

**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, November 18, 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 (arrived at 4:05)
	Trustee	John Tomkins	present
	Trustee	TeMashio Anderson	present
	Trustee	Noel O’Neill	present
	Student Trustee	vacant	

*Secretary*                              Timothy Karas, Superintendent/President

*Support Staff*                              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	Mayra Sanchez, President (present)
	Management Team	Janelle Bird, President (present)

*Agenda Approval*                      M/S (Tomkins/Nickerman) to approve the agenda as amended. The matter was approved via the following vote: With no closed session items to discuss, that item was removed from the agenda.

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

*Approval of Minutes*                      M/S (Myers/Nickerman) to approve the minutes of the regular board meeting held on October 14, 2020 as presented. The matter was approved with the following vote:

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



**Other Items**

*Fiscal Report as of  
September 30, 2020*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accept the fiscal report as of September 30, 2020 as presented.

*Quarterly Fiscal  
Status Report –  
AB2910*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accept the quarterly fiscal status report as presented.

**ACTION ITEMS**

*Change Date of  
December 2020  
Board meeting*

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby approve moving the December board meeting date from December 9, 2020 to December 16, 2020 as presented with the following vote:

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

*Board Policy  
Additions and  
Revisions – Second  
Reading*

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

M/S (O’Neal/Anderson) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the additions and/or revisions to Board Policy 3430, Board Policy 7100 and Board Policy 7340 as presented with the following vote:

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

*Big Picture – Career  
Technical Advisory  
Committees*

Information about the Career Technical Advisory Committees was presented by Vice President Polak and Dean of Career Technical Education Aseltyne.

Trustee Anderson asked if the college is providing support for advisory committees to meet in the virtual environment. The answer to his questions is yes, this is occurring as well as training. When asked if there a list of when committees meet, Vice President Polak stated we will work with the Superintendent/President to inform the board members of the advisory committee meeting schedule.

Trustee Martinez asked if the advisory committee meetings open. Dean

Aseltyne responded with a resounding yes and stated we encourage community members, business owners and students to attend. When asked if there had been any discussion of doing COVID testing for Physical Therapy Assistant program participants, Vice President Polak stated the face-to-face time is limited to the shortest amount of time with the smallest amount of students with most of the instruction is still occurring online. Students participating in the program are getting tested in order to go to the clinical sites as well as using PPEs. In addition, temperatures are being taken at every face-to-face meeting where a cohort of 8 students meet for a maximum of 90 minutes in order to complete clinical work.

Trustee Myers applauded both Vice President Polak and Dean Aseltyne for all their hard work.

Trustee Nickerman asked if there is there a way to have a Work Experience coordinator at each of the advisory committee meetings. He also stated Tom Allman and Chris Dewey should be approached to be members of the Public Safety Advisory Committee. He also stated there needs to be publicity shared to garner advisory committee members.

Trustee O'Neal stated the advisory committees are a great way to involve the community in our curriculum and programs. He then asked if there are any county permitted cannabis farm members on the Agriculture advisory committee. Dean Aseltyne informed the board we have met with members from local cannabis organizations over the last few years and are aware of this up and coming business. He also asked that the board be kept apprised as the Public Safety advisory committee is formed.

Trustee Tomkins stated he is surprised at the amount of activities of these committees. He also asked what is the committee member's motivation to continue attending and being a part of the advisory committee? Vice President Polak stated it's for our students and the degree of expertise they can bring to the workplace. Trustee Tomkins suggested sending a letter to the committee members once a year thanking them for their participation and important input.

Trustee Pinoli then thanked Vice President Polak and Dean Aseltyne for the informative presentation. He also expressed his thanks to his fellow trustees for their comments and questions.

### **INFORMATIONAL REPORTS**

#### *Multi-Year Budget Projections*

The multi-year budget projections were presented to the board by Assistant Superintendent/Vice President of Administrative Services Cichocki.

The first set of projections is based on the budget the Board adopted at the October meeting and assumes no cuts to out-year revenue. The second set of projections assumes an 8% cut to revenue beginning in the 2021/22 year. This reduction is an assumption derived from the fact that an 8% cut to revenue was originally proposed in the State budget for 2020/21. Thankfully, this cut did not materialize in the final budget enacted by the State. As of this morning,

State revenues are coming in above those estimated but there is no indication yet on the impact that information will have on our budget.

*Mendocino College Foundation, Inc.*

A written informational report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation who stated they have begun to receive the funding for one of the nursing positions which would be for the new fiscal year beginning in July 2021.

*Constituents Group Reports*

**Academic Senate**

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

**Classified Senate**

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

**Management Team**

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

*Board Policy Additions and Revisions – First Reading*

Board policy 1100 – The Mendocino-Lake Community College District; Board Policy 4230 – Grading and Academic Record Symbols; and 7330 – Communicable Disease - Employee were presented for review. Discussion and/or adoption of these policies will take place at the December 2020 board meeting.

*College and Careers Access Pathways (CCAP) Partnership Agreements – First 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 as information for review. These agreements will be presented at the December 2020 board meeting for discussion and/or approval by the Board of Trustees.

**TRUSTEE COMMUNICATION**

*Trustee Reports*

Trustees commented orally on their recent college-related activities.

Trustee Anderson thanked the administration, staff and everyone doing the background work during this time and the circumstances we find ourselves in currently. He participated in the Native American Heritage Day opening ceremony and thanked everyone for the recognition.

Trustee Martinez thanked everyone for all their hard work during this time. She appreciates all the information presented. She asked if there is anything the trustees can do to let the community members know about all the work being done at the college especially during this time.

Trustee Myers stated everyone is doing a great job under these circumstances and the board is here to support and help in any way they can.

Trustee Nickerman stated everyone doing a great job. He would like more

information on the work experience program and how it's doing. This information will be included in the President's report next month.

Trustee O'Neill was able to meet with Superintendent/President in October at the North County Center which was a very projective meeting. He also met with one of our auditors as part of our annual audit process. The auditor expressed how pleased he was with what he was seeing.

Trustee Tomkins benefited from reviewing the dual enrollment agreements and seeing what is involved in getting these agreements in place. He also recognized Joe Atherton and all the work he does for the college.

Trustee Pinoli reminded the trustees they may participate on any advisory committee they are interested in.

- 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
  - A virtual planning retreat for the Trustees with representatives from all three constituent groups present – Trustee Pinoli stated this meeting will take place on December 1, 2020 beginning at 1:00 pm.
  - 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.
  - There will be no Big picture included at the December meeting as the audit will be covered.

*Adjournment*

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 5:42 PM.

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