A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, June 8, 2022, at Mendocino College Lake Center, 2565 Parallel Drive, Lakeport, 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.

**Board Members**  
- 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 4:15 PM  
- Trustee: Noel O’Neill present  
- Student Trustee: Alejandro Corona present

**Secretary**  
Timothy Karas, Superintendent/President (present)

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

Eileen Cichocki, Assistant Superintendent/Vice President of Administrative Services (present)

**Staff Representatives**  
Debra Polak, Vice President of Academic Affairs (present)  
Ulises Velasco, Vice President of Student Services (present)  
Nicole Marin, Director of Human Resources (present)

**Constituent Representatives**  
- Academic Senate: Catherine Indermill, President (present)  
- Classified Senate: Isabel Lopez, President (absent)  
- 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: None

**Approval of Minutes**  
M/S (Nickerman/Myers) to approve the minutes of the regular board meeting held on May 11, 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: None
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 4:05 PM with Board President Pinoli stating only items 2.1 and item 2.4 would be discussed in closed session.

OPEN SESSION

The Board returned to open session at 5:10 PM with Board President Pinoli reporting during closed session there is nothing to report on item 2.1. Under item 2.4, the board concluded their evaluation of the Superintendent/President with the results of the evaluation being satisfactory.

Public Comments

Dennis Aseltyne, Dean of Career Education addressed the board and expressed his thanks for their support of the Career and Technical Education programs during his tenure.

OATH OF OFFICE

The Oath of Office was administered to newly elected Student Trustee Alejandro (Alex) Corona by Board President Pinoli. Upon completion of the oath, Mr. Corona assumed his duties as Student Trustee.

PRESIDENT AND ADMINISTRATION REPORT

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

Superintendent/President Karas welcomed the board members to summer and our first meeting at the Lake Center in three years.

The Automotive Club was on campus over the weekend. It was great to see so many people there interacting and enjoying themselves.

The Blue Economy Symposium was held on May 21st. The Coast Center hosted an open house during the event. Biology instructor Brianna Zuber was present during the event displaying the college’s specimen collection.

CONSENT AGENDA

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

<table>
<thead>
<tr>
<th>Ayes</th>
<th>Anderson, Myers, Tomkins, Nickerman, O’Neill, Martinez and Pinoli</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noes</td>
<td>None</td>
</tr>
<tr>
<td>Abstentions</td>
<td>None</td>
</tr>
<tr>
<td>Absent</td>
<td>None</td>
</tr>
</tbody>
</table>
Advisory Vote  Corona - 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 approve the employment of the Part-Time Faculty for the Summer 2022 as presented 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 Joel Shura as the Career Center Specialist, effective August 1, 2022; and Margo Stuessy as the Center Assistant, Lake Center, effective July 1, 2022 and Rebecca Rojas-Ortega as the Administrative Assistant I – Student Services/Counseling, effective July 1, 2022; pending receipt of all necessary employment eligibility requirements. |
| Consideration to approve Employment – Full-Time Faculty | *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Dustin Meier as a categorically funded, non-tenure-track full time instructor for the Physical Therapy Assistant program effective August 12, 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 Christy Pedroncelli-Smith, Dean of Career Education, effective July 1, 2022; pending receipt of all necessary employment eligibility requirements. |
| Consideration to ratify Resignation – Classified Administrator | *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Alyson Blair, Director of COVID-19 Response, effective May 11, 2022. |
| Consideration to approve Reclassification – Permanent Classified | *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the reclassification of the position of Student Life Specialist to Range 26 as presented. |
| Consideration to approve Working Out of Class | *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working Out of Class compensation for Carmen (Tony) Novelli as presented. |
*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2022-2025 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino College Federation of Teachers (MCFT) as presented.

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2022-2024 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Part Time Faculty Association (MPFA) as presented.

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approve and authorize the signing of the Memorandum of Understanding – Evaluations agreement with the Mendocino Part Time Faculty Association (CCA/CTA/NEA), regarding evaluation process for 2022/23 as presented.

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2022-2024 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Classified Bargaining Unit, SEIU Local 1021 as presented.

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2022-2023 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Management Team as presented.

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2022-2023 salary schedule adjustment between the Mendocino-Lake Community College District and the Vice Presidents as presented.

Other Items

Fiscal Report as of April 30, 2022

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the fiscal report as of April 30, 2022, as presented.
**Sale of Surplus Items**

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby authorize the sale of the surplus property as presented and further authorizes staff to dispose of property with an insufficient value to defray the costs of arranging a sale in a manner consistent with the District’s commitment to recycling.*

**Authorization for Remote Teleconference Meetings – Resolution 06-22-01**

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopt Resolution #06-22-01 and authorizes the continuation of virtual meetings pursuant to the conditions outlined in Assembly Bill 361 as presented.*

**ACTION ITEMS**

**2022/2023 June Tentative Budget**

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

M/S (Tomkins/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the proposed 2022/23 Tentative Budget as presented and shown on Attachments A-1 through G with the following vote:

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

**Five Year Capital Outlay Plan 2024-2028, Including Final Project Proposal North County Center Phase II**

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

M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the District Order of Priorities for Five-Year Capital Outlay Plan, 2024-2028 and the submission of the Final Project Proposal of the North County Center Phase II project with the following vote:

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

**Board Policy Additions and Revisions – Second Reading**

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

M/S (Nickerman/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Board Policy 3820 – Gifts and
Board Policy 5040 – Student Records, Directory Information and Privacy as presented with the following vote:

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

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

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

M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the CCAP Agreement with Charter Academy of the Redwoods dba Accelerated Achievement Academy and Redwood Academy of Ukiah with the following vote:

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

**Big Picture – Building Dual Enrollment for All Students in Our District**

Dean of Centers, Dr. Amanda Xu, presented the information on the Dual Enrollment program in our District.

