

**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, March 10, 2021 using ZOOM remote meeting technology.

**GENERAL MATTERS**

<i>Call to Order</i>	Trustee Pinoli, Board President, called the meeting to order at 4:30 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	arrived at 5:26 pm
	Trustee	TeMashio Anderson	present
	Trustee	Noel O'Neill	present
	Student Trustee	vacant	
<i>Secretary</i>	Timothy Karas, Superintendent/President		
<i>Support Staff</i>	Mary Lamb, Executive Assistant to the Superintendent/President		
<i>Staff Representatives</i>	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 Management Team	Mayra Sanchez, President (present) Janelle Bird, President (present)	
<i>Agenda Approval</i>	M/S (Nickerman/Myers) to approve the agenda as amended. The amendment being moving items #5.5 and #5.6 to action items. The matter was approved via the following vote:  Ayes                Nickerman, O'Neill, Martinez, Myers, Anderson, and Pinoli Noes                None Abstentions       None Absent             Tomkins		
<i>Approval of Minutes</i>	M/S (O'Neill/Martinez) to approve the minutes of the regular board meeting held on February 10, 2021 as presented. The matter was approved with the following vote:  Ayes                Martinez, Nickerman, O'Neill, Anderson, and Pinoli Noes                None		

	<p>Abstentions    Myers Absent            Tomkins</p>
<i>Recognition of Recently Tenured Faculty</i>	<p>Vice President of Academic Affairs Polak and Vice President of Student Services Velasco recognized those faculty members who were approved for tenure either in 2020 or at the February 2021 meeting.</p> <p>Those faculty members recognized by Vice President Polak included Neeka Aguirre, History; Chantal Cimmiyotti, Mathematics; Heidi Crean, Nursing; Stephen Decker, Technical Theater; John Rall, English; and Brianna Zuber, Biology.</p> <p>Vice President of Student Services Velasco recognized Emily Hashemian, Counselor, EOPS.</p> <p>Board President Pinoli then congratulated all of the faculty members recognized on behalf of the board.</p>
<i>Public Comment on Closed Session Items</i>	<p>There were no comments made on closed session items.</p>
	<p><b><u>CLOSED SESSION</u></b></p>
	<p>The Board adjourned to Closed Session at 4:51 PM with Board President Pinoli stating only item 3.2 would be discussed in closed session.</p>
	<p><b><u>OPEN SESSION</u></b></p>
<i>Report of Action Taken in Closed Session</i>	<p>The Board returned to open session at 5:17 PM with Board President Pinoli reporting there was no action taken in closed session.</p>
<i>Public Comments</i>	<p>There were no comments from the public at this time.</p>
	<p><b><u>PRESIDENT AND ADMINISTRATION REPORT</u></b></p>
	<p>A written report was presented by Superintendent/President Karas who added the following information:</p> <p>Our athletics department has received word that with all the precautions currently in place in the county, there will only be a truncated schedule allowed for all spring sports. The downside of this news is spectators will not be allowed at the various contests.</p> <p>The Institutional Effectiveness Partnership Initiative (IEPI) is a project which was started by the Chancellor’s Office in 2014 where a college can apply to receive assistance with any item which you feel your college could improve upon. Here at Mendocino College, we self-identified several items during our Accreditation process. Currently, there is a team of 5 individuals who meet with various constituent group members to suggest items, objectives, etc. to assist with improvement methods for those specific areas. Once the final report regarding our plan is submitted to the State, we are then issued funds</p>

	which can help to implement the work we have identified. At this juncture, we anticipate receiving the IEPI funds as early as June 2021.
	<b><u>CONSENT AGENDA</u></b>
	<p>M/S (Myers/Nickerman) Board of Trustees does hereby approve the Consent Agenda as presented. The consent agenda was approved with the following vote:</p> <p>Ayes                 Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins, and Pinoli</p> <p>Noes                   None</p> <p>Abstentions       None</p> <p>Absent                None</p> <p>Items with an asterisk * were approved by one motion as the Consent Agenda.</p>
	<b><u>Personnel</u></b>
<i>Consideration to approve Personnel List – Short Term Non-Continuing Employees</i>	*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.
<i>Consideration to approve the list of Volunteers</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of volunteers as presented.
<i>Consideration to approve Employment – Classified</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Roberto Renteria, EOPS/CARE Coordinator effective April 19, 2021 pending receipt of all necessary employment eligibility requirements.
<i>Consideration to approve - Faculty Transfer</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the transfer of Fernando Calderon, Instructor – Psychology effective July 1, 2021.
<i>Consideration to approve Faculty Contract</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Second Year of a Two-Year tenure-track contract for Fernando Calderon, Instructor – Psychology as presented.
<i>Consideration to approve Working Out Of Class Compensation</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working Out of Class and/or Additional Duties of Mayra Sanchez as presented.
	<b><u>Other Items</u></b>
<i>Fiscal Report as of January 31, 2021</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accept the fiscal report as of January 31, 2021 as presented.

