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, September 14, 2022, at Mendocino College Coast Center, 1211 Del Mar Drive, Fort Bragg, 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.

Pledge of Allegiance
Trustee Myers led the Board members in the Pledge of Allegiance.

Roll Call - Board Members

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Status</th>
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<tbody>
<tr>
<td>President</td>
<td>Robert Jason Pinoli</td>
<td>present</td>
</tr>
<tr>
<td>Vice President</td>
<td>Marie L. Myers</td>
<td>present</td>
</tr>
<tr>
<td>Trustee</td>
<td>Ed Nickerman</td>
<td>present</td>
</tr>
<tr>
<td>Clerk</td>
<td>Xochilt Martinez</td>
<td>present</td>
</tr>
<tr>
<td>Trustee</td>
<td>John Tomkins</td>
<td>present</td>
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<tr>
<td>Trustee</td>
<td>TeMashio Anderson</td>
<td>Arrived at 4:08 PM</td>
</tr>
<tr>
<td>Trustee</td>
<td>Noel O’Neill</td>
<td>present</td>
</tr>
<tr>
<td>Student Trustee</td>
<td>Alejandro Corona</td>
<td>absent</td>
</tr>
</tbody>
</table>

Secretary
Timothy Karas, Superintendent/President (present)

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

Staff Representatives
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)

Constituent Representatives
Academic Senate Nicholas Petti, President (present)
Classified Senate Isabel Lopez, President (present)
Management Team Amanda Xu, President (present)

Agenda Approval
M/S (Nickerman/Myers) to approve the agenda as amended. The amendment being the removal of the donated items. The matter was approved via the following vote:

Ayes Nickerman, Myers, Tomkins, O’Neill, Martinez and Pinoli
Noes None
Abstentions None
Absent Anderson
Advisory Vote Corona - absent
Approval of Minutes

M/S (Nickerman/Myers) to approve the minutes of the regular board meeting held on August 10, 2022, as presented. The matter was approved with the following vote:

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

Public Comment on Closed Session Items

There were no comments from the public on closed session items.

CLOSED SESSION

The Board adjourned to closed session at 4:07 PM with Board President Pinoli stating only item 2.5 would be discussed in closed session.

OPEN SESSION

Report of Action Taken in Closed Session

The Board returned to open session at 4:17 PM with Board President Pinoli stating there is nothing to report from the closed session portion of the meeting.

Public Comments

There were no comments made by members of the public.

PRESIDENT AND ADMINISTRATION REPORT

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

The College volleyball team had a tournament over the weekend which had three teams from other colleges participating. The College soccer team has also started their season. All of our athletic teams would appreciate anyone who is able to attend their games.

On Thursday, September 8, 2020, Superintendent/President Karas and Trustee Anderson met with members of the Habematolel tribal council in Upper Lake. Superintendent/President Karas thanked Trustee Anderson for helping to facilitate the meeting.

The chili for the cook-off was prepared by students from the Culinary Department. The chili cook-off was held in the Alex Thomas Plaza on Friday, September 9, 2022 and was well attended.

CONSENT AGENDA

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

Ayes: Anderson, Myers, Tomkins, Nickerman, O’Neill, Martinez and Pinoli
Noes: None
Abstentions: None
Items with an asterisk * were approved by one motion as the Consent Agenda.

**Personnel**

*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.

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the Part-Time Faculty for the Fall 2022 as presented pending receipt of all necessary employment eligibility requirements.

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of volunteers as presented.

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Luke Hansen, Maintenance Technician, effective October 1, 2022; and Raquel Velazquez Yanez, Center Assistant (Coast) effective October 1, 2022, 12 months @ 32 hours/week and effective January 1, 2023, 12 months at 40 hours/week pending receipt of all necessary employment eligibility requirements.

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Kelly Keyes as Executive Assistant I – Vice Presidents, effective October 1, 2022; pending receipt of all necessary employment eligibility requirements.

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Bonnie Lockhart, Director of Student Life and Support effective October 1, 2022; pending receipt of all necessary employment eligibility requirements.

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Margo Stuessy, Center Assistant (Lake) effective August 23, 2022.

