

**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, August 12, 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	present (arrived at 4:05 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/Martinez) to approve the agenda as presented. The matter was approved via the following vote:

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

Approval of Minutes M/S (Nickerman/Martinez) to approve the minutes of the regular board meeting held on June 10, 2020 as presented. The matter was approved with the following vote:

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

Abstentions None
Absent None

M/S (Nickerman/Martinez) to approve the minutes of the special board meeting held on July 16, 2020 as presented. The matter was approved with the following vote:

Ayes Martinez, Myers, Nickerman, O’Neill, Tomkins, Anderson
 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 4:05 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 4:18 PM with Board President Pinoli stating there was nothing to report out from 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 received notification from the ACCJC regarding our accreditation visit and have received the highest level of affirmation. It is a wonderful statement regarding the great work the management, faculty, and staff have done and continue to do.

The first day of classes will be Monday, August 17th with inservice being held this Friday, August 14th.

Enrollments as of today shows the summer semester as flat which during the current pandemic is excellent. Numbers are showing we are down about 7% for fall as of today. Many districts are reflecting a much larger decrease so this really isn’t significant bad news given the current pandemic situation. We have also reduced sections as well. Dr. Karas commended all of the constituent units for the work completed over the summer to develop a plan to open and continue to keep our students and staff engaged. We look forward to beginning the semester on Monday.

Trustee Martinez asked about any COVID testing of staff that is being completed. Superintendent/President Karas informed the board the protocols currently in place require the use of masks by anyone on campus as well as we have asked anyone who does not need to be on campus to stay home.

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	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 employ Full-Time, Categorically Funded Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Brenda Estrada as a categorical, full-time counselor for the FYI program effective September 1, 2020 and Noel Woodhouse as a categorical, full-time instructor in the SCT program effective August 14, 2020.

Consideration to employ Probationary Tenure-Track, Full-Time Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Robert Parmenter as a probationary, full--time Head Librarian effective August 14, 2020 and Melissa Nole as a probationary, full-time Child Development instructor effective January 14, 2021, pending receipt of all necessary employment eligibility requirements.

Resignation – Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Darletta Fulwider, Financial Aid Technician effective July 31, 2020.

Consideration to

*RESOLVED, That the Mendocino-Lake Community College District Board

Approve Classified Administrator Contract

of Trustees hereby approves the Classified Administrator contract for Dave Johnston, Director of Information Technology as presented.

Fiscal Report as of June 30, 2020

Other Items

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

Donations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donated items from Matt Mandelker and Guy Batchelder as presented.

2020/2021 Mendocino College Catalog

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the 2020/2021 Mendocino College catalog.

Contracts and Agreements – Quarterly Ratification

ACTION ITEMS

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

M/S (Nickerman/Tomkins) 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

2020/2021 Appropriation Limit – Resolution #08-20-01

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

M/S (Tomkins/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution #08-20-01 establishing the Mendocino-Lake Community College District’s Appropriation Limit for fiscal year 2020/2021 at \$36,512,688.00 with the following vote:

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

Signature Authorization for Superintendent/President – Resolution #08-20-02

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

M/S (Nickerman/Martinez) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-20-02 giving signature authorization to Timothy Karas, Superintendent/President from July

13, 2020 until rescinded as presented.

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

Rescind Original Signature Authorization #08-19-02

After reviewing 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 approve rescinding Resolution #08-19-02 which granted signature authorization to Eileen Cichocki as Interim Superintendent/President effective August 3, 2019 as presented with the following vote:

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

Board Policies and Revisions – Second Reading

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 hereby adopts the additions and/or revisions to Board Policy 3518, Board Policy 3530, Board Policy 3570, Board Policy 5150, Board Policy 5570, Board Policy 6540, Board Policy 6750 and Board Policy 6900 as presented with the following vote:

Ayes	Anderson, Martinez, Myers, Nickerman, 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/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby approve deletion of Board Policy 503 as presented with the following vote:

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

*College and Careers
Access Pathways
(CCAP) Partnership
Agreement – Second
Reading*

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

M/S(Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the CCAP Agreement with the Fort Bragg Unified School District as presented with the following vote:

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

*COVID-19 virus
update*

An update on the current status of the COVID-19 virus pandemic and its impact on the college and our students was presented by Vice President Cichocki, Vice President Polak and Vice President Velasco.

The majority of classes will be online for the fall 2020 semester. Our Deans have worked with faculty to develop a plan for those classes where face to face instruction is required. Class requirements include only small groups, stringent cleaning between sessions and with PPE required for both the faculty and student safety. The only way courses are allowed to meet face to face are to meet the required goals or requirements of the course.

We now have many new online resources available for faculty and students. There is a new Learning Center hotline available as well as peer-to peer help continuing to take place among faculty.

