

**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 15, 2018 at Mendocino College, 1000 Hensley Creek Road, Ukiah, California.

GENERAL MATTERS

Call to Order & Pledge of Allegiance Trustee Geck, Board President, called the meeting to order at 4:01 PM which was followed by the Pledge of Allegiance led by Trustee Pinoli.

Board Members

| | | |
|-----------------|---------------------|--------------------|
| President | Dave Geck | present |
| Vice President | Marie L. Myers | present |
| Clerk | Robert Jason Pinoli | present |
| Trustee | Paul Ubelhart | present |
| Trustee | Edward Haynes | present |
| Trustee | Janet Chaniot | present |
| Trustee | John Tomkins | present |
| Student Trustee | Rickie Farah | arrived at 5:30 pm |

Secretary Arturo Reyes, Superintendent/President

Support Staff Mary Lamb, Executive Assistant II to Superintendent/President

Staff Representatives

Debra Polak, Vice President of Academic Affairs (present)
 Eileen Cichocki, Assistant Superintendent/Vice President of Administrative Services (absent)
 Ulises Velasco, Vice President of Student Services (present)
 Sabrina Meyer, Director of Human Resources (absent)

Constituent Representatives

| | |
|-------------------------------------|--|
| Academic Senate | Catherine Indermill, President (present) |
| Classified Senate | Tony Novelli, President (present) |
| Management/Supervisory/Confidential | Matthew Gordon, President (present) |

Agenda Approval M/S (Ubelhart/Pinoli) to approve the agenda as presented. The matter was approved via the following vote:

| | |
|-------------|--|
| Ayes | Haynes, Geck, Chaniot, Ubelhart, Tomkins, Pinoli and Myers |
| Noes | None |
| Abstentions | None |
| Absent | None |

Minutes Approval M/S (Ubelhart/Myers) to approve the minutes of the regular Board meeting held on June 13, 2018 as presented. The matter was approved with the following vote:

| | |
|------|---|
| Ayes | Haynes, Geck, Chaniot, Tomkins, Ubelhart, and Myers |
|------|---|

| | |
|-------------|--------|
| Noes | None |
| Abstentions | Pinoli |
| Absent | None |

*Public Comments
on Closed Session
Items*

- There were no comments made by the public at this time.

CLOSED SESSION

The Board adjourned to Closed Session at 4:03 PM with Board President Geck stating items 2.1, 2.2, and 2.3 will be discussed in closed session.

OPEN SESSION

The Board returned to open session at 5:30 with Board President Geck reporting no action taken in closed session.

*Report of Action
Taken in Closed
Session*

Public Comments

- Toni Fort, Classified Union President representing the classified staff members at Mendocino College addressed the board regarding negotiations currently under way for the Classified constituent group.
- Patrick Hickey, SEIU 1031 Field Representative for Mendocino College also addressed the Board of Trustees regarding the current negotiations.
- Phil Warf, President of the full-time faculty union (MCFT) addressed the Board of Trustees regarding the climate survey and the information to be shared.
- Dr. Brian Ellison addressed the Board of Trustees regarding the FIELD Institute and the work they doing with Mendocino College and working with course offerings outside our service areas.

OATH OF OFFICE

Newly elected Student Trustee Rickie Farah was administered the oath of office by Board President Geck. Upon completion of the oath, she assumed her duties as Student Trustee.

PRESIDENT AND ADMINISTRATION REPORT

A written report was presented by Superintendent/President Reyes.

Positive comments were made by several board members regarding the content of the report.

Trustee Chaniot left the meeting at 6:07pm.

CONSENT AGENDA

M/S (Pinoli/Myers) Board of Trustees does hereby approve the Consent Agenda as presented. The consent agenda was approved with the following vote:

| | |
|-------------|---|
| Ayes | Haynes, Geck, Tomkins, Ubelhart, Pinoli and Myers |
| Noes | None |
| Abstentions | None |
| Absent | Chaniot |

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 employment of the short-term employees as submitted and presented at the meeting pending receipt of all necessary employment eligibility requirements.
- Employment – Part-Time Faculty* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve employment of the Part-Time Faculty for the Summer 2018 semester and the Fall 2018 semester as submitted and presented at the meeting pending receipt of all necessary employment eligibility requirements.
- 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.
- Employment – Classified* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Jessica Lancaster, Child Development Specialist, effective August 10, 2018; Maria Zuniga, Day Custodian effective August 16, 2018 and Beatriz Sanchez, Human Resources Technician, effective August 20, 2018 pending receipt of all necessary employment eligibility requirements.
- Employment – Tenure Track Faculty* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Fernando Calderon, Counselor/EOPS effective August 13, 2018 pending receipt of all necessary employment eligibility requirements.
- Reemployment – Temporary, Non-Tenure Track, Categorically Funded, Full-Time Faculty* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Shanti Adhikari as a temporary, non-tenure track, categorically funded, full-time Nursing faculty effective August 17, 2018 through May 24, 2019 as presented.
- Transfer/Promotion /Reassignment - Classified* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the transfer and promotion of Ben Kohler, EMS Controls Specialist effective August 16, 2018 as presented.
- Resignation/Retirement – Classified* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Jacob Troester, Instructional Assistant – Ceramics as presented.
- Resignation/Retirement – Full Time Faculty* *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of all employment of Tanja Ramming, full-time faculty, CalWORKS Coordinator/Counselor as presented.
- Unpaid Leave of* *RESOLVED, That the Mendocino-Lake Community College District Board of