	<b><u>ACTION ITEMS</u></b>								
<i>Consideration to ratify – Resignation – Classified</i>	<p>The Board recognized Cyndi Woskow for her years of service to Mendocino College. After her recognition, the board took the following action:</p> <p>M/S (Nickerman/Martinez) that the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Cyndi Woskow, Administrative Assistant II effective July 15, 2021 with the following vote:</p> <table style="margin-left: 40px;"> <tr> <td>Ayes</td> <td>Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins and Pinoli</td> </tr> <tr> <td>Noes</td> <td>None</td> </tr> <tr> <td>Abstentions</td> <td>None</td> </tr> <tr> <td>Absent</td> <td>None</td> </tr> </table>	Ayes	Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins and Pinoli	Noes	None	Abstentions	None	Absent	None
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Noes	None								
Abstentions	None								
Absent	None								
<i>Consideration to ratify – Resignation Faculty</i>	<p>The Board recognized Glen (Doug) Boswell and Kurt Combs for their years of service to Mendocino College. After their recognition, the board took the following action:</p> <p>M/S (Nickerman/Martinez) that the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Glen (Doug) Boswell, Instructor – Automotive, effective June 30, 2021 and Kurt Combs, Counselor/Articulation Officer, effective June 30, 2021.with the following vote:</p> <table style="margin-left: 40px;"> <tr> <td>Ayes</td> <td>Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins and Pinoli</td> </tr> <tr> <td>Noes</td> <td>None</td> </tr> <tr> <td>Abstentions</td> <td>None</td> </tr> <tr> <td>Absent</td> <td>None</td> </tr> </table>	Ayes	Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins and Pinoli	Noes	None	Abstentions	None	Absent	None
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Absent	None								
2021 California Community College Trustees (CCCT) Ballot for Board of Directors	<p>After reviewing the information, discussion and conducting a vote using the weighted average method, the board took the following action:</p> <p>M/S (Nickerman/Anderson) that the Mendocino-Lake Community College District Board of Trustees does hereby cast their vote for the following candidates for the CCCT Board: Marguerite Bulkin, Kendall Pierson, Alan Siemer, Mark Edney, Nan Gomez-Heitzeberg, Margaret Fishman, and Mary Lombardo with the following vote:</p> <table style="margin-left: 40px;"> <tr> <td>Ayes</td> <td>Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins and Pinoli</td> </tr> <tr> <td>Noes</td> <td>None</td> </tr> <tr> <td>Abstentions</td> <td>None</td> </tr> <tr> <td>Absent</td> <td>None</td> </tr> </table>	Ayes	Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins and Pinoli	Noes	None	Abstentions	None	Absent	None
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Absent	None								
<i>Big Picture – Support for First</i>	Vice President of Student Services Velasco and Director of the First Year Institute (FYI) Flores presented information about the FYI program.								

*Year Students – FYI Review*

Director Flores thanked the board for the opportunity to speak with the board regarding the FYI program.

Director Flores began her presentation with a brief background of the program. She then outlined the various goals of the program which include:

- Primary Goals
  - Develop a robust outreach & support program for first year, Latino/& or first generation students;
  - serve 500 students over the 5 year grant period;
  - achieve a 3 semester retention rate of 69%;
  - achieve a 69% completion rate of 15 units within 2 years
- Goals for Sustainability
  - implement student centered services & support professional development aligned with existing initiatives;
  - Long term adoption of FYI practices;
  - MC absorbing program costs by end of grant period

The program served 106 students in its initial cohort; 145 in the second cohort and 144 in the 3<sup>rd</sup> cohort. We are currently in the fifth year of the program and working with our fourth cohort of 136 students.

The institutional impact of the program includes removing barriers, infrastructure/technology; professional development; and cultural awareness and connection activities.

Outreach has been a huge component of the FYI program. We begin the onboarding process in the spring so students are ready to begin college right away in the fall. We are continuing to use this model which has now been developed for use by all of our educational partners.

New student welcome workshops are held in an attempt to make all of our students aware of where services are located on campus, where each building is located, etc. This new student welcome has been developed by Director Flores and the FYI program and will continue to be used in all areas of the college.

