

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, April 14, 2021 using ZOOM remote meeting technology.

GENERAL MATTERS

Call to Order 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 4:38 PM
	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

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)

<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/Martinez) to approve the agenda as presented. The matter was approved via the following vote:

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

Approval of Minutes M/S (Nickerman/Martinez) to approve the minutes of the regular board meeting held on March 10, 2021 as presented. The matter was approved with the following vote:

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

*Public Comment on
Closed Session Items*

There were no comments made on closed session items.

CLOSED SESSION

The Board adjourned to Closed Session at 4:33 PM with Board President Pinoli stating items 2.1, 2.2 and 2.3 would be discussed in closed session.

OPEN SESSION

*Report of Action
Taken in Closed
Session*

The Board returned to open session at 5:08 PM with Board President Pinoli reporting there was no action taken in closed session.

Public Comments

There were no comments from the public at this time.

*Big Picture – The
Relationship
between Mendocino
County Office of
Education and
Mendocino College*

Mendocino County Superintendent of Schools Michelle Hutchins, Associate Superintendent Kim Kern and Assistant Superintendent Becky Jeffries Assistant Superintendent presented information on the relationship between the Mendocino County Office of Education and Mendocino College.

For many years, the Mendocino County Office of Education was responsible for vocational education throughout the county. This training was completed through the Regional Occupation Program (ROP). In the 2013/14 year, the Governor changed the funding and administrative power, gave those responsibilities to the various high schools in the district and dismantled the previous programs. The high schools in the District are 100% in charge of their own career technical education.

In 2014/15, Mendocino County Office of Education (MCOE) joined with six other county offices to form the Northern California Career Pathways Alliance (NCCPA) which then applied for and received a four year grant to support a regional work-based learning model and assisted with implementation of specific CTE pathways.

In 2017, MCOE gave the remaining CTE reserve funds back to the school districts in Mendocino County. Most of these districts used the funds to apply for annual state CTE Local Education Agency (LEA) grants. The regional grant that was previously in place at MCOE was then moved to the Sonoma County Office of Education.

MCOE and Mendocino College took big steps to try and fill the gap left in funding but we floundered due to a lack of Workforce Development at the County level.

MCOE supports local education agencies countywide by providing administrators with technical assistance for Career Technical Education (CTE) grant writing and reporting. MCOE also provides professional development to district LEAs and on site CTE staff for CTE implementation.

MCOE advocates for LEAs at local, regional, state and federal educational communications and events but it is important for the Board of Supervisors to

link their other Workforce Development partners with those in the K-14 sector.

There are several ways Mendocino College and Mendocino County Office of Education are working together. These include:

- MCOE's K-12 Pathway Coordinator Specialist is the CCCO's regional representative for district for all 16 LEAs (Mendocino County plus the western half of Lake County) in the college district. The goal is to support and increase the transition of CTE graduates into MC CTE programs.
- MCOE's Workforce Development Coordinator is on Mendocino College's Extended Opportunity Programs and Support (EOPS) board. The goal is to financially assist and provide supportive services to economically disadvantaged students in order to help them complete credit bearing courses on time.
- MCOE's Special Project Coordinator is a member of the Counselors and Advisors Network. She also coordinates with Antonio Lopez and Ulises Velasco to support various K-12 articulation projects with Mendocino College.

In addition, the two entities work together to make sure the various grant parameters are met. These include:

- As part of CTE funding, LEAs are required to have signed at least one Dual Enrollment or Articulated CTE pathway to be eligible for supplemental grants. MCOE provides K-12 LEA partners technical assistance with all aspects of these grant requirements.
- Both MCOE and Mendocino College participate in the Mendocino Lake Adult Career Education (ML ACE) – a post-secondary CTE consortium whose goal is to provide adults in our region seamless and integrated educational and career pathways and services.

