

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

A special meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, December 16, 2020 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
	Clerk	Ed Nickerman	present
	Trustee	Xochilt Martinez	present
	Trustee	John Tomkins	present
	Trustee	TeMashio Anderson	absent
	Trustee	Noel O’Neill	present
	Student Trustee	vacant	

Secretary Timothy Karas, Superintendent/President

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	Mayra Sanchez, President (present)
	Management Team	Janelle Bird, President (present)

Oath of Office The Oath of Office was administered to Trustees Myers, O’Neill and Pinoli by Superintendent/President Karas per Education Code guidelines.

Agenda Approval M/S (Nickerman/Tomkins) to approve the agenda as amended. The amendment being the removal of closed session as there are no items to be discussed and removing item #6.4 from the consent agenda and placing it under action for discussion and recognition. The matter was approved via the following vote:

Ayes	Myers, Nickerman, O’Neill, Martinez, Tomkins and Pinoli
Noes	None
Abstentions	None
Absent	Anderson

Approval of Minutes M/S (Myers/Martinez) to approve the minutes of the regular board meeting held on November 18, 2020 as presented. The matter was approved with the following vote:

Ayes	Martinez, Myers, Nickerman, O'Neill, Tomkins, and Pinoli
Noes	None
Abstentions	None
Absent	Anderson

M/S (Myers/Martinez) to approve the minutes of the board study session held on December 1, 2020 as presented. The matter was approved with the following vote:

Ayes	Martinez, Myers, Nickerman, Tomkins, and Pinoli
Noes	None
Abstentions	O'Neill
Absent	Anderson

Public Comments

- Toni Fort, SEIU Chapter 1031 President, read a statement from the members thanking the Management Team for their work during this difficult time and wishing everyone a happy holiday.

ANNUAL ORGANIZATIONAL MEETING

Election of Officers Board President Pinoli clarified a statement made in the packet regarding notification of the Superintendent/President by any board members intending to run for office. This statement was in error and this action was not completed.

The order of election was for the offices of President, Vice President and Clerk. The floor was opened for nominations for the 2021 year followed by the following motions and voting:

M/S (Nickerman/Tomkins) to elect Trustee Pinoli as President of the Board of Trustees for the 2021 year. The matter was approved with the following vote:

Ayes	Tomkins, Nickerman, Myers, Martinez and O'Neill
Noes	None
Abstentions	Pinoli
Absent	Anderson

M/S (Nickerman/Tomkins) to elect Trustee Myers as Vice President of the Board of Trustees for the 2021 year. The matter was approved with the following vote:

Ayes	Tomkins, Nickerman, Pinoli, Martinez and O'Neill
Noes	None
Abstentions	Myers
Absent	Anderson

M/S (Pinoli/Nickerman) to elect Trustee Martinez as Clerk of the Board of Trustees for the 2021 year. The matter was approved with the following vote:

Ayes	Tomkins, Nickerman, Myers, Martinez, Pinoli and O’Neill
Noes	None
Abstentions	None
Absent	Anderson

Meeting Dates and Times

The proposed meeting dates for 2021 were presented as follows:

January 13, 2021 – Special Meeting	January 28, 2021 – Study Session	February 10, 2021 – Regular Meeting
March 10, 2021 – Regular Meeting	April 14, 2021 – Regular Meeting	May 12, 2021 – Regular Meeting
June 9, 2021 – Regular Meeting	August 11, 2021 – Regular Meeting	September 8, 2021 – Regular Meeting
October 13, 2021 – Regular Meeting	November 10, 2021 – Regular Meeting	December 15, 2021 – Regular Meeting

If the current COVID-19 situation has been resolved, the April meeting would be held at the North County Center, the June meeting at the Lake Center and the September meeting at the Coast Center. The December meeting will be the Annual Organizational meeting. The proposed meeting time for all regular meetings is 4:00 PM.

After reviewing the information presented and discussion regarding the start time of the regular meetings, the following action was taken:

M/S (Martinez/Nickerman) to approve the 2021 dates as amended with the start time set at 4:30 PM while using ZOOM technology during COVID times and will return to 4:00 PM once we can again meet in person. An additional amendment is the addition of a regular meeting on January 13, 2021. The motion was approved with the following vote:

Ayes	Tomkins, O’Neill, Myers, Pinoli, Martinez, and Nickerman
Noes	None
Abstentions	None
Absent	Anderson

PRESIDENT AND ADMINISTRATION REPORT

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

Superintendent/President Karas highlighted the retirement of Katie Fairbairn which will be discussed later in the agenda. She has held the position of Foundation Board Executive Director for 10 years and has been with the college for 25 years.

Superintendent/President Karas informed the board he along with the three Vice Presidents met with Senator McGuire on Monday and provided him with an update on the Construction program. They will be meeting with him again sometime during the first quarter of 2021.

During the last Board meeting, there was a question regarding the demographics of our dual enrollment students. This information has been included in this month's report. Also included is the requested Work Experience information for the board members to review.

