

**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 Tuesday, November 10, 2015 Mendocino College, 1000 Hensley Creek Road, Ukiah, California.

GENERAL MATTERS

Call To Order Trustee Tomkins, Board President, called the meeting to order at 5:01 PM.

<i>Board Members</i>	President	John Tomkins	present
	Vice President	Edward Haynes	present
	Clerk	Dave Geck	present
	Trustee	Paul Ubelhart	present
	Trustee	Joan M. Eriksen	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 (present)
	Management/Supervisory/Confidential	Debra Polak, President (present)

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

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

Minutes/Approval M/S (Geck/Ubelhart) to approve the minutes of the regular meeting held on October 14, 2015 as presented. The minutes were approved with the following vote:

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

Public Comments

- Melissa Chapman spoke on behalf of the Mendocino College Dance Repertory Company and invited all the Board members to attend the upcoming dance performance. She was assisted by Thomas Kelley. The show, entitled “A Story and a Tribute” is dedicated to dance instructor,

Leslie Saxon West who will be retiring after the spring semester.

- John Loucks addressed the Board on behalf of the Classified Union. He read a copy of the letter presented today to Sabrina Meyer, Human Resources Manager.
- Rich Burns addressed the Board on behalf of the Bureau of Land Management and updated the board on the status of the Conservation Easement currently under negotiation. While some of the funding for the easement was used during the current fire season, he is of the opinion there are still the necessary funds available to complete this project.
- Trustee Eriksen was recognized for her twenty one years of service to the District. She was presented with a plaque and a note of thanks on behalf of the Board who recognized her outstanding service to the district.
- Aaron Keough from Pacific Gas and Electric presented information about the projects the district has been involved with in regard to various energy saving measures.

*Recognition of
Retiring Board
Member*

Big Picture

Mr. Keough noted some of the many projects including lighting, heating and cooling and the solar field which all speak to the college's commitment of saving energy. He noted that Proposition 39 projects alone generated 8 different projects on campus and informed the Board members that 157 homes could be powered by the energy savings derived from these projects.

PRESIDENT'S REPORT

An oral report was presented by Superintendent/President Reyes. The following items were included:

- S/P Reyes pointed out the negotiating team has finalized agreements with the two faculty groups as well as the Management/Supervisory/Confidential group and recognized Vice President Guleff, Vice President Cichocki and Human Resources Director Meyer for their work during these negotiations.
- We are moving forward with our diversity and cultural competencies
- Human Resources Director Meyer has engaged the staff and faculty regarding the diversity and equity perspective of our hiring processes.
- Traveled to Sacramento on October 30th and met with the Chancellor's Office staff regarding the transfer of territory with College of the Redwoods. The Board of Governors will be weighing in on the initiative as well. Discussion at the Chancellor's Office also included the Fine Woodworking program. The Chancellor's Office has committed to helping to expedite the process in obtaining permission for Mendocino College to offer this curriculum.

A hearing was held in Fort Bragg yesterday regarding the transfer of territory where a motion to waive the election was presented as well as a motion to request waiving the CEQA requirements as well. Speakers from coastal community were very complementary of our Board and the work we are doing in their area.

There may be a question regarding the Bond indebtedness which may

become a bit controversial. Ed Code dictates how this process will be completed and the county committee will work with us to complete this process in a fair and equitable manner.

CONSENT AGENDA

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

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

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.

*Mendocino College
Federation of
Teachers, Tentative
Agreement, 2014-
15, 2015-16 and
2016-17*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the 2014-15 and the 2015-16 and 2016-17 Tentative Agreements between the Mendocino-Lake Community College District and the Mendocino College Federation of Teachers as presented.

*Resignations/Retire
ments- Classified*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Josephine Gutierrez, effective December 30, 2015.

*Resignations/Retire
ments –
Management/Super
visory/Confidential*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Steve Oliveria, effective June 30, 2016.

*Resignations/Retire
ments- Faculty*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Jean Stirling, effective December 30, 2015 and Alan West and Leslie Saxon-West effective June 2, 2016.

*Transfer/Promotion
/Reassignment –
Management/Super
visory/Confidential*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the transfer of Debra Polak from Dean of Instruction to Dean of Centers effective January 1, 2016.

*Salary Schedules
for Faculty
Members That*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the 193 day and 211 day salary schedules for faculty members whose assignment requires additional days.

*Work An Extended
Year*

*Contract
Amendment – Vice
Presidents*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the salary increase for the Vice President of Administrative Services and the Vice President of Education and Student Services.

*Employment –
Classified*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of Shaun Hoffman as the Proposition 39 Program Assistant effective November 11, 2015 as presented.

*Fiscal Report as of
September 30, 2015*

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

*Donation of
Automobiles*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the automobiles graciously donated by Steve Gray and Leland Kraemer.

ACTION ITEMS

*Superintendent/Pres
ident Salary
Adjustment*

Superintendent/President Reyes received a positive performance evaluation by the Board. In light of his positive performance evaluation, there is a clause in the Superintendent/President's current contract which stipulates "the Board shall annually review the Superintendent/President's salary and expense allowance and, with his agreement, may revise or increase them as necessary, taking into account the statewide data for the California Community College single college districts." In reviewing the 2014 data available, Superintendent/President Reyes' salary is approximately 12.8% below this average currently.

