

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, April 6, 2022, at Mendocino College North County Center, 372 E. Commercial Street, Willits, CA and also using ZOOM remote meeting technology.

GENERAL MATTERS

Call to Order Trustee Pinoli, Board President, called the meeting to order at 4:00 PM.

| | | | |
|----------------------|-----------------|---------------------|--------------------|
| <i>Board Members</i> | President | Robert Jason Pinoli | present |
| | Vice President | Marie L. Myers | present |
| | Trustee | Ed Nickerman | present |
| | Clerk | Xochilt Martinez | present |
| | Trustee | John Tomkins | present |
| | Trustee | TeMashio Anderson | absent |
| | Trustee | Noel O’Neill | present |
| | Student Trustee | Leonardo Rodriguez | Arrived at 4:10 PM |

Secretary Timothy Karas, Superintendent/President (present)

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

Staff Representatives Eileen Cichocki, Assistant Superintendent/Vice President of Administrative Services (present)
Debra Polak, Vice President of Academic Affairs (present)
Ulises Velasco, Vice President of Student Services (present)
Nicole Marin, Director of Human Resources (present)

| | | |
|--|-------------------|--|
| <i>Constituent Representatives</i> | Academic Senate | Catherine Indermill, President (present) |
| | Classified Senate | Isabel Lopez, President (present) |
| | Management Team | Janet Daugherty, President (present) |

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

| | |
|---------------|---|
| Ayes | Nickerman, Myers, O’Neill, Tomkins, Martinez and Pinoli |
| Noes | None |
| Abstentions | None |
| Absent | Anderson |
| Advisory Vote | Rodriguez – absent |

Approval of Minutes M/S (Nickerman/Myers) to approve the minutes of the regular board meeting held on March 9, 2022, as presented. The matter was approved with the following vote:

| | |
|------|---|
| Ayes | Nickerman, Myers, O’Neill, Tomkins, Martinez and Pinoli |
|------|---|

| | |
|---------------|--------------------|
| Noes | None |
| Abstentions | None |
| Absent | Anderson |
| Advisory Vote | Rodriguez – absent |

Public Comment on Closed Session Items There were no comments from members of the public at this time.

CLOSED SESSION

The Board adjourned to closed session at 4:07 PM with Board President Pinoli stating items 2.1, 2.2 and 2.3 would be discussed in closed session.

OPEN SESSION

Report of Action Taken in Closed Session The Board returned to open session at 4:24 PM with Board President Pinoli reporting no action was taken on items in closed session.

Public Comments Lois O'Rourke addressed the Board of Trustees regarding the budget and the budget reserve.

PRESIDENT AND ADMINISTRATION REPORT

A written report was presented by Superintendent/President Karas who added the following information:

Superintendent/President Karas informed the board the campus indoor masking requirement was removed on March 27, 2022, although indoor masking continues to be recommended.

The administrative procedure on student vaccination (AP 2901.1) will be suspended beginning June 1, 2022 which will allow all students to enroll in summer on-ground courses beginning with the summer semester.

Thursday, March 31st the North County Center hosted its College Day with students from eight different high schools in attendance. Many members of the college faculty and staff were available to answer questions about the various programs and services available to potential students.

The Festival of New Plays will be offered to the community April 7th, 8th, and 9th in the college theatre.

The second week of April will be spring break at Mendocino College. The campus will be open Monday and Tuesday but will be closed Wednesday through Friday.

CONSENT AGENDA

M/S (Nickerman/Myers) Board of Trustees does hereby approve the items on the Consent Agenda as presented. The items were approved with the following vote:

| | |
|------|---|
| Ayes | Myers, Tomkins, Nickerman, O'Neill, Martinez and Pinoli |
| Noes | None |

Abstentions None
Absent Anderson
Advisory Vote Rodriguez - aye

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

Personnel

*Consideration to
approve Personnel
List – Short Term
Non-Continuing
Employees*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the employment of the short-term non-continuing (STNC) employees as submitted and presented at the meeting pending receipt of all necessary employment eligibility requirements.