Following up on the Chancellor's Call to Action, the Executive Leadership Group crafted a statement which is also included in the packet as well as the statements from the various constituent groups.

CONSENT AGENDA

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

Ayes	Martinez, Myers, Nickerman, Tomkins, O'Neill, and Pinoli
Noes	None
Abstentions	None
Absent	Anderson

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

Personnel

Consideration to approve the personnel list – Short-Term Non Continuing (STNC) 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 approve the employment of the Part-Time Faculty for the Spring 2021 semester as presented 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 Ning (Jenny) Yang, effective January 1, 2021 pending receipt of all necessary employment eligibility requirements.

Consideration to approve Working Out of Class and Extra Duties Compensation

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working Out of Class and/or Additional Duties of Denice Solgat, Amy Nelson, Mayra Sanchez, Janet Jones and Joseph Atherton as presented.

Other Items

Fiscal Report as of October 31, 2020

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accept the fiscal report as of October 31, 2020 as presented.

Donation

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the donation to Mendocino College by Heather Penny.

ACTION ITEMS

2019/20 Audit Report

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

M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby receive the audit report presented for the year ended June 30, 2020 with the following vote:

Ayes	Martinez, Myers, Nickerman, O'Neill, Tomkins and Pinoli
Noes	None
Abstentions	None
Absent	Anderson

Board Policy Additions and Revisions – Second Reading

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

M/S (O'Neill/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the additions and/or revisions to Board Policy 1100, Board Policy 4230 and Board Policy 7330 as presented with the following vote:

Ayes	Martinez, Myers, Nickerman, O'Neill, Tomkins and Pinoli
Noes	None
Abstentions	None
Absent	Anderson

College and Career Access Pathways (CCAP) Partnership Agreements – Second Reading

Copies of the new College and Careers Access Pathways (CCAP) partnership agreements with the Anderson Valley Unified School District, the Ukiah Unified School District, and the Willits Unified School District are presented for review and approval. After reviewing the information, the board took the following action:

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

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

Absent Anderson

Consideration to ratify Resignation – Management Team

This item was pulled from the consent agenda for discussion and recognition. Each of the board members present recognized and thanked Ms. Fairbairn for her hard work and dedication on behalf of the college and our students. Upon completion of the recognition, the board took the following action:

M/S (Nickerman/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Katie Fairbairn as presented with the following vote:

Ayes	Martinez, Myers, Nickerman, O’Neill, Tomkins and Pinoli
Noes	None
Abstentions	None
Absent	Anderson

INFORMATIONAL REPORTS

Mendocino College Foundation, Inc.

A written informational report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation who added the Fort Bragg Rotary has committed to sixteen Adopt-A-Fifth Grader sponsorships this year. It looks like it will be a huge year for the Adopt-A-Fifth-Grader program.

Friends of the Mendocino College Field Station and Natural Sciences Affiliate

A written informational report was submitted by Dr. Steve Cardimona, Professor of Earth Science.

Constituents Group Reports

Academic Senate

A written report was submitted by Academic Senate President Indermill. Academic Senate Indermill added she is very pleased with the Executive Team’s commitment to Equity and the Chancellor’s Call to Action.

Classified Senate

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

Management Team

A written report was submitted by Management Team President Janelle Bird who also recognized Katie Fairbairn, Executive Director of the Foundation on behalf of the Management Team.

Board Policy Additions and Revisions – First Reading

Board policy 3540 – Sexual and Other Assaults on Campus; Board Policy 7240 – Confidential Employees; and 7350 – Resignations and Board Policy 7385 – Salary Deductions were presented for review. Discussion and/or adoption of these policies will take place at the January 2021 board meeting.

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Martinez acknowledged everyone for their dedication and passion to the college and our students and added she would like to see the college hold a multi-cultural activity to help unite the various campus entities. Board President Pinoli and Superintendent/President Karas will discuss this proposal further.

Trustee Myers listened to the presentation on wildfires by Chris Inech and informed the board it was very well done.

Trustee Nickerman stated he appreciates the amount of work done at all the college locations.

Trustee O'Neill informed the board members he has been thinking back over the last year where the college had an Accreditation visit in February, it shifted gears to online class delivery in March due to COVID-19, to the selection of a new Superintendent/President in May. All of these efforts required everyone from all areas of the college to work together closely and collegially.

Trustee Tomkins echoed Trustee O'Neill's statement.

Trustee Pinoli informed the board he has been spending a great deal of time with Superintendent/President Karas and has been learning many things especially in the area of Career Technical Education. He also had a great conversation with the Superintendent of Schools for Mendocino County Michelle Hutchins where he has requested a Big picture presentation from Superintendent Hutchins and a colleague sometime in the spring of 2021.

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.
- 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
- Additional information on the Coastal Field Station programs – possibly a Big Picture Item at the February 2021 meeting
- January 13, 2021 – A special joint meeting with the Foundation Board will be held from 3:00 PM – 4:00 PM.
- Budget planning workshop – This workshop will take place on January 28, 2021 from 9:00 – Noon.

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 5:21 PM.

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