We have a welcome table manned by staff members stationed at the gate on the Ukiah campus with information to share with anyone who needs to come to campus. They are there to let anyone coming to campus what services are available and to remind everyone to wear a mask. All this coming from a welcoming and in some instances, a familiar face.

There are limited student services on campus on Mondays and Tuesdays only. Services are located only in the lower level of Library building and will continue through the first two weeks of semester.

The new Mendocino College Mobile app is now available for students to allow access to enroll in classes, obtain grades, etc. from their phones. We have found this to be very useful for our students and are pleased to have this resource available for our students.

COVID related funding sources – the first distribution came from the Federal Government in the form of \$1.3 million of which \$655,000 must be distributed directly to students. To date, we have disbursed \$585,000 with 718 students having received payments. The other half of the \$1.3 million is to reimburse the institution for monies spent for institutional support. We are continuing to look at how best to use these funds but to date, most of the monies have been expensed in the form of stipends to faculty for converting their courses to an online format.

Another portion will go to reimburse the college for revenue lost when students dropped their courses went their courses went online in the spring.

We also received an additional \$85,000 in CARES funding because of our HSI status which may be used in a similar fashion as the institutional support from the CARES Act only it is a little more flexible.

We also received a COVID-19 Block Grant in the amount of \$300,000 of which \$135,000 must be spent by December 2020.

The Facilities and Safety committee have developed and approved a reopening plan for once we receive approval to begin to meet again on campus. On August 7, 2020 the California Department of Public Health and Cal/OSHA issued guidance regarding such plans. Everything included in their documents was already included in our prepared plan.

There is a new online training released by Keenan with various short topics covered which we are asking all staff to complete. The training is mandatory for managers and supervisors.

When asked for questions from the board members regarding the presentation, the following questions were presented:

- Trustee Tomkins asked about what is happening with Middle College. Superintendent/President Karas stated we are working through the protocols set forth by the Ukiah Unified School District. At this time, the program is continuing but through distance learning and we are continuing to work with the school district as we move forward.
- Trustee Martinez asked if there has been any discussion on projected reopening date. Superintendent/President Karas informed the board there are no immediate changes planned for the fall semester. We will continue to reassess the situation as we move forward for the spring but our direction comes from the Chancellor's Office and the California Department of Public Health.
- Trustee O'Neill asked about what kind of training will faculty receive regarding online teaching pedagogy. Superintendent/President Karas informed the board that faculty members received training in CANVAS which is our online teaching software with many new trainings going forward especially in the area of equity. The state has come forward to offer many more tools and trainings for faculty and staff especially in the area of online learning.
- Trustee Anderson asked if students are receiving some type of orientation regarding COVID protection before entering classes. Many students are struggling in their daily lives. Are we expanding our counseling and mental health services? Superintendent/President Karas stated there are protocols for face to face classes where face masks are required. If a student is not feeling well, the protocol is to send the student home. We don't take temperatures. We are following the guidelines issued by CAL/OSHA and the guidelines always evolving. Vice President Velasco informed the board regarding issue of mental health, we have 2 adjunct

mental health counselors working with students. We are also doing in reach with students to connect with them and share the many resources which are available to them. We also have a series of workshops coming up.

- Trustee Nickerman stated he felt this was an ideal time to get involved in contract education. Superintendent/President Karas stated we currently have very robust dual enrollment enrollments with various school districts in our district.

Trustee Pinoli stated we will be returning to our regular big picture format in September with the COVID update being included in the President and Administration report.

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 to add.

*Constituents Group
Reports*

Academic Senate

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

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Anderson thanked the staff for all the work they have completed as the fall semester is beginning.

Trustee Martinez thanked the Foundation for the addition of the award honoring Ed Walsh. She also acknowledged Vice President Cichocki and the staff for the college being recertified. She closed her statement with take care of yourself – self-care is important.

Trustee Myers read the 2020/2022 catalog and it is very well done as well as the printed schedule for the fall.

Trustee Nickerman asked about what is being done with the \$1,000,000 for the

Construction program. His question will be addressed in the President and Administration report next month.

Trustee O'Neill echoed many of the previous comments regarding the accreditation process and the work of Vice President Cichocki and the other members of the staff. He stated he is impressed with the work completed in light of the COVID crisis.

Trustee Tomkins added his homage to the work that has been completed during this time.

Trustee Pinoli thanked everyone for the immense amount of work to make the college an institution for the community especially during these trying times.

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? (this item will be addressed in the President and Administration report next month)

General information about advisory committees

A workshop or presentation on the next phase plans for the three centers

Additional information on the Coastal Field Station programs

There was a request to add the following item:

Testing, referrals, etc. from the Disabled Student Programs and Services. This item will be folded into the previous DSPS item.

A virtual planning retreat for the Trustees with representatives from all three constituent groups present.

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 5:29 PM.

Submitted by:

Timothy Karas, Superintendent/President

Secretary, Board of Trustees