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, May 11, 2022, 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.

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 4:07
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

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

Agenda Approval

M/S (Martinez/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 - aye

Approval of Minutes

M/S (Martinez/Myers) to approve the minutes of the regular board meeting held on April 6, 2022, as presented. The matter was approved with the following vote:

Ayes Nickerman, Myers, O’Neill, Tomkins, Martinez and Pinoli
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 4:06 PM with Board President Pinoli stating only item 2.4 would be discussed in closed session.

OPEN SESSION
The Board returned to open session at 4:29 PM with Board President Pinoli reporting no action was taken on items in closed session.

Public Comments
There were no comments from the public.

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

- Former Superintendent/President Lee Lowery passed away on May 5, 2022. Many of the buildings on our campus were built during his tenure at Mendocino College.

- Last Thursday, Congressman Mike Thompson was at the Lake Center for about an hour spending the time meeting with students at that location.

- On Friday, May 20, 2022 will be our first year back with a live graduation. We will be honoring students from the last two years in addition to the students graduating in 2022.

CONSENT AGENDA
M/S (Myers/Rodriguez) 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 *RESOLVED, That the Mendocino-Lake Community College District Board
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 Jasmin Blanc as Administrative Assistant II – Vice President of Student Services, effective June 1, 2022 pending receipt of all necessary employment eligibility requirements as presented.

Consideration to approve Employment – Full-Time Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Debra Summit as a tenure-track full-time instructor in Nursing effective August 12, 2022; and Jared Crowley as a tenure-track full-time instructor in Biology effective August 12, 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 Janelle Meyers-Bird, Director of Community Relations and Communications, effective June 2, 2022.

Consideration to Rescind Classified Layoff – Resolution 02-22-01

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby rescind Resolution #02-22-01 and directs the Superintendent/President to rescind the lay-off notice previously sent to the CAMP Assistant.

Consideration of Four Ten-Hour Day Work Week

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby agree to and authorize the signing of the attached agreement with the Classified employee unit, MLCCCBU, regarding working four ten-hour days from 5/23/22 through 7/29/22.

Equal Employment Opportunity (EEO) Fund Multiple Method Allocation Model Certification Form – Fiscal Year 2021/22

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the certification of the Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2021/22.

Other Items

Fiscal Report as of March 31, 2022

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the fiscal report as of March 31, 2022, as presented.
*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the quarterly fiscal status report as presented.

* RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby maintain the Student Trustee Privileges as presented.

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopt Resolution #05-22-01 and authorizes the continuation of virtual meetings pursuant to the conditions outlined in Assembly Bill 361 as presented.

**ACTION ITEMS**

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

M/S (O’Neal/Martinez) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Board Policy 2100 – Board Elections; Board Policy 2015 – Student Member; Board Policy 2350 – Speakers; and Board Policy 2710– Conflict of Interest as presented with the following vote:

Ayes Anderson, Nickerman, Martinez, Myers, O’Neill, Tomkins and Pinoli

Noes None

Abstentions None

Absent None

Advisory Vote Rodriguez – aye

Vice President of Academic Affairs Polak and Academic Senate President Indermill presented the information on the Guided Pathways initiative and the progress Mendocino College has made in this area.

We are now at the end of the 5-year implementation grant for Guided Pathways. The Academic Senate President is the faculty lead on the project.

Guided Pathways is a statewide program, but the presentation today will cover the work being completed at Mendocino College.

The state depends on the California Community Colleges for economic improvement and to close the gaps in those needed skills. Students look to the California Community Colleges for education, career training and social mobility.

We do great work but almost 60% of community college students do not complete and/or transfer within three years of first attending college. We have
found completion rates are higher if students identify a career early; have a clear outline of the requirements; and have consistent guidance and support.

The California Community College Chancellor’s Office Vision for Success Goals include six directives:

1. Increase the number of students who earn degrees and/or certificates
2. Increase the number of students who transfer to UC or CSU
3. Decrease the average number of units accumulated at community college
4. Increase the percent of Career Technical Education student’s being employed in their field of study
5. Reduce equity gaps for traditionally underrepresented student groups
6. Reduce regional achievement gaps for lowest educational attainment of adults

We have a lot of tools and initiatives to help achieve these goals which include Strong Workforce, the Student Equity and Achievement Program, Financial Assistance for Students; and Associate Degrees for Transfer among them. Using the tools provided and following the four pillars of the Guided Pathway system, helps us to meet the Vision for Success directives which in turn gets us to our “why”.

Until Guided Pathways came along, we didn’t really have a way to reach our why. Guided Pathways is a wholistic approach to reach these goals. It is a structured framework which is designed to:

1. Establish evidence-based decision making that comprehensively addresses the conditions needed for student success
2. Provide all students with a set of clear course-taking patterns
3. Promote better enrollment decisions
4. Provide integrated support services

This framework is a transformation from what we have been historically doing to how we are moving forward to work with students to provide them with what they need and help them to reach their goals.