Possible future MCOE/Mendocino College collaborative projects include:

- Hold some joint dual enrollment and articulation workshops. Mendocino College has been excellent at working to create those type of courses for our students.
- Help us to create an annual CTE meeting or event for K12 & Postsecondary CTE teachers to gather by industry and review curriculum.
- Join MCOE in their 21/22 CTEIG grant application in establishing an effective and sustainable countywide Work Based Learning (WBL) structure for LEAs

PRESIDENT AND ADMINISTRATION REPORT

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

Currently the college spring plant sale is underway and is taking place online. Orders can be made using the link provided.

We recently received news from the state that our MESA application has been approved and funded for another three (3) years.

CONSENT AGENDA

M/S (Myers/Martinez) Board of Trustees does hereby approve the Consent Agenda as presented. The consent agenda was approved with the following vote:

Ayes	Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins, 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 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 Spring 2021 semester as presented pending receipt of all necessary employment eligibility requirements.

Consideration to approve Employment – Classified – Amended Start Date

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Roberto Renteria, EOPS/CARE Coordinator effective May 1, 2021 pending receipt of all necessary employment eligibility requirements.

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 Machiko Shimada as presented.

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 5/31/21 through 7/30/21.

Consideration to receive Mendocino-

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2021/22 collective bargaining proposal

*Lake Community
College Classified
Bargaining
Unit/SEIU
(MLCCCBU) Local
1021, 2021/22
Successor Contract
Reopeners*

form the Mendocino-Lake Community College Classified Bargaining Unit (MLCCCBU) and directs the Superintendent/President to receive public comments to this proposal prior to the May Board meeting.

*Consideration to
approve Mendocino-
Lake Community
College District
2021/22 Successor
Reopeners to
Mendocino-Lake
Community College
Classified
Bargaining
Unit/SEIU
(MLCCCBU) Local
1021*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby presents the District's initial 2021/22 successor contract collective bargaining proposal to Mendocino-Lake Community College Classified Bargaining Unit/SEIU, Local 1021 (MLCCCBU), and directs the Superintendent/President to receive related public comments prior to the May Board meeting.

*Consideration to
receive Mendocino
College Federation
of Teachers
(AFT/CFT Local
6322) 2022/23
Contract Reopeners*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the reopener 2022/23 collective bargaining proposal from the Mendocino College Federation of Teachers and directs the Superintendent/President to receive related public comments prior to the May Board meeting.

*Consideration to
approve Mendocino-
Lake Community
College District
Contract Reopeners
to Mendocino
College Federation
of Teachers
(AFT/CFT Local
6322), 2021/22*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2022/23 reopener collective bargaining proposal from Mendocino-Lake Community College District and directs the Superintendent/President to receive related public comments prior to the May Board meeting.

*Consideration to
receive Mendocino
Part-Time Faculty
Association
(MPFA/CCA/CTA/N
EA), 2022/23
Contract Reopener*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2022/23 collective bargaining proposal from the Mendocino Part-Time Faculty Association and directs the Superintendent/President to receive related public comments prior to the May Board meeting.

Consideration to approve Mendocino-Lake Community College District Contract Reopeners to Mendocino Part-Time Faculty Association (MPFA/CCA/CTA/NEA), 2022/2023

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2022/23 reopener collective bargaining proposal from Mendocino-Lake Community College District and directs the Superintendent/President to receive related public comments prior to the May Board meeting.

Consideration of One-Time, Off-Schedule Stipend – Mendocino Part-Time Faculty Association (CCA/CTA/NEA) (“MPFA”)

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby agree to and authorize the signing of the attached agreement with the Part-Time Faculty employee unit, MPFA, regarding one-time, off-schedule stipend compensation in the amount of \$500.00.

Consideration of One-Time, Off-Schedule Stipend – Service Employees International Union Local 1021 (“SEIU”)

*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, SEIU, regarding one-time, off-schedule stipend compensation in the amount of \$500.00.

Consideration of One-Time, Off-Schedule Stipend – The Management Team of Mendocino-Lake Community College District (Managers/Supervisors/Confidential)

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby agree to and authorize the signing of the attached agreement with the Management Team employee unit, regarding one-time, off-schedule stipend compensation in the amount of \$500.00.

