Learn Center – Accept Project *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the Library/Learning Center project from Midstate Construction.

Donation of Automobile M/S/C (Haynes/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donation of a 1998 Toyota Sienna donated by Darcie Langevin for the Auto Tech club.

Trustee Ubelhart removed this item from the consent agenda in order to recognize the auto department and remind the other Trustees that a tour of the auto department is planned for a future agenda.

ACTION ITEMS

Resolution 11-12-01 Trustee Areas M/S/C (Haynes/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 11-12-01 specifying Plans Option B Mendocino County and Version 3 Lake County for the redistricting of trustee areas to equalize the population and to change voting from an at-large process to a by-trustee area election.

Trustee Haynes proposed that the Board subcommittee and staff continue to research the advantages or disadvantages of changing from odd year elections to even year elections.

Board Policy Revision – Policy 604 Travel M/S/C (Haynes/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the revisions to Policy 604 Travel and Travel Expense.

Willits/North County Center – Change Order No. 1 M/S/C (Chaniot/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 1 for the Willits/North County Center in the amount of \$114,736.

Vice President Perryman mentioned that a complete explanation of the changes with the Willits/North County Center was submitted as part of the Bond report. He added that because this land is not raw land and was covered in paving and building foundations, it was anticipated that there would be challenges.

Lowery Student Center – Change Order No. 1 M/S/C (Geck/Chaniot) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 1 for the Lowery Student Center in the amount of \$16,227.

Lake County Center M/S/C (Tomkins/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 8 for the Lake County Center in the amount of \$20,096.

Resolution 11-12-02 Pt. Arena M/S/Failed (Tomkins/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 11-12-01 authorizing the District to contact for emergency repair and renovation of Pt. Arena systems necessary for students and faculty to hold classes. Trustee Haynes voted “no” All other Trustees voted “yes”

The motion failed because law requires that this resolution be passed unanimously.

INFORMATIONAL REPORTS

President’s Report A written report was submitted by Superintendent/President Darnell. The following was offered in addition:

- Further discussion took place regarding Dominican College.

Education and Student Services Report A written report was submitted by Deans Rawitsch, Guleff, and Goff. The following was offered in addition:

- The Board offered congratulations to Virginia Guleff on her promotion to Vice President of Education and Student Services.
- The Deans and Student Services staff have been planning for the implementation of the Student Success Task Force Recommendations.

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. The Quarterly Bond Report was presented as information.

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

Constituents Report No written reports were submitted. Oral reports were given by Steve Hixenbaugh, President of the Academic Senate and Larry Lang, President of Classified Senate.

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

Presentation – Agriculture Department **TIME CERTAIN ITEM – 5:30 PM**
Faculty member Jim Xerogeanes gave a presentation to the Board on his professional development leave and also shared information on the Agriculture Department regarding the creation of a viticulture program.

Trustee Reports **TRUSTEE COMMUNICATION**
A written report was submitted by Trustee Haynes. Oral reports were given by Trustees Haynes and Chanot.

Trustee Self-Evaluation Per Board Policy 215, an analysis of the Board’s Self-Evaluation and the evaluation of the board by staff was submitted as information. The Board briefly discussed the results of the evaluations.

Future Agenda Items A list of items for future agendas was submitted for review.

CLOSED SESSION
The Board adjourned to Closed Session at 6:40 PM. Board President Clark announced that no reportable action will be taken in closed session.

Trustees returned to Open Session at 8:25 PM and voted on item 5.6 Resolution No. 11-02-12 Pt. Arena.

ADJOURNMENT M/S/C (Clark/Eriksen) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:27 PM.

Submitted by:

D. Roe Darnell, Superintendent/President
Secretary, Board of Trustees