Trustee Chaniot informed the Board there is information currently available regarding a statewide leadership crisis currently occurring as many of the leaders statewide are now retiring.

After reviewing the information presented regarding the statewide data for the California Community College single districts, the following action was taken:

M/S (Clark/Geck) to approve an additional 3% increase to the Superintendent/President's salary above his current contract. The motion was approved with the following vote:

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

Trustee Haynes also requested a copy of the total compensation for Superintendent/Presidents in single college districts across the state. Human Resources Director Meyer will provide him with this information at the next meeting.

*Quarterly Fiscal
Status Report – AB
2910*

After reviewing the information presented in the Q1 report for the 2015-16 year, the following action was taken:

M/S (Chaniot/Clark) to accept the fiscal report as presented. The motion was approved with the following vote:

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

*Board Policy
Additions and
Revisions – Second
Reading*

After reviewing and discussing the policies presented, the following action was taken:

M/S (Clark/Ubelhart) to approve the additions and/or revisions of Board Policy 5500, Board Policy 7100 and Board Policy 7120. The motion was approved with the following vote:

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

INFORMATIONAL ITEMS AND REPORTS

*Education and
Student Services
Report*

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

- Vice President Guleff attended a meeting at the Chancellor’s Office which was also attended by representatives from the California Conservation Corps with great new strategies presented and discussed regarding how we can better serve this segment of our population.
- Vice President Guleff was elected the Region I representative for the CIO and is now serving on the System Advisory Committee on Curriculum.

*Administrative
Services Report*

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

- The Veteran’s Day event was attended by approximately 40 people. It was a great event and we hope to expand on it in the future as we have a growing Veteran’s population.
- There was a presentation today to students on the Run, Hide and Fight topic that was conducted by Mr. Nishiyama who conducted the previous training with faculty and staff.

*Mendocino College
Foundation, Inc.*

A written report was presented by Katie Fairbairn, Executive Director of the Mendocino College Foundation, Inc. The following information was presented in addition:

- Executive Director Fairbairn stated she had nothing to add.

*Mendocino College
Coastal Field
Station and Natural
Resources*

There was no report presented by the Mendocino College Coastal Field Station and Natural Resources group.

Trustee Haynes stated he would the information provided by the group to include what courses can use the Point Arena facility and would like

*Informational
Report*

clarification on the policy of who can use the facility.

He would also like clarification about how people who are not affiliated with the college are getting onto the property without the college facilities and/or maintenance staff knowing about it. What is the policy for those people to access the property?

*Constituents Group
Reports*

Academic Senate:

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

- Academic President Edelman stated he had nothing to add.

Classified Senate:

Classified Senate President Bushway stated on October 19th the Classified Staff organized a chili lunch for students during mid-term week. Lois O'Rourke and Darletta Fulwider were key in the organization of the activity which served approximately 130 people. The Classified FunRaiser is coming up on December 3rd and Board members were encouraged to participate if they can.

Management/Supervisory/Confidential:

No report was presented.

ASMC:

An oral report was given by Student Trustee Nayeli Castaneda.

- The Run, Hide and Fight safety presentation by Mr. Nishiyama took place today with approximately 45 students attending.
- ASMC is currently working on the holiday dinner which will be held on December 8th from 12:30 – 2:00 PM in the Student Center. ASMC will be providing turkey and mashed potatoes with donations of other holiday fare coming from faculty and staff.

*Health Benefits
Report*

The Health Benefits report for the 2015-16 year was presented as information.

*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 December 2015 meeting. Any questions from Board members can be forwarded to the President's Office for consideration by the President's Policy Advisory Committee.

TRUSTEE COMMUNICATION

Trustee Reports

Report by Trustee Haynes:

- Trustee Haynes submitted a written report. The following was offered in addition:
- Trustee Haynes added we need to be aware that things presented in the article he submitted are coming to Mendocino College.

Report by Trustee Chaniot:

- Trustee Chaniot submitted a written report. The following was offered in addition:

- She presented a copy of a book called *A Stronger Nation* to share with her fellow trustees which talks about how things in California are in comparison to other states.
- She would like to have Mendocino College Trustees join the national ACCT. She asked the board to consider coming to a decision about this proposal at the December meeting.
- During the recent national conference, she attended sessions on International students and shared a list of the top schools in California with International Students.

Oral report by Trustee Eriksen:

- Trustee Eriksen stated she enjoyed *The Matchmaker* performance even with a small crowd in attendance.

Oral report by Trustee Tomkins:

- Trustee Tomkins stated he enjoyed the performance of *The Matchmaker* as well.

Oral report by Trustee Ubelhart:

- Trustee Ubelhart expressed his thanks for being re-elected to another term as Trustee for Area 1.

Oral report by Trustee Geck:

- Trustee Geck stated he is still working at the Valley Fire Evacuation Center in Cobb with much more work to be done.

CLOSED SESSION

The Board adjourned to Closed Session at 6:40 PM. Board President Tomkins announced the board will only be discussing items 9.1, 9.2 and 9.5 on the agenda during closed session.

OPEN SESSION

The Board returned to open session at 7:19 PM with Board President Tomkins reporting no action taken on the items discussed in closed session.

*Report of Action
Taken in Closed
Session*

Adjournment

M/S (Clark/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:20 PM.

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

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