*Consideration to
approve the List of
Volunteers*

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

*Consideration to
approve
Employment -
Classified*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Brian Hoffman as Athletic Trainer, effective July 1, 2022 pending receipt of all necessary employment eligibility requirements as presented.

*Consideration to
ratify Resignation -
Faculty*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Steven Hixenbaugh – Instructor – Business, effective May 27, 2022.

*Consideration to
ratify Resignation -
Management Team*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Cindy Chapman, Executive Assistant I – Vice Presidents, effective September 30, 2022.

*Consideration to
approve the Working
out of Class
Compensation*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working Out of Class Compensation for Amber Shrum and Tony Toste as presented.

Other Items

*Fiscal Report as of
February 28, 2022*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the fiscal report as of February 28, 2022, as presented.

Donations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the donations to Mendocino College by Joyce Paterson and Diane Harris, M.D. as presented.

*Authorization for
Remote
Teleconference
Meetings –
Resolution 04-22-01*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopt Resolution #04-22-01 and authorizes the continuation of virtual meetings pursuant to the conditions outlined in Assembly Bill 361 as presented.

ACTION ITEMS

*2021/22 April
Revised Budget*

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the proposed 2021/22 April Revised Budget as presented and shown on Attachments A-1 through G with the following vote:

| | |
|---------------|--|
| Ayes | Martinez, Myers, Nickerman, O’Neill, Tomkins, and Pinoli |
| Noes | None |
| Abstentions | None |
| Absent | Anderson |
| Advisory Vote | Rodriguez - aye |

*Contracts and
Agreements –
Quarterly
Ratification*

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

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

| | |
|---------------|--|
| Ayes | Martinez, Myers, Nickerman, O’Neill, Tomkins, and Pinoli |
| Noes | None |
| Abstentions | None |
| Absent | Anderson |
| Advisory Vote | Rodriguez – aye |

*Award of Contract –
Road Repairs and
Resurfacing Project*

After reviewing the information provided, the board took the following action:

M/S (Rodriguez/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby award the contract for the Mendocino-Lake Community College District Road Repairs and Resurfacing Project to American Asphalt Repair and Resurfacing Co, Inc. for \$195,019 as presented with the following vote:

| | |
|---------------|---|
| Ayes | Nickerman, Martinez, Myers, O’Neill, Tomkins and Pinoli |
| Noes | None |
| Abstentions | None |
| Absent | Anderson |
| Advisory Vote | Rodriguez – aye |

*Classified
Professionals’ Week
– Resolution 04-22-
02*

After reviewing the information provided, the board took the following action:

M/S (Nickerman/Rodriguez) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 04-22-02 in honor of Classified Professionals’ Week as presented with the following vote:

| | |
|---------------|---|
| Ayes | Nickerman, Martinez, Myers, O’Neill, Tomkins and Pinoli |
| Noes | None |
| Abstentions | None |
| Absent | Anderson |
| Advisory Vote | Rodriguez – aye |

Board Policy Additions and Revisions – Second Reading

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Board Policy 2435 – Evaluation of the Superintendent/President; Board Policy 2510 – Participation in Local Decision Making; Board Policy 2610 – Presentation of Initial Collective Bargaining Proposals; and Board Policy 2716– Political Activity as presented with the following vote:

| | |
|---------------|---|
| Ayes | Nickerman, Martinez, Myers, O’Neill, Tomkins and Pinoli |
| Noes | None |
| Abstentions | None |
| Absent | Anderson |
| Advisory Vote | Rodriguez – aye |

Specifications of Election Order and Request for Consolidation – Resolution 04-22-03

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does here by adopt Resolution 04-22-03 as presented with the following vote:

| | |
|---------------|---|
| Ayes | Nickerman, Martinez, Myers, O’Neill, Tomkins and Pinoli |
| Noes | None |
| Abstentions | None |
| Absent | Anderson |
| Advisory Vote | Rodriguez – aye |