This presentation was originally made at the Association of California Community College Administrators conference last spring.

What we found previously was when there was an increase in the unemployment rate, this increase was duplicated by an increase in community college enrollments. Unfortunately, the opposite is now taking place. In addition, this is coupled with a decline in the number of California residents in due to a large population exodus.

We are the higher education opportunity in Lake and Mendocino counties. We are currently offering dual enrollment classes at 18 high schools in 15 high school districts included our college district.

One of our drawbacks is the limited number of faculty members in our rural area who meet the minimum requirements in order to teach. Unfortunately, there are bit many available in our district.

Many students in our region do not identify as college students. We need to change this dynamic.
Offering dual enrollment has many benefits. These benefits include offering the courses in a familiar environment, teacher consistency, college credit for course success, and free tuition, textbooks and fees.

What is Dual Enrollment? Dual enrollment classes are college classes offered at a high school, during a school day that earns both high school and transferable (MC, CSU, & UC) college credit for a passing grade.

Students completing dual enrollment classes have a higher rate of completing a college degree than those who do not.

The initial dual enrollment courses were offered at Fort Bragg High School in 2014. The program was then expanded with the development of the North Lake Education Partnership in 2018. With continued expansion, Mendocino College now has over 10 CCAP agreements in place.

Pathway development included Labor Market projections from the Employment Development Department; communicated local industry need; the availability of faculty to teach the course; and student interest to identify and develop specific pathways.

A CCAP agreement organizes dual enrollment courses into specific pathways. It also allows classes to be closed to one high school district and reduces the ADA requirement to 3 hours from 4. With AB 30 in place, only one parental/principal signature is needed for a lifetime of CCAP enrollments.

By integrating our courses into the high school environment, we are showing students who otherwise may not consider themselves as college students that they can succeed in college.

The dual enrollment success rates for Mendocino College dual enrollment courses are 72%. The percentage of units completed in dual enrollment courses are in the 90th percentile.

College and Career Success classes are taken by all dual enrollment students.

**INFORMATIONAL REPORTS**

*Mendocino College Foundation, Inc.*

A written report was submitted by the Mendocino College Foundation Executive Director Julie McGovern.

She added that twenty of the twenty-four K-12 schools have now had Adopt-A-Fifth Grader presentations at their school.

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

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

Academic Senate
A written report was submitted by Academic Senate President Indermill who added her thanks to the Board for their support during her tenure as Academic Senate President.

Classified Senate
A written report was submitted by Classified Senate President Isabel Lopez.

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

TRUSTEE COMMUNICATION

Trustee Reports
Trustees commented orally on their recent college-related activities.

Trustee Anderson stated expressed his thanks for the presentation and added he was honored to take part in the graduation ceremony.

Trustee Martinez expressed her appreciation for the presentation. It was wonderful to take part in commencement and see all of the students.

Trustee Myers congratulated Catherine Indermill for all of her work as the Academic Senate President.

Trustee Nickerman would like to see a subcommittee to work on health care for the trustees. The Nursing graduation was fabulous. There is a big problem since there are only 24 students accepted into the program each year. He also feels we need to work on a heavy equipment construction program. He attended the Potter Valley high school graduation where 9 out of the 14 graduates will be attending Mendocino College.

Trustee O’Neill stated the perspective of the Academic Senate is so important to the college and thanked Academic Senate President Indermill for her work. He is currently working with Vice President Polak regarding the concept of how we can develop a Psychiatric Technician program at the college.

Trustee Tomkins informed the board a Shakespeare program is performed each year with support from Friends of the Lake Center.

Student Trustee Corona thanked the board members for being so welcoming and he looks forward to working with everyone over the next year.

Trustee Pinoli requested Superintendent/President Karas to prepare a summary of what other community college districts in our geographic region do for their trustees regarding health care. He also asked for a Big Picture presentation on the Nursing program which may be presented at the September meeting.
Trustee Pinoli addressed the Academic Senate Resolution S21 – Native American Land Acknowledgement. He informed the board a statement such as this does not sit well with him. He would rather see the board do something much more meaningful such as becoming a Native American Serving Institution. Trustee Pinoli appointed a subcommittee of Trustees Myers, Martinez, and Anderson to delve further into this topic.

The August 10, 2022 meeting will be held in Ukiah in Room 4210. There will be a workshop in advance of meeting starting at 3:00 PM. The regular meeting will begin at 5:30 PM.

**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. This training is now scheduled for August 10, 2022 beginning at 3:00 PM.
- 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 6:59 PM.

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