The ARC of Semester is followed to assist in tracking student progress. Using this arc, there are many ways we reach out to engage with our students and to connect with them.

Vice President Velasco added the initial purpose of the grant was to assist in developing practices which have shown to be effective and embedding those practices into the overall institution.

Currently, we have increased our collaboration within Student Services to make sure these students continue to be supported in some way either through EOPS, CAMP, etc.

	We are also continuing the efforts to incorporate the proven FYI practices which fall under the four pillars of the Guided Pathways: Clarify the Path - Enter the Path – Stay on the Path – and Ensure Learning into our other campus activities.
	<b><u>INFORMATIONAL REPORTS</u></b>
<i>Mendocino College Foundation, Inc.</i>	A written report was submitted by the Mendocino College Foundation staff.
<i>Friends of the Mendocino College Coastal Field Station and Natural Sciences affiliate report</i>	A written report was submitted by Dr. Steve Cardimona, Professor of Earth Science.
<i>Constituents Group Reports</i>	<p><b><u>Academic Senate</u></b> A written report was submitted by Academic Senate President Indermill who stated she had nothing to add.</p> <p><b><u>Classified Senate</u></b> A written report was submitted by Classified Senate President Mayra Sanchez who stated she had nothing to add.</p> <p><b><u>Management Team</u></b> A written report was submitted by Management Team President Janelle Bird who had nothing to add.</p>
<i>Board Policy Additions and Revisions – First Reading</i>	Board policy 3433 – Prohibition of Sexual Harassment under Title IX; Board Policy 7120 – Recruitment and Hiring; and Board Policy 7250 – Educational Administrators were presented for review. Discussion and/or adoption of these policies will take place at the April 2021 board meeting.
<i>Board Policy Deletions – First Reading</i>	Board policy 705 – Administrator Min Quals and Equivalency; and Board Policy 720 – Administrator Retreat Rights were presented for deletion. Discussion and/or approval of these deletions will take place at the April 2021 board meeting.
	<b><u>TRUSTEE COMMUNICATION</u></b>
<i>Trustee Reports</i>	<p>Trustees commented orally on their recent college-related activities.</p> <p>Trustee Anderson thanked the presenters for the information which was provided. He asked everyone to not lose sight of the work done in the FYI program and to make sure it continues on.</p> <p>Trustee Martinez expressed her appreciation to everyone for all their hard work and wanted to acknowledge the College Foundation scholarship honoring Dr.</p>

	<p>Ricardo Stocker.</p> <p>Trustee Myers very proud to drive by and see the electronic sign at the end of Hensley Creek Road and thanked the Foundation for all their support in getting the sign completed.</p> <p>Trustee Nickerman met recently with Dean Aseltyne and several others to learn more about the different CTE programs.</p> <p>Trustee O’Neill stated he would like to recognize the foundation for the establishment of two scholarships the first honoring Dr. Ricardo Stocker and second in honor of Ed Walsh. He also commended the Academic Senate for the rich curriculum offered in honor of Black History Month. He expressed his continued interest regarding outreach to the various tribes in our community and would like to see us to focus more in the Round Valley area.</p> <p>Trustee Tomkins echoed Trustee Nickerman’s comments regarding the great meeting held with Dean of CTE Aseltyne and the Superintendent/President. He also stated he feels we are beginning to be viewed a much more “friendly” in the communities we serve.</p> <p>Trustee Pinoli stated he appreciates the collaborative effort, the collegiality and the continued support he receives as Board President. Next month the Big Picture item will be presented by Michelle Hutchins from Mendocino County Office of Education. We will also be looking to schedule an additional Will do big picture presentation by the Lake County Office of Education sometime in the future.</p>
<i>Future Agenda Items</i>	<p>The current list of future agenda items includes the following with additional comments from members of the Board of Trustees:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Essential needs for Trustee onboarding</li> <li>• Outreach to the community and the various tribes</li> <li>• A workshop or presentation on the next phase plans for the three centers</li> <li>• A Big Picture presentation by Mendocino County Superintendent of Schools Michelle Hutchins and colleague sometime in the spring of 2021</li> <li>• A big picture presentation similar to the presentation with the Lake County Superintendent of Schools.</li> </ul>
<i>Adjournment</i>	<p>With agenda business concluded, Board President Pinoli declared the meeting adjourned at 6:22 PM.</p>
	<p>Submitted by:</p>

	Timothy Karas, Superintendent/President
	Secretary, Board of Trustees