2022 California Community College Trustees (CCCT) Ballot for Board of Directors

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby cast their vote for the following candidates for the CCCT Board of Directors: Juan Delgado, Yuba CCD; Danny Kelley, Redwoods CCD; Ines De Luna, Napa Valley CCD; Sharon Pinkerton, Victor Valley CCD; Lisa Petrides, San Mateo CCD; and Jose Alcala, Riverside CCD with the following vote:

| | |
|---------------|---|
| Ayes | Nickerman, Martinez, Myers, O’Neill, Tomkins and Pinoli |
| Noes | None |
| Abstentions | None |
| Absent | Anderson |
| Advisory Vote | Rodriguez – aye |

*Big Picture – AB705
Progress and
Changes*

Vice President of Academic Affairs Polak presented the information on Mendocino College's progress and the changes which have taken place since the inception of AB705.

AB705 is legislation which passed in 2016-2017 and focuses maximizing student success in transfer level English and Math courses. These are also known as "Gate Keeper" courses. Part of the policy reform stipulates the time from enrollment to completion; what information can be used for placement; as well as the standard of proof for any below transfer-level placements.

Prior to the implementation of AB705, students were being placed one, two or three levels below transfer level in math based on placement testing. Historically, students of color were overly placed into these courses. With the implementation of AB705, English and Math placements by the fall of 2019 were made using one of more of the following measures: using a student's high school coursework; using the student's high school grades; or using the student's high school grade point average.

Mendocino College then created an approved AB705 self-guided placement pathway. For students with a high school grade point average and below, they were encouraged to begin with ENG 85 – Accelerated Preparation for College Writing. For student with a high school grade point average between 1.9 – 2.5, they were encouraged to enroll in ENG 200 (Reading and Composition) along with a co-requisite support class of ENG 65. Those students with a high school grade point average of 2.6 and above were encouraged to self-place directly into English 200.

The self-guided placements for Math were much more involved as there were several factors to consider such as whether students were following a STEM pathway or if they were following another path.

When we compared the data from Fall 2015 to Fall 2019, we could see the difference in how many students were going right into transfer level courses with many students placing themselves into the transfer level course with the corequisite instead of placing themselves directly into transfer level class. In addition, the difference between the 2015 and the 2019 completion rates were significant in both English and Math.

While all of the completion rates have increased, implementation is uneven and equity gaps persist for disproportionately impacted students. In addition, not all community colleges are implementing concurrent support with the transfer level course.

Now we are asked to look at our data from 2020 which was the year of the COVID-19 pandemic. The majority of new Mendocino College students continued to enroll in transfer level courses but there have been some additional changes.

In order to continue to offer courses in Math and English one level below transfer, our throughput (the rate at which students make it through a transfer level Math or English course) for students beginning one level below transfer is required to be comparable to the throughput for students beginning at transfer level. Since the students enrolling in below transfer level Math and English did not complete transfer level work in one year during the 2020/21 academic year; Mendocino College cannot offer below transfer level courses.

What did this mean for us? Lots of folks got busy and created more support for students entering directly into transfer level English and Math. By creating these additional courses, the courses and pathways had to be reviewed by the Curriculum Committee; IT, Instruction and Admissions and Records had to work together to re-design web tools for student placement in English and Math; materials for students and counselors had to be remade and we had to get the word out to all of our current and incoming students.

There are many challenges and opportunities due to these additional changes. Some of these challenges are: Basic Algebra is the graduation requirement at local high schools and not Intermediate Algebra which could limit the student populations with access to a STEM pathway. In addition, the new regulations do not allow us to recommend ESL for high school graduates.

In closing, Vice President Polak shared that there continues to be lots of work to be done in this area.

INFORMATIONAL REPORTS

Mendocino College Foundation, Inc.

A written report was submitted by the Mendocino College Foundation Executive Director Julie McGovern who added the reception for scholarship recipients will be held Wednesday, May 11, 2022 beginning at 3:00 PM in the courtyard outside the Center for Performing Arts building.

Constituents Group Reports

Academic Senate

A written report was submitted by Academic Senate President Indermill who added the Academic Senate Resolution S'22-03 was approved at their meeting on March 31st.