Consideration of One-Time, Off-Schedule Stipend – Independently Adjusted Contract Employees (President and Vice Presidents)

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby agree to and authorize the one-time, off-schedule stipend compensation to the President and Vice Presidents in the amount of \$500.00.

Consideration of One-Time, Off-Schedule Stipend –

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby agree to and authorize the signing of the attached agreement

*Mendocino College
Federation of
Teachers (AFT/CFT)
("MCFT")*

with the Full-Time Faculty employee unit, MCFT, regarding one-time, off-schedule stipend compensation in the amount of \$500.00.

Other Items

*Fiscal Report as of
February 28, 2021*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accept the fiscal report as of February 28, 2021 as presented.

Donation

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the donation to Mendocino College by Sue Mason.

ACTION ITEMS

*2020/21 April
Revised Budget*

After review and discussion, the board took the following action:

M/S (Tomkins/Nickerman) that the Mendocino-Lake Community College District Board of Trustees hereby adopt the proposed 2020/21 April Revised Budget as presented and shown on Attachments A-1 through I with the following vote:

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

*Contracts and
Agreements –
Quarterly
Ratification*

After reviewing the information, the board took the following action:

M/S (Tomkins/Martinez) that the Mendocino-Lake Community College District Board of Trustees hereby ratify the contracts and agreements as provided on the attached compilation with the following vote:

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

*Awarding of Audit
Contract for Fiscal
Year ending June
30, 2021*

After review and discussion, the board took the following action:

M/S (Myers/O'Neal) that the Mendocino-Lake Community College District Board of Trustees does hereby award the audit contract for the fiscal year ending June 30, 2021 at a price of \$36,774/District and \$8,408/Foundation to the Certified Public Accounting firm Cossolias, Wilson, Dominquez, Leavitt (CWDL) with the following vote:

Ayes	Martinez, Nickerman, Myers, Anderson, O'Neill, Tomkins and Pinoli
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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 (Martinez/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the additions and/or revisions to Board Policy 3433, Board Policy 7120 and Board Policy 7250 as presented with the following vote:

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

*Board Policy
Deletions – Second
Reading*

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

M/S (Myers/Martinez) that the Mendocino-Lake Community College District Board of Trustees does hereby approve deletion of Board Policy 705 and Board Policy 720 as presented with the following vote:

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

INFORMATIONAL REPORTS

*Mendocino College
Foundation, Inc.*

A written report was submitted by the Mendocino College Foundation staff.

*Constituents Group
Reports*

Academic Senate

A written report was submitted by Academic Senate President Indermill who 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.

Management Team

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

*Board Policy
Additions and
Revisions – First*

Board policy 2355 – Decorum; Board Policy 7110 – Delegation of Authority; Board Policy 7130 – Compensation; Board Policy 7140 Collective Bargaining; and Board Policy 7220– Faculty Service Areas were presented for review.

Reading Discussion and/or adoption of these policies will take place at the May 2021 board meeting.

TRUSTEE COMMUNICATION

Trustee Reports Trustees commented orally on their recent college-related activities.

Trustee Anderson thanked everyone for continuing to move forward and it is very good news to hear about the MESA program approval.

Trustee Martinez thanked everyone for all the good work happening and it's great news about the MESA program.

Trustee Myers expressed her thanks to everyone for all their hard work.

Trustee Nickerman stated we need to keep our eye on Covelo and look at offering other programs in that area.

Trustee O'Neill acknowledged all the hard work of the staff and the trustees.

Trustee Tomkins reminded everyone about the scholarship presentation which will be held virtually on May 1st from 6-8.

Trustee Pinoli thanked everyone for their continued hard work. We are now into this virtual meeting for over a year. The good news is the trustees should be able to reconvene in the board room possibly in September and could also include a digital component. With that being said, historically our September meeting would be at the Coast Center. Action will be taken in August so it happens in Ukiah if we are allowed to hold the meeting in person.

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
- A big picture presentation similar to the presentation with the Lake County Superintendent of Schools.
- May will be a presentation from Minerva on student success and achievement data.

Adjournment With agenda business concluded, Board President Pinoli declared the meeting adjourned at 6:24 PM.

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