Absence – Full Time Faculty

Trustees does hereby approve the unpaid leave of absence for Maria Cetto, full-time faculty, Spanish, as presented.

Employment – Temporary Full-Time Faculty Assignment

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Joseph Harrington, temporary, full-time faculty, Spanish as presented.

Management/Supervisory/Confidential Tentative Agreement, 2018-2019

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the 2018-2019 tentative agreement between the Mendocino-Lake Community College District and the Mendocino College Management/Supervisory/Confidential employees as presented.

Fiscal Report as of June 30, 2018

Other Items

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

Quarterly Fiscal Status Report

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

Donations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donated items from Michel Bolter, Scott Gherini and Mike Grady as presented.

ACTION ITEMS

Contracts and Agreements – Quarterly Ratification

After reviewing the information presented and discussion, the board took the following action:

M/S (Pinoli/Ubelhart) that the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as presented with the following vote:

| | |
|-------------|--|
| Ayes | Haynes, Geck, Tomkins, Ubelhart , Pinoli and Myers |
| Noes | None |
| Abstentions | None |
| Absent | Chanot |

Establishment of School Warrant/Pass Through Fund – Resolution 08-18-01

After reviewing the information presented and discussion, the board took the following action:

M/S (Pinoli/Ubelhart) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-18-01 to establish the School Warrant/Pass Through Fund as presented with the following vote:

| | |
|-------------|---|
| Ayes | Haynes, Geck, Tomkins, Ubelhart, Pinoli and Myers |
| Noes | None |
| Abstentions | None |
| Absent | Chanot |

2018-2019
Appropriation Limit
– Resolution 08-18-
02

After reviewing and discussing the information presented, the board took the following action:

M/S (Tomkins/Ubelhart) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt resolution 08-18-02 and establish the District’s appropriation limit at \$31,233,117 as presented. The motion was approved with the following vote:

| | |
|-------------|---|
| Ayes | Pinoli, Geck, Tomkins, Ubelhart, Haynes and Myers |
| Noes | None |
| Abstentions | None |
| Absent | Chaniot |

Trustee Chaniot returned to the meeting at 6:19 pm.

Board Policy
Revisions – Second
Reading

After reviewing the information presented and discussion, the board took the following action:

M/S (Myers/Ubelhart) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the additions and/or revisions to Board Policy 4030, Board Policy 4032, Board Policy 4035 and Board Policy 4100 as presented with the following vote:

| | |
|-------------|--|
| Ayes | Haynes, Chaniot, Geck, Tomkins, Ubelhart, Pinoli and Myers |
| Noes | None |
| Abstentions | None |
| Absent | None |

Big Picture –
Campus Climate
and Student
Engagement
Surveys

Dr. David B. Trites from Ruffalo Noel Levitz presented the board with information from the Student Engagement and Campus Employee Climate surveys completed in the spring 2018.

At Trustee Pinoli’s suggestion, the board agreed to include a monthly agenda item reflecting the current steps and improvements being made in the survey areas as we move forward. It was also suggested the board conduct a workshop at a future date regarding this topic.

INFORMATIONAL REPORTS

Mendocino College
Foundation, Inc.

An oral report was shared by Katie Fairbairn, Executive Director of the Mendocino College Foundation, Inc. as information.

Constituents Group
Reports

Academic Senate

A written report was submitted by Academic Senate President Catherine Indermill.

Classified Senate

A written report was submitted by Classified Senate President Tony Novelli.

Management/Supervisory/Confidential

A written report was submitted by Management/Supervisory/Confidential President Matthew Gordon.

Student Housing

An update on the current status of student housing was provided by Superintendent/President Reyes. Trustee Pinoli shared additional information about the trip to College of the Redwoods to hear about campus housing from their perspective.

TRUSTEE COMMUNICATION

Trustee Reports

A written report was submitted by Trustee Haynes. Other trustees commented orally on their recent college-related activities.

Future Agenda Items

Items discussed as future agenda items approved by the board members included

- Monthly progress report on survey items as an agenda item.

Adjournment

M/S (Myers/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:07 PM.

| | |
|-------------|--|
| Ayes | Haynes, Chaniot, Myers, Geck, Ubelhart, Pinoli and Tomkins |
| Noes | None |
| Abstentions | None |
| Absent | None |

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