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Catherine Indermill, Professor of Psychology and Doug Browe, Professor of Art effective May 31, 2023.
**Consideration to approve Working Out of Class Compensation**

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working Out of Class compensation for Jana Rauch and Amber Shrum as presented.

**Other Items**

**Authorization for Remote Teleconference Meetings – Resolution 09-22-01**

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopt Resolution #09-22-01 and authorizes the continuation of virtual meetings pursuant to the conditions outlined in Assembly Bill 361 as presented.

**PUBLIC HEARING**

**Public Hearing on the Proposed Adopted Budget**

At 4:28 PM Board President Pinoli opened the public hearing on the proposed adopted budget for any comments from the public. After a brief overview of the budget by Assistant Superintendent/Vice President of Administrative Services Cichocki and upon receiving no comments from the public, the public hearing was closed at 4:30 pm.

**ACTION ITEMS**

**Adopted Budget**

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the proposed 2022/23 Adopted Budget as presented and shown on Attachments A 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 – absent

**BIG PICTURE**

**The Nursing Program at Mendocino College**

An overview of the Nursing program at Mendocino College was presented by Suzanne Hewitt, Assistant Dean Health Careers/Director of Registered Nursing Program and Debra Polak, Vice President of Academic Affairs.

Vice President of Academic Affairs Polak began the presentation with some history of the program.

The program is full-time over four semesters each comprised of approximately 32 hours/week over 4-5 days/week in lecture and lab (clinical).
Each fall, 18 students are admitted into the RN program strictly through a lottery. These students must have already completed the rigorous prerequisites before being accepted into the lottery.

Each spring, 6 students (or more depending on attrition) LVN to RN Bridge students are admitted to a semester long bridge class. They join the RN group in their second year.

Each spring, we graduate approximately 24 RNs from the program. At any time, the program serves about 48 students. Virtually all students who chose to stay in the area are hired by an acute care facility in Lake or Mendocino County.

The program began in 2003 in response to need for nurses in rural hospitals. The first grants allowed us time to write the curriculum and get on board with the Board of Registered Nursing (BRN). In 2007, we graduated the first class of RNs completing the program we now have in place.

During the 2014-2020 years, we hit some challenging times with retirements of the founding Director and Assistant Director and the turnover of instructors in the program.

During this time, the BRN noticed we did not have the human resources we needed to operate the program. The program was placed on warning, and we went to work to develop a plan where we would create a “build up” plan which would work with instructors to rise through the BRN requirements to eventually take on leadership roles in the program.

Through partnerships and funding from local hospitals, we recruited and hired faculty and in 2020 we hired an interim, executive Dean/Director of the Nursing program. It was also during this time we addressed the deficiencies we received previously to the BRNs approval.

The current status of the program reflects we now have a permanent Nursing Director as well as a tenured faculty Assistant Director of Nursing. We also have two tenure-track faculty members beginning their second year with us and we are working on hiring a fourth tenure track faculty member. Suzanne Hewitt, Assistant Dean Health Careers/Director of Registered Nursing Program was introduced and led the presentation from this point forward.

Throughout the issues previously mentioned, our outcomes for our students never wavered. Our partnerships with Adventist and Sutter Hospitals are essential as well as the support our students receive from the Foundation. Some of our partners are now using our simulation lab to assist in the training their employees receive.

There is only one hospital in Mendocino County with obstetrical facilities. We are working closely with EMS students to train them in this area so they are properly trained to handle any out of hospital cases they may encounter.
We are also working to train our students to prepare them to care for the medically fragile children in our communities. With many of these cases, the closest facility with personnel trained to care for them may be several hours away.

Our staff members are also working with our Physical Therapy Assistant Program students to learn how to move their patients properly.

Why is the nursing program at Mendocino College so popular? Our program is popular because it is very affordable. The four semester Registered Nursing degree program costs between $5,480 to $6,500 with the LVN to RN programs costing approximately $4,400. Santa Rosa Junior College also has a program, but it’s estimated cost is $10,420.

How do we compare with SRJC? We rank higher. Sonoma State has a 4-year program which receives approximately 300 applications every year and they also graduate 24 students every year just like us. There are also online programs, but they tend to be very expensive.