Classified Senate

A written report was submitted by Classified Senate President Isabel Lopez who added her thanks for the classified staff for all their hard work and dedication and to the Board of Trustees for their continued support.

Management Team

A written report was submitted by Management Team President Janet Daugherty who stated she had nothing to add.

Board Policies Additions and Revisions – First

Board Policy 2100 – Board Elections; Board Policy 2015 – Student Member; Board Policy 2350 -Speakers; and Board Policy 2710 – Conflict of Interest were presented for review and discussion. Additional discussion and/or

Reading

adoption of these policies will take place at the May 2022 board meeting.

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Martinez reported Superintendent/President Karas and herself are in the process of formulating the diversity training and are hoping to be able to conduct this training on the same day as the first meeting in August.

Trustee Myers stated she wants the Board to work for something in honor of former Trustee Ubelhart. Superintendent/President Karas stated there is a board policy regarding such things and he will share it with the board members.

Trustee Nickerman informed the board that Mendocino and Lake counties have more military enlistments than the other counties in the State. Due to this, he feels Mendocino College should be running the ROTC program.

He also feels the Trustees should have a health program offered to them through the College. Board President Pinoli reminded Trustee Nickerman that when the college switched from being self-insured to a funded plan, the board reviewed the costs quoted and determined it was not worth the additional monies needed to include the members of the Board of Trustees in the college's health plan. Superintendent/President Karas will include a section in his report next month outlining trustee compensation and benefits of other school districts in our area.

In closing, Trustee Nickerman added he stopped by the auto shop after the last meeting and was very impressed with the facility. He also informed the board members the program can work on cars belonging to individuals and its quite a deal and the work is superior.

Trustee O'Neill shared with the group that on April 1st, he was able to go with Dean Xu and Instructors Woodhouse and Pratt to Round Valley High School to meet with the principal and counselor at that location. During their visit, they looked at a space where auto and woodworking courses could be held at that location. Later in the day, they met with community members in the area to try to stimulate some interest in teaching at the college as this has been the main drawback to offering many courses in Round Valley.

Trustee Tomkins added Dean Xu recently completed a survey at the area high schools to find out how many of the high school students are taking our courses. He stated he was shocked to hear how many of them are completing college courses.

Student Trustee Rodriguez informed the board members several members of the Associated Students of Mendocino College were recently able to attend the General Assembly of the Student Senate for California Community Colleges (SSCCC) where they were able to cast their votes for many important

initiatives. In addition, he shared he will be attending a California Community College Trustees (CCCT) meeting on April 8th.

Trustee Pinoli thanked Trustee Martinez and Trustee O'Neill for their work on Chapter 2 of the Board Policies and Administrative Procedures this year. He shared it can be tedious work but none the less, is very important.

Future Agenda Items The current list of future agenda items includes the following with additional comments from members of the Board of Trustees:

- Diversity training for Board members – Trustee Martinez requested this item and feels it needs to be either a workshop or special meeting. It should not be a lecture but more of a reflection and participation by members of the board. For this reason, she feels it needs to be when we are once again able to meet in person – move to try and find a date for a workshop – wants to wait a little longer in order to have outside presenters, etc. – currently looking at an August date for this training.
- Essential needs for Trustee onboarding
- Outreach to the community and the various tribes
- A workshop or presentation on the next phase plans for the three centers
- A big picture presentation by the Lake County Superintendent of Schools similar to the presentation made by the Mendocino County Superintendent of Schools.
- Site visits at all the sites including courses offered and equipment available.
- Board workshop for board members regarding the process and how we handle the public as a board
- An ongoing conversation about the role Student Trustees can have in their individual districts. Discussion would include what it would mean for the board. Trustee Martinez would also like to have more information about the role of the student trustee.
- Presentation on Dual Enrollment by Dean Xu – will take place at the June meeting which will be held at the Lake Center.

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 6:08 PM.

Submitted by:
Tim Karas, Superintendent/President
Secretary, Board of Trustees