

**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 15, 2020 using ZOOM remote meeting technology.

**GENERAL MATTERS**

*Call to Order*                      Trustee Pinoli, Board President, called the meeting to order at 4:04 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 4:25 PM
	Trustee	Noel O’Neill	present
	Student Trustee	Aidan Lagorio	arrived at 4:09 PM

*Secretary*                              Eileen Cichocki, Interim Superintendent/President

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

*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)

<i>Constituent Representatives</i>	Academic Senate	Catherine Indermill, President (present)
	Classified Senate	Jeana Thompson, President (present)
	Management Team	Janelle Bird, President (present)

*Agenda Approval*                    M/S (Nickerman/Myers) to approve the agenda as amended. The matter was approved via the following vote:

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

*Approval of Minutes*                M/S (Tomkins/Nickerman) to approve the minutes of the regular board meeting held on March 11, 2020 as presented. The matter was approved with the following vote:

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

*Public Comments on  
Closed Session Items*

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

**CLOSED SESSION**

The Board adjourned to Closed Session at 4:13 PM with Board President Pinoli stating items 2.1 and 2.4 would be discussed in closed session.

**OPEN SESSION**

The Board returned to open session at 5:23 PM with Board President Pinoli stating there was nothing to report out from closed session.

*Report of Action  
Taken in Closed  
Session*

*Public Comments*

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

**PRESIDENT AND ADMINISTRATION REPORT**

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

We have learned the CARES (Corona Virus Aid Relief and Economic Security) Act allocation to Mendocino College will be at \$1.3 M with a minimum of 50% being distributed directly to students in the form of cash aid. Awards will be based on the greatest need. Given these are emergency funds, we are hoping to begin distribution in the next week. We are currently working on a process that will enable us to do so. The balance of the funding will be used to offset our expenses as related to COVID-19.

The college out-year budgets will be severely impacted by the State and Federal economy. The state will be enacting a budget in June but they will not know the revenue stream from income taxes at that time. The State anticipates having a revised budget released to the public by August 2020.

**CONSENT AGENDA**

M/S (Nickerman/Myers) 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, O’Neill, and Pinoli
Noes	None
Abstentions	None
Absent	Tomkins
Advisory	Lagorio

Items with an asterisk \* were approved by one motion as the Consent Agenda.

**Personnel**

*Consideration to  
approve the  
personnel list –*

\*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

<i>Short-Term Non Continuing (STNC) Employees</i>	pending receipt of all necessary employment eligibility requirements.
<i>Consideration to ratify the Resignation/ Retirement – Faculty</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the retirement of Deborah White, Mathematics Instructor, effective June 30, 2020 as presented.
<i>Consideration to rescind Resignation/ Retirement - Faculty</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve a one-time, non-precedential suspension of Board Policy 7350; and ratifies the acceptance of retirement of Doug Boswell (Instructor of Automotive Technology) as rescinded.
<i>Consideration to approve Four 10-Hour Day Work Week</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby agree to authorize the signing of the agreement with the Classified Employee Unit, MLCCCBU, regarding working four ten-hour days from 5/25/20 through 07/31/20 as presented.
<i>Consideration to receive the Mendocino College Federation of Teachers (AFT/CFT Local 6322) 2021/22 Contract Reopener</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the reopener 2021/22 collective bargaining proposal from the Mendocino College Federation of Teachers and directs the Interim Superintendent/President to receive related public comments prior to the May board meeting as presented.
<i>Consideration to present the Mendocino-Lake Community College District Contract Reopeners to the Mendocino College Federation of Teachers (AFT/CFT Local 6322) 2021/22</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby presents the initial 2021/22 reopener collective bargaining proposal from the Mendocino-Lake Community College District and directs the Interim Superintendent/President to receive related public comments prior to the May Board meeting as presented.
<i>Fiscal Report as of February 29, 2020</i>	<p><b><u>Other Items</u></b></p> <p>*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as of February 29, 2020 as presented.</p>

**INFORMATION/ACTION ITEM**

*Superintendent/President Search* Board President Pinoli informed the board the first level interviews will be taking place next week. The week of May 11<sup>th</sup> will be when the finalist’s forum and the trustee interviews will be taking place. These will all be completed in a virtual format.

