

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, December 15 2021, at Mendocino College, 1000 Hensley Creek Road, Ukiah, 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	arrived at 4:05 PM
	Trustee	Noel O’Neill	present
	Student Trustee	Leonardo Rodriguez	present

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	Lauren Simmonds, President (present)
	Management Team	Janet Daugherty, President (present)

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

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

Approval of Minutes M/S (Nickerman/Martinez) to approve the minutes of the regular board meeting held on November 10, 2021, as presented. The matter was approved with the following vote:

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

Public Comment on Closed Session Items There were no comments made on closed session items.

CLOSED SESSION

The Board adjourned to Closed Session at 4:03 PM with Board President Pinoli stating only item 2.3 would be discussed in closed session.

OPEN SESSION

Report of Action Taken in Closed Session The Board returned to open session at 4:13 with Board President Pinoli reporting no action taken by the Board in closed session.

Public Comments There were no comments from the public.

ANNUAL ORGANIZATIONAL MEETING

Election of Officers The order of election was for the offices of President, Vice President and Clerk. The floor was opened for nominations for the 2022 year followed by the following motions and voting:

M/S (Nickerman/Martinez) to elect Trustee Pinoli as President of the Board of Trustees for the 2022 year. The matter was approved with the following vote:

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

M/S (Nickerman/Martinez) to elect Trustee Myers as Vice President of the Board of Trustees for the 2022 year. The matter was approved with the following vote:

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

M/S (Myers/Nickerman) to elect Trustee Martinez as Clerk of the Board of Trustees for the 2022 year. The matter was approved with the following vote:

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

Meeting Dates and Times

The proposed meeting dates for 2022 were presented as follows:

January 26, 2022**	February 9, 2022	March 9, 2022
April 6, 2022	May 11, 2022	June 8, 2022
August 10, 2022	September 14, 2022	October 12, 2022
November 9, 2022	December 14, 2022	

**Special meeting and/or study session

After reviewing the information presented and discussion, the following action was taken:

M/S (Tomkins/Nickerman) to approve the 2022 meeting dates as presented. The motion was approved with the following vote:

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

PRESIDENT AND ADMINISTRATION REPORT

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

Welcome to the final meeting of the calendar year. Faculty are currently busy grading finals which were completed last week.

Our grant application to the National Humanities (part of Hispanic Serving Institutions) was awarded and the funds will be used for a Native American Speaker Series highlighting Native American issues in our area. Many thanks were expressed to Director of Institutional Effectiveness, Research, and Grants Flores and Dean Montes for their work on this project.

Student Trustee Rodriguez has been appointed by Governor Newsom to the Student Aid Commission. We are very excited to have his voice representing students especially those in our area.

The men's basketball season is in full swing and are doing quite well. Women's basketball is currently taking place as well.

Vice President Polak provided additional information about the Physical Therapy Assistant (PTA) accreditation approval process and added our first cohort of students completed the program over the weekend. These students

were really trailblazers as they took a risk with us as we were not yet accredited. Dr. Bob Merritt spoke during their graduation about this group of students moving from the classroom to the work sites where they are much needed. Strong Workforce monies were used to fund the program and we are now being touted around the State as an example of how the program should work.

Vice President Polak also recognized Dr. Peggy Goebel who assumed the reins of the Nursing program during a very difficult time. Under her leadership, our program stayed steady during COVID which wasn't necessarily the case across the state. Dr. Goebel's time with us is coming to an end in January and we are now excited to welcome Dr. Suzanne Hewitt who will be replacing her.

CONSENT AGENDA

M/S (Nickerman/Myers) Board of Trustees does hereby approve the items on the Consent Agenda under item #5 - Personnel as presented. The items were approved with the following vote:

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

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

M/S (Nickerman/Martinez) Board of Trustees does hereby approve the items on the Consent Agenda under item #6 – Other Items as presented. The items were approved with the following vote:

Ayes	Myers, O'Neill, Tomkins, Anderson, Nickerman, Martinez and Pinoli
Noes	None
Abstentions	None
Absent	None
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 Personnel List – Part-Time Faculty *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the employment of the Part-Time Faculty for the Spring 2022 semester as presented at the meeting pending receipt of all necessary employment eligibility requirements.

Consideration to approve Employment – Classified *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Mayra Benitez as Admissions and Records Specialist, effective January 1, 2022; Colin Freeman as Facilities Specialist, effective January 1, 2022; and Sonji Griffith-Nnoli as Nursing Program Support Technician, effective January 1, 2022 pending receipt of all necessary employment eligibility requirements.

Consideration to approve Employment – Educational Administrator *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Suzanne Hewitt, Assistant Dean, Health Careers/Nursing Program Director, effective January 1, 2022, pending receipt of all necessary employment eligibility requirements.

Consideration of Transfer – Classified *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the transfer of Jessica Sanchez, CAMP Assistant, effective January 1, 2022.

Consideration to ratify Resignation – Classified *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Lauren Simmonds, Career Center Specialist, effective January 14, 2022.

Consideration to ratify Resignation – Educational Administrator *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Dennis Aseltyne, Dean of Applied Academics, effective June 30, 2022.

Consideration to approve 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 Naoto Horiguchi as presented.

Other Items

Fiscal Report as of October 31, 2021 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the fiscal report as of October 31, 2021, as presented.

Authorization for Remote Teleconference Meetings – Resolution 12-21-01 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopt Resolution #12-21-01 and authorizes the continuation of virtual meetings pursuant to the conditions outlined in Assembly Bill 361 as presented.

