

**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 14, 2019 at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

GENERAL MATTERS

Call to Order & Pledge of Allegiance Trustee Pinoli, Board President, called the meeting to order at 4:00 PM which was followed by the Pledge of Allegiance led by Trustee Tomkins.

<i>Board Members</i>	President	Robert Jason Pinoli	present
	Vice President	Marie L. Myers	present
	Clerk	Ed Nickerman	present
	Trustee	Paul Ubelhart	present
	Trustee	Xochilt Martinez	present
	Trustee	John Tomkins	present
	Trustee	vacant	
	Student Trustee	vacant	

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/Supervisory/Confidential	Judy Kanavle, President (present)

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

Ayes	Pinoli, Myers, Martinez, Tomkins, Ubelhart and Nickerman
Noes	None
Abstentions	None
Absent	None

Minutes Approval M/S (Nickerman/Tomkins) to approve the minutes of the regular Board meeting held on June 12, 2019 as presented. The matter was approved with the following vote:

Ayes	Pinoli, Martinez, Nickerman, Ubelhart, Tomkins and Myers
Noes	None
Abstentions	None
Absent	None

M/S (Nickerman/Tomkins) to approve the minutes of the special Board meeting held on July 11, 2019 as presented. The matter was approved with the following vote:

Ayes	Pinoli, Martinez, Nickerman, Ubelhart, Tomkins and Myers
Noes	None
Abstentions	None
Absent	None

M/S (Nickerman/Tomkins) to approve the minutes of the special Board meeting held on July 24, 2019 as presented. The matter was approved with the following vote:

Ayes	Pinoli, Martinez, Nickerman, Ubelhart, Tomkins and Myers
Noes	None
Abstentions	None
Absent	None

- Public Comments on Closed Session Items*
- Toni Fort addressed the board regarding the grievance from a part-time faculty member that will be heard this evening under agenda item #7.4.

CLOSED SESSION

The Board adjourned to Closed Session at 4:04 PM with Board President Pinoli stating items 2.1, 2.2 2.3 and 2.4 will be discussed in closed session.

OPEN SESSION

The Board returned to open session at 5:32 PM with Board President Pinoli reporting the following action taken in closed session:

Report of Action Taken in Closed Session

Any report regarding items #7.1 and 7.4 will be reported under those agenda items. There are no other items to report out at this time The Board President added he will take comments from the public on items 7.1 and 7.4 when we get to those items on the agenda.

- Public Comments*
- There were no comments made my members of the public.

OATH OF OFFICE

Newly elected Student Trustee Aidan Lagorio was administered the oath of office by Board President Pinoli. Upon completion of the oath, he assumed his duties as Student Trustee.

PRESIDENT AND ADMINISTRATION REPORT

A written report was presented by Interim Superintendent/President Cichocki.

Interim Superintendent/President Cichocki reiterated the disappointment shared by college staff in the HEP grant not being refunded for another cycle.

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	Tomkins, Pinoli, Martinez, Nickerman, Ubelhart and Myers
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 the personnel list – Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Lauren Simmonds, Career Center Specialist effective September 9, 2019; and Yolanda Vazquez, Administrative Assistant II effective September 1, 2019 pending receipt of all necessary employment eligibility requirements.

Consideration to approve the personnel list – Management/Supervisory/Confidential

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Rose Mehtlan, North County Center Operations Supervisor effective August 19, 2019 pending receipt of all necessary employment eligibility requirements.

Consideration to ratify resignation/retirement – Full-Time Faculty – Non-Tenure Track – Categorically Funded

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Lidia Sanchez, Full-Time Faculty, CAMP, categorically-funded effective August 1, 2019 as presented.

Consideration to ratify resignation/retirement - Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the retirement of Kimberly Pinson, Financial Aid Technician effective August 5, 2019 as presented.

Fiscal Report as of June 30, 2019

Other Items

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as of June 30, 2019 as presented.

Donations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donated items from Ron Epstein and Joe Langstaff as presented.

Mendocino College 2019-2020 Catalog

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the 2019-2020 Mendocino College Catalog.

