

**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, October 14, 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	arrived at 4:02 pm
	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 (Nickerman/Tomkins) to approve the agenda as presented. The matter was approved via the following vote:

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

Approval of Minutes M/S (Nickerman/Tomkins) to approve the minutes of the regular board meeting held on September 9, 2020 as presented. The matter was approved with the following vote:

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

Abstentions None
Absent None

*Public Comments on
Closed Session Items*

- There were no comments from the public at this time.

CLOSED SESSION

The Board adjourned to Closed Session at 4:04 PM with Board President Pinoli stating only item 2.3 would be discussed in closed session.

OPEN SESSION

*Report of Action
Taken in Closed
Session*

The Board returned to open session at 4:19 PM with Board President Pinoli reporting no action taken 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:

S/P Karas highlighted the following areas from the report:

We have just received word regarding the Nursing program students who recently took the NCLEX test. 100% of the students who took the test passed. This is great news and a reflection of the great work that is being done by the Allied Health program.

He has now had the opportunity to visit all three centers. He most recently received a tour of the Coast Center and was impressed with the work being done in that location. He is also looking forward to visiting the Educational Centers in our district such as the one located in Covelo. He expressed his thanks to everyone responsible and making him feel so welcomed.

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

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 the personnel list – Part-Time Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of part-time faculty as submitted and presented at the meeting 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 approves the employment of Machiko Shimada, Center Assistant, effective October 15, 2020 and Madison Menlove, Library Assistant effective November 1, 2020 pending receipt of all necessary employment eligibility requirements.

Consideration to Approve Reclassification – Permanent Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the reclassification of the position of Instructional Assistant-Fine Woodworking (Range 24) to Fine Woodworking Technician (Range 26), retroactively effective July 1, 2020.

Consideration to Ratify Resignation - Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Kim Swift, Instructor-Nursing effective December 31, 2020.

Other Items

Donations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the donations from Jennifer Riddell, Bon Appetit Management Company, and Ronald Hunt, Ph.D.

Academic Calendar

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the 2021-22 Academic Calendar as presented.

PUBLIC HEARING ON THE PROPOSED ADOPTED BUDGET

At 4:27 PM Board President Pinoli opened the public hearing on the proposed adopted budget. Not hearing any requests from the public to address the trustees, Board President Pinoli closed the public hearing at 4:28 PM.

ACTION ITEMS

2020/21 Adopted

After reviewing the information, presentation and discussion, the board took

Budget

the following action:

M/S (Nickerman/Martinez) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2020/21 Adopted Budget as presented with the following vote:

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

2020/21 District Priorities

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 adopt the 2020/21 District Priorities as presented with the following vote:

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

Contracts and Agreements – Quarterly Ratification

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

M/S (O’Neill/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as presented with the following vote:

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

INFORMATIONAL REPORTS

Mendocino College Foundation, Inc.

A written informational report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation who stated she had nothing additional to add.

Constituents Group Reports

Academic Senate

A written report was submitted by Academic Senate President Indermill. Academic Senate Indermill added her thanks regarding the Foundation and the college staff and applauded the nursing faculty for their excellent work.

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 3430 – Prohibition of Harassment, Board Policy 7100 – Commitment to Diversity and Board Policy 7340 – Leaves were presented for review. Discussion and/or adoption of these policies will take place at the November 2020 board meeting.

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Anderson stated it was great news about the NCLEX 100% pass rate.

Trustee Martinez informed the board she was invited by Dr. Martinez to the recent Latinx presentation and was very honored to be included.

Trustee Myers stated she had nothing to add except that the college is doing a great job under the current circumstances.

Trustee Nickerman stated we need advisory committees and their help to place students in work experience programs. Trustee Pinoli stated he will work with Superintendent/President Karas to address this request.

Trustee O’Neill informed the board that he attended a Zoom meeting in September entitled “Becoming an Informational Trustee” where three trustees from different colleges presented. He stated it was very helpful to hear how Trustees are involved at other colleges. He also echoed the previous statements regarding the success of the Nursing program graduates.

Trustee Tomkins echoed Trustee Nickerman’s comment regarding advisory committees. He stated without information coming back to us from the community we may be missing something.

Trustee Pinoli informed the board he sends information out to Trustees weekly in an attempt to keep everyone apprised of anything going on at the college. In addition, he pledged to work with Superintendent/President Karas on upcoming projects in order to get the Trustees more involved in the college.

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
- General information about advisory committees – Trustee Pinoli informed the board that information from himself and Superintendent/President Karas would be available prior to the next board meeting. This item will also be included as the Big Picture Item in November.
- A workshop or presentation on the next phase plans for the three centers
- Additional information on the Coastal Field Station programs
- A virtual planning retreat for the Trustees with representatives from all three constituent groups present – Trustee Pinoli stated a planning retreat will be scheduled sometime in November and he will be circulating a list of possible dates soon.
- Budget planning workshop – The time allowance for a workshop of this type will need to be a minimum of a few hours in order to address the trustee questions. This workshop may take place in January which was approved by the Trustees.
- Schedule a series of Board workshops between now and end of year.

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 5:37 PM.

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