

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, January 13, 2016 Mendocino College, 1000 Hensley Creek Road, Ukiah, California.

GENERAL MATTERS

Call To Order Trustee Tomkins, Board President, called the meeting to order at 5:02 PM.

<i>Board Members</i>	President	John Tomkins	present
	Vice President	Edward Haynes	present
	Clerk	Dave Geck	absent
	Trustee	Paul Ubelhart	present
	Trustee	Marie L. Myers	present
	Trustee	Janet Chaniot	present
	Trustee	Joel Clark	present
	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 (present)

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

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

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

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

Minutes/Approval After discussion, the following action was taken.

M/S (Chaniot/Myers) to table approval of the minutes of the regular meeting held on December 9, 2015 until the February 10, 2016 meeting. The matter was approved with the following vote:

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

Public Comments • No comments from the public were made.

PRESIDENT'S REPORT

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

- Expressed his thanks to the Vice Presidents, managers and staff for their exceptional work as they prepare for the start of the spring semester. He also recognized Human Resources Director Meyer and the members of her staff for the amount of work they are completing as part of our hiring process.

CONSENT AGENDA

Trustee Chaniot requested to have item #3.5 removed from the consent agenda and added to the action items after item 5.3.

M/S (Clark/Haynes) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the Consent Agenda as amended. The amended consent agenda was approved with the following vote:

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

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

Personnel

- | | |
|--|---|
| <i>Employment – Short-Term Employees</i> | *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. |
| <i>Employment – Part-Time Faculty</i> | *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. |
| <i>Volunteers</i> | *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of volunteers as presented. |
| <i>Administrator Contract Renewal</i> | *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the administrator contracts for Debra Polak, Dean of Instruction, Centers and Ulises Velasco, Director of Financial Aid as presented through June 30, 2017. |
| <i>Employment – Classified</i> | *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Jacob Troester as an Instructional Assistant, Ceramics 10 months/year, 30 hours/week effective January 22, 2016. |
| <i>Employment – Classified</i> | *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Isabel Lopez as an Accounting Specialist, 12 months/year, 40 hours/week effective February 1, 2016. |

*SEIU 1021
Classified Staff
Bargaining Unit,
Tentative
Agreement 2015-16*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the 2015-16 Tentative Agreement between the Mendocino-Lake Community College District and the SEIU 1021 Classified Staff Bargaining Unit.

*Fiscal Report as of
November 30, 2015*

Other Items

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

*Board of Trustees
Budget Parameters
for District 2016-17*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2016-2017 Budget Parameters as presented.

*Donation of
Automobile*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the automobile graciously donated by Lynn Newton.

ACTION ITEMS

*Contracts and
Agreements*

After reviewing the list of contracts and finding everything on order, the following action was taken:

M/S (Chaniot/Myers) to ratify the contracts the agreements as presented. The motion was approved with the following vote:

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

*Non-Resident
Tuition Fee*

After reviewing the documentation provided, the following action was taken:

M/S (Clark/Ubelhart) to set the 2016-2017 non-resident tuition fee at \$211 per unit. The motion was approved with the following vote:

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

*Establish Checking
Account with
Mendo-Lake Credit
Union – Resolution
01-16-01*

After reviewing the information presented regarding the establishment of a checking account for the Mendocino Coast Center, the following action was taken:

M/S (Chaniot/Myers) to approve Resolution 01-16-01 as presented. The motion was approved with the following vote:

Ayes	Tomkins, Haynes, Chaniot, Clark, Ubelhart and Myers
Noes	None

Abstentions None
Absent Geck

*Employment –
Educational
Administrator*

After various comments from Board members were heard, the following action was taken:

M/S (Chaniot/Ubelhart) to approve an Educational Administrator contract for Matthew Gordon, Director of Athletics as presented through June 30, 2017. The motion was approved with the following vote:

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

Big Picture

Campus Safety Update

A presentation by Vice President Cichocki was made which covered the various activities recently held or currently taking place to enhance the safety of students and staff members on our campuses.

Next steps include a spring 2016 general session presentation with afternoon trainings specifically designed for classrooms or office settings.

We will also be working to establish a relationship with the various law enforcement agencies in Lake County as well.

*Education and
Student Services
Report*

INFORMATIONAL ITEMS AND REPORTS

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

- Construction boot camp will begin with late start classes during the spring semester and will work with Sustainable Program students.

*Administrative
Services Report*

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

- The proposed state budget has been released but we will not be attending the workshop until next week. More information on the proposed budget will be available at the next meeting.

*Mendocino College
Foundation, Inc.*

A written report was presented by Katie Fairbairn, Executive Director of the Mendocino College Foundation, Inc.

*Constituents Group
Reports*

Academic Senate:

No report was presented.

Classified Senate:

No report was presented.

Management/Supervisory/Confidential:

No report was presented.

ASMC:

No report was presented.

*Health Benefits
Report*

The status of the Health Benefit account was presented as information.

*Board Policy
Additions and
Revisions – First
Reading*

The revisions to the Board policies were presented as information for review. The ad-hoc committee appointed by the Board has reviewed the policies and procedures previously and has recommended they be forwarded to the full Board for adoption. Voting on these additions and revisions will take place at the February 2016 meeting.

TRUSTEE COMMUNICATION

Trustee Reports

Trustee Haynes:

Trustee Haynes submitted a written report which included two articles from the *Wall Street Journal*. He added he found these articles to be interesting and would like to see more information on the subject presented and discussed at a workshop very soon.

Trustee Ubelhart:

Trustee Ubelhart thanked Vice President Cichocki for her presentation which has rapidly become a very serious issue across the country. He added he reviewed the CD from the previous training which he found to be very insightful.

Trustee Myers:

Trustee Myers reminded everyone of the upcoming concert event on April 9th of which proceeds will help to benefit students and health programs in the area.

Trustee Chaniot:

Trustee Chaniot informed the Board about several meetings involving the CCCT and trustees which will be taking place over the next few weeks. She also updated board members on her meeting with State Senator Mike McGuire where they discussed the possibility of more life-long learning and repeatability opportunities.

Student Trustee Castaneda:

The Statewide Student Senate has requested to have a representative on the committee responsible for searching for the next California Community College Chancellor. Their request is currently under consideration and they should have a formal response to their request very soon.

CLOSED SESSION

The Board adjourned to Closed Session at 7:15 PM. Board President Tomkins announced the board will be only discussing items 9.1, 9.2, & 9.5 on the agenda during closed session.

OPEN SESSION

Report of Action

The Board returned to open session at 8:17 PM with Board President Tomkins

*Taken in Closed
Session*

reporting no action taken on the items discussed in closed session.

Adjournment

M/S (Clark/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 8:18 PM.

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

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