ACTION ITEMS

2020/2021 Audit After reviewing the information presented and subsequent discussion, the

Report

board took the following action:

M/S (Tomkins/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby formally receive the Mendocino-Lake Community College District Audit Report for the year ended June 30, 2021 with the following vote:

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

Coast Center Attendance Allowance Request Due to Emergency Conditions – Resolution 12-21-02

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

M/S (Tomkins/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the Coast Center Attendance Allowance Request Due to Emergency Conditions with the following vote:

Ayes	Anderson, Martinez, Myers, Nickerman, O’Neill, Tomkins, and Pinoli
Noes	None
Abstentions	None
Absent	None
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 (O’Neill/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Board Policy 2015 – Student Member; Board Policy 2110 – Vacancies on the Board; Administrative Procedure 2110.1 – Vacancies on the Board; Board Policy 2305 – Annual Organizational Meeting; Board Policy 2310 – Regular Meetings of the Board; Board Policy 2315 – Closed Sessions; Board Policy 2320 – Special and Emergency Meetings; Administrative Procedure 2320.1 – Special and Emergency Meetings; Board Policy 2320 – Quorum and Voting; Board Policy 2340 - Agendas and Board Policy 2360 – Minutes as presented with the following vote:

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

*Board Policy
Deletion – Second
Reading*

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

M/S (Myers/Nickerman) that the Board of Trustees of the Mendocino-Lake Community College District does hereby approve deletion of Board Policy 317 as presented with the following vote:

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

*College and Careers
Access Pathways
(CCAP) Agreement
– Second Reading*

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

M/S (Myers/Nickerman) that the Board of Trustees of the Mendocino-Lake Community College District does hereby approve the College and Careers Access Pathways agreement with the Leggett Valley Unified School District as presented with the following vote:

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

INFORMATIONAL REPORTS

*Mendocino College
Foundation, Inc.*

A written report was submitted by the Mendocino College Foundation staff. Joe Atherton, Director of Fiscal Services stated this will be his last update as Julie McGovern, the new Foundation Executive Director will be starting her new position on January 1st.

*Friends of the
Mendocino College
Coastal Field
Station and Natural
Sciences Affiliate*

A written report was submitted by Dr. Steve Cardimona of the Friends of the Mendocino College Coastal Field Station and Natural Sciences affiliate.

*Constituents Group
Reports*

Academic Senate

A written report was submitted by Academic Senate President Indermill who stated she had nothing to add.

Classified Senate

A written report was submitted by Classified Senate President Lauren Simmonds who stated she had nothing to add.

Management Team

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

TRUSTEE COMMUNICATION

*Board Policies
Additions and
Revisions – First
Reading*

Board Policy 1200 – District Mission; Board policy 2210 – Officers; Board Policy 2345 – Public Participation at Board Meetings; Board; Board Policy 2350 – Speakers; Board Policy 2355 – Decorum; Board Policy 2410 – Board Policies and Administrative Procedures; Board Policy 2430 – Delegation of Authority to the Superintendent/President; Board Policy 2715 – Code of Ethics/Standards of Practice; and Board Policy 2745 – Board Self-Evaluation were presented for review and discussion. Additional discussion and/or adoption of these policies will take place at the February 2022 board meeting.

*Decennial
Redistricting*

Superintendent/President Karas presented the information on the upcoming district changes as mandated by Education Code 5019.5. There have been shifts in our districts due to the changes in our district which came about with the absorption of the coast areas from the College of the Redwoods. At the February 2022 meeting we will be presenting the map for adoption which must be completed no later than March 1st.

*College and Careers
Access Pathways
(CCAP) Partnership
Agreement – First
Reading*

A copy of a new College and Careers Access Pathways (CCAP) partnership agreement with the Willits Charter School is presented as information for review. This agreement will be presented at the February 2022 board meeting for further discussion and action by the Board of Trustees.

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Anderson was glad to hear about the communication with the Lake County Tribal Health and is hoping the collaboration will help. He was also happy to hear about the upcoming Native American Speaker series. He thanked the entire team for everything they have had to endure over the past year.

Trustee Martinez acknowledged the student trustee who was recently a speaker at the state level and did a great job. She added he represents us well. She also thanked the people who worked on the Classified fun-raiser and recognized their success.

Trustee Myers she also recognized all the work done on behalf of students during the Classified fun-raiser.

Trustee Nickerman suggested we build the emergency access road ourselves and pair up with Granite Construction to do so.

Trustee O'Neill stated it has been a challenging year and he hopes the students and staff all take the next couple of weeks to rest and recuperate prior to preparing for the spring semester.

Trustee Tomkins stated the staff has done a wonderful job throughout the

entire year and is very proud of the persistence of our employees and staff. He also voiced his support for Trustee Nickerman's idea of having our students do the work on the emergency access road.

Student Trustee Rodriguez stated we have been in the pandemic for 2 years now. When coming back in the spring semester, he hopes everyone can see the fruit of their labors when students are on campus. He added he will be participating as a speaker at one of the sessions during the League's legislative session in January.

Trustee Pinoli informed the board we won't have a big picture item in January as we will be focusing on the budget. He expressed his thanks to the Trustees for their continued support as well as the administration and staff of the college.

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.
- 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.

Adjournment With agenda business concluded, Board President Pinoli declared the meeting adjourned at 5:30 PM.

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