Trustee Pinoli also thanked the committee members for the immense amount of work they are completing.

The expanded interview committee who will be conducting the first round interviews will be comprised of three trustees, two members of the Academic Senate, two members of the Classified Senate, two members from the Management Team, a Foundation member, a community member, two of the college's Vice Presidents, the Human Resources Director, the Student Trustee and the search consultant.

**ACTION ITEMS**

*2019/2020 April  
Revised Budget*

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 adopt the proposed April Revised Budget as presented and shown on attachments A-1 through I with the following vote:

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

*Contracts and  
Agreements –  
Quarterly  
Ratification*

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

M/S (Tomkins/Martinez) 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
Advisory	Lagorio

*Awarding of Audit  
Contract for Fiscal  
Year Ending June  
30, 2020*

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 award the audit contract for the fiscal year ending June 30, 2020 at a price of \$35,817/District and \$8,204/Foundation to the Certified Public Accounting firm of Cossolias, Wilson, Dominquez and Leavitt (CWDL) as presented with the following vote:

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

Abstentions None  
Absent None  
Advisory Lagorio

*Emergency  
Conditions (COVID-  
19) – Resolution 04-  
20-01*

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

M/S (Nickerman/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 04-20-01, Emergency Authorization to Prepare and Respond Effectively to Novel Coronavirus (COVID-19) Declaring Emergency Conditions Exist at Mendocino College as presented.

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

*Specifications of  
Election Order and  
Request for  
Consolidation –  
Resolution 04-20-02*

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

M/S (Nickerman/O’Neill) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 04-20-02, Specifications of Election Order and Request for Consolidation as presented.

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

*Board Policies and  
Revisions – Second  
Reading*

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

M/S (Tomkins/Anderson) that the Mendocino-Lake Community College District Board of Trustees hereby adopts the additions and/or revisions to Board Policy 3350 and Board Policy 3720 as presented with the following vote:

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

*Board Policy  
Deletions – Second  
Reading*

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 hereby approves the deletion of Board Policy 510 and Board Policy 4108 as presented with the following vote:

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

*The Efforts to Move  
Instruction and  
Student Services to  
Remote Methods in  
response to COVID-  
19 virus*

Vice President of Instruction Polak and Vice President of Student Services Velasco presented information on the efforts to move our instruction and student services to a remote method of delivery in light of the COVID-19 virus pandemic.

#### **INFORMATIONAL REPORTS**

*Health Benefits  
Fund Report as of  
February 29, 2019*

The Health Benefits Fund Report as of February 29, 2020 was submitted as information by Nicole Marin, Director of Human Resources.

*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 to add.

*Constituents Group  
Reports*

#### **Academic Senate**

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

#### **Classified Senate**

A written report was submitted by Classified Senate President Jeana Thompson.

#### **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 4225 – Course Repetition and Board policy 4400 – Community Services Programs were presented as information for review. Discussion and/or adoption of these policies will take place at the May 2020 board meeting.

#### **TRUSTEE COMMUNICATION**

### *Trustee Reports*

Trustees commented orally on their recent college-related activities.

Trustee Anderson informed the board member he has made contact with a local school board so he could hear how they are proceeding during the current shelter in place.

Trustee Martinez thanked everyone for all their work.

Trustee Myers expressed her thanks for the terrific job that has been done!

Trustee Nickerman stated he had his doubts, but using the virtual technology has made a believer out of him.

Trustee O'Neill informed the board he met with Vice President Velasco and Interim Superintendent/President Cichocki regarding the counseling services available to students.

Trustee Tomkins stated he is thankful for technology and the ability to meet.

Student Trustee Lagorio stated he had nothing to report.

Trustee Pinoli informed the board that items on our list for future agenda items are currently suspended and will once again be presented once we are able to meet in a face to face format.

### *Future Agenda Items*

The current list of future agenda items includes:

- A presentation on the Disabled Student Programs and Services (DSPS)
- Diversity training for Board members
- Essential needs for Trustee onboarding
- Outreach to the community and the various tribes
- What are the plans for the Fire Recovery and Construction Program grant?
- General information about advisory committees.

### *Adjournment*

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 6:55 PM.

Submitted by:

Eileen Cichocki, Interim Superintendent/President  
Secretary, Board of Trustees