The principles of the Guided Pathways are:

1. Student – ready
2. Relentless Clarity – making sure we are presented things in a way students will understand.
3. Design with the student in mind – innovating with the student
4. Focus on student involvement
5. Intentional – everything you are doing should be with the student in mind.

The Four Pillars of the Guided Pathways are:

1. Clear the path
2. Enter the path
3. Stay on the path
4. Ensure learning

Cross-functional processes – it is not just about faculty but the entire campus becoming aware of the student experience. Conversations must be occurring across departments, across constituent reports, and across the institution.

The core principles of the Guided Pathways Leadership Team were identified as what was most important to us. The vision of the group was to create a student ready college and establish social justice and equity for the entire college community.

Work groups were then organized. They included:
1. Equity
2. Teacher Institutes and Teachers on Teaching conference
3. AB705
4. Early Alert
5. Orientation/Outreach
6. Data
7. Learning Support

Then the COVID-19 pivot occurred and everyone went home. We continued to move forward with as many of the plans and projects as possible. We kept the work groups meeting over the summer (which normally never occurs) in order to prepare for the fall semester.

Accomplishments to date include:
- AB 705 Implementation
- Career Hub
- Weekends for Success
- Zero and low cost textbooks
- Videos by students for students
- Structural changes – students on committees
- Program review and planning revisions
- Education Master Plan

Early in the planning stages, we included students (and paid them) to attend workshops. We received a Student Engagement and Innovation Grant which helped to pay for student involvement. From their work on the Guided Pathways Committee, the process was pushed out to other campus committees. At least two students were sought for each of the other committees. This year we have been fortunate to have student participation on five different campus committees. The student participation was very diverse and the students were at very different places in their lives which only enriched the shared experience.

Program pathways provide an “on ramp” of processes to help students enter their college experience. The intake processes help students clarify their goals for college and careers. Intentional course sequencing helps to develop course
sequencing which made clear sense semester to semester and academic support provided throughout their educational journey provides the needed guidance the students needed.

Pillars 1 & 2 (clear the path and enter the path) ask us to organize our programs into areas that make sense. This process began with course mapping. Course numbering doesn’t necessarily follow the order in which courses should be taken. It’s the content of the course and what students are learning in those courses which should determine the course sequence.

Once we created solid course mapping, we looked for common themes. This led us to more workshops and further discussion and review. We had some good drafts and dialogues, but we still were not quite there.

We then worked on developing crosswalks for all the main programs on campus. Once completed, we came up with the seven learning and career pathways for students. These were then vetted to the students for their input. These pathways are accessible and reflect the possible careers available in the individual areas included in each pathway.

The one thing we have learned during this work is in order to be able to improve outcomes, colleges must change the student experience.

INFORMATIONAL REPORTS

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

Constituents Group Reports
Academic Senate
A written report was submitted by Academic Senate President Indermill who had nothing to add.

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

Management Team
A written report was submitted by Management Team President Janet Daugherty who echoed the appreciation for all the work that has been done by the Guided Pathways Leadership team.

Board Policies
Additions and Revisions – First Reading
Board Policy 3820 – Gifts and Board Policy 5040 – Student Records, Directory Information and Privacy were presented for review and discussion. Additional discussion and/or adoption of these policies will take place at the June 2022 board meeting.

College and Career Access Pathways (CCAP) Partnership
A copy of the new College and Career Access Pathways (CCAP) partnership agreement with Charter Academy of the Redwoods dba Accelerated Achievement Academy and Redwood Academy of Ukiah is presented as
Agreement – First Reading

information for review. This agreement will be presented at the June 2022 board meeting for further discussion and action by the Board of Trustees.

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Anderson stated he attended the Foundation meeting and found it interesting to hear about the many things occurring in Lake County specifically. He also feels Mendocino College could be a leader in water conservation and sustainability. He recently met with Superintendent/President Karas regarding the development of a stronger relationship with the tribal leadership of many of the local tribes.

Trustee Martinez she acknowledged Catherine Indermill for her great work and her participation. She added she attended the Native American Motivation Day recently held on campus.

Trustee Myers enjoyed the Foundation mixer and was excited to see and speak with the students. She also added how exciting it is to hear about the Guided Pathways work being done.

Trustee Nickerman appreciated the presentation and the amount of work being done. He also thanked Dr. Karas regarding the work he completed about the ROTC program. He asked if we can look into using a local bank instead of using a national bank.

Trustee O’Neill stated he is looking forward to the presentation at the June meeting which will be on dual enrollment. He asked about what incentives are in place to attract instructors to teach at the outlying areas. He is also looking forward to meeting with Vice President Polak regarding the development of a Psychiatric Technician program.

Trustee Tomkins thanked the presenters again for the wonderful presentation. The high school in Upper Lake is in the process of building a new building which will house classes in Career Technical instruction.

Student Trustee Rodriguez stated this is his last board meeting. He will be transferring to a 4-year school in the fall. He added being the student trustee has been a great experience and he hopes the board members will encourage and support the new student trustee as they have done for him.

Trustee Pinoli stated the ultimate success we will be able to celebrate will happen during this year’s commencement. He also thanked the Student Trustee Rodriguez for his service.

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