There is a nursing shortage currently. Staffing ratios in care facilities are very high. Nurses are working extra shifts. It is not uncommon for nurses to work 60 hours per week.

Challenges are worse in rural areas due to lack of faculty, space and clinical sites. Currently, the average age of nursing faculty is 64 years old. One-third of all nursing faculty are expected to retire in the next 2 years. It takes a while to obtain a nursing degree, so the students are a little older when they complete the required schooling. While we don’t have a full staff of faculty, we are currently doing well.

Currently, we have 24 students in each graduating class. Our simulation lab and classrooms have 24 seats. This is not our greatest challenge.

Our greatest challenge is the availability of clinical sites. In Mendocino County we have three clinical sites 50 beds in Ukiah, 25 in Willits and 25 on the Coast. There are 2 critical access hospitals in Lake County with 25 beds each. None of the hospitals in our District have psychiatric/mental health or pediatric services available. In the past, we have sent students to Santa Rosa for their clinicals, where there are more beds and services available. Santa Rosa Memorial alone has 290 beds. We send the students there to receive psychiatric/mental and pediatric experience.

Out of 92 institutions offering nursing courses statewide, we were one of the few who were able to continue to hold the classes and graduate a class during COVID-19 pandemic.

Recruitment and retention of quality healthcare personnel is one of the final obstacles faced by our rural communities. Rural setting nurses are being offered more money to work in more urban hospitals vs. the opportunities presented in the rural areas. The lack of decent, affordable housing not to
mention the availability of job opportunities for partners only add to the problem. It is going to take the involvement of our communities to enable us to hire and retain qualified nurses in our rural areas.

**INFORMATIONAL REPORTS**

**Mendocino College Foundation, Inc.**

A written report was submitted by the Mendocino College Foundation Executive Director Julie McGovern who added the Friends of the North County Center is hosting a Willits Chamber of Commerce mixer on Friday, September 16th from 5:30 – 7:30 PM at the North County Center.

**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 Reports Academic Senate**

A written report was submitted by Academic Senate President Petti who added he and Academic Senate Vice President Allen have started a series of monthly meetings with Bonnie Lockhart in the Native American Student Resource Center to determine what more faculty can do to help support our Native American students.

**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 Amanda Xu who added on October 20, 2022 the Mendocino College Coast Center will be hosting a College Day from 10:00am – 12:00 PM.

**TRUSTEE COMMUNICATION**

**Board Self Evaluation Tool**

Superintendent/President Karas informed the Board members about the timeline and process which will be used to complete the Board’s annual self-evaluation.

Surveys will be sent to each trustee on September 19, 2022, and the responses are to be returned no later than September 30th. The information will then be compiled, and the compilation will be shared with the trustees at the October 12, 2022 board meeting for their review and discussion.

**Trustee Reports**

Trustees commented orally on their recent college-related activities.

Trustee Anderson informed the board members he is happy to see our enrollments increasing. He is continuing to work with Superintendent/President Karas to help build relationships with the Native American communities throughout the district.
Trustee Martinez reminded the members about the diversity training which will be held on Wednesday, September 21, 2022.

Trustee Myers recognized and thanked Vice President of Academic Affairs Polak regarding the presentation she recently gave to the Retired Teachers Association on Dual Enrollment.

Trustee Nickerman thanked Dean Health Careers/Director of Registered Nursing Program Hewitt for the very informative presentation. He added he is also pleased to hear about the success of the auto program with the students from Anderson Valley.

Trustee O’Neill informed the board members he had the opportunity to attend several meetings of the North County Center Friends group. He added Vice President Polak and himself have been doing some research on what it would take to develop a Psychiatric Technician program at the college.

Trustee Tomkins also thanked Dean Health Careers/Director of Registered Nursing Program Hewitt for her presentation.

Trustee Pinoli informed the board members Superintendent/President Karas will be meeting with the ad-hoc committee regarding health benefits for board members this month and will report back their findings at the October meeting.

Trustee Pinoli strongly encouraged all trustees to attend the board workshop in person on Wednesday, September 21, 2022 at 4:00 PM.

Future Agenda Items

The current list of future agenda items includes the following with additional comments from members of the Board of Trustees:

- 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

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 5:35 PM.

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