Board of Trustees Student Housing Ad-Hoc Committee

INFORMATIONAL/ACTION ITEM

An update from the ad-hoc committee was presented by Trustee Pinoli. He shared the committee has not met since the meeting held in early May. As we have many important upcoming items over the next few months, he would like to table this item. He stated he would like to have the committee reconvene again sometime in the future to continue to work on this item.

Recommendation for Compensation – Interim Superintendent/President

ACTION ITEMS

Board President Pinoli in his role as Agency Negotiator provided the Board members with information regarding his negotiations with Interim Superintendent/President Cichocki regarding her compensation for the period August 3, 2019 through June 30, 2021.

The terms of the Interim Superintendent/President's contract will include the following:

- The contract to run through June 2021 with a salary of \$225,000 per year
- The life insurance amount increases from \$100,000 to \$200,000
- A \$600/month stipend to cover in-district expenses incurred
- There is no change in the health benefits currently provided
- A fallback clause where the Interim Superintendent/President can return to her position as Assistant Superintendent/Vice President of Administrative Services as per the terms of that contract

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 the compensation and contract terms as mentioned above with the following vote:

Ayes	Tomkins, Myers, Pinoli, Ubelhart, Martinez and Nickerman
Noes	None
Abstentions	None

	Absent	None
<i>Contracts and Agreements – Quarterly Ratification</i>	After reviewing the information presented and discussion, the board took the following action:	
	M/S (Tomkins/Ubelhart) that the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as presented with the following vote:	
	Ayes	Tomkins, Myers, Pinoli, Ubelhart, Martinez and Nickerman
	Noes	None
	Abstentions	None
	Absent	None
<i>2019-2020 Appropriation Limit – Resolution 08-19-01</i>	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 08-19-01 establishing the Mendocino-Lake Community College District’s Appropriation Limit for fiscal year 2019-2020 at \$37,735,568 as presented.	
	Ayes	Tomkins, Myers, Pinoli, Ubelhart, Martinez and Nickerman
	Noes	None
	Abstentions	None
	Absent	None
<i>Consideration of Grievance from Part-Time Faculty Member re: Mendocino Part-Time Faculty Association Agreement, Article 4.1.3</i>	Instructor Melissa Timmen addressed the board to respond to the Interim Superintendent/President’s statement dated August 1, 2019.	
	Student Miguel Saragosa addressed the board regarding his experience in Ms. Timmen’s class.	
	After hearing the related comments and 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 deny the grievance appeal by Part-Time Faculty member Melissa Timmen as presented.	
	Ayes	Tomkins, Myers, Pinoli, Ubelhart, and Nickerman
	Noes	Martinez
	Abstentions	None
	Absent	None
<i>Signature Authorization for Interim Superintendent/President – Resolution</i>	After reviewing the information presented, the board took the following action:	
	M/S (Tomkins/Ubelhart) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-19-02 granting signature authorization to Eileen Cichocki, Interim Superintendent/President	

08-19-02

from August 3, 2019 until rescinded as presented with the following vote:

Ayes	Tomkins, Myers, Pinoli, Martinez Ubelhart, and Nickerman
Noes	None
Abstentions	None
Absent	None

*Signature
Authorization for
Director of Human
Resources –
Resolution 08-19-03*

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

M/S (Myers/Ubelhart) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-19-03 granting signature authorization to Nicole Marin, Director of Human Resources from April 1, 2019 until rescinded as presented with the following vote:

Ayes	Tomkins, Myers, Pinoli, Martinez Ubelhart, and Nickerman
Noes	None
Abstentions	None
Absent	None

*Rescind Signature
Authorization –
Resolution 12-12-02
and 02-15-02*

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

M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby approve rescinding resolution 12-12-02 which granted signature authorization to Arturo Reyes as Superintendent/President effective August 2, 2019 and Resolution 02-15-02 which granted signature authorization to Sabrina Meyer, Director of Human Resources effective October 31, 2018 as presented with the following vote:

Ayes	Tomkins, Myers, Pinoli, Martinez Ubelhart, and Nickerman
Noes	None
Abstentions	None
Absent	None

*Child Development
Center Contract –
Resolution 08-19-04*

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

M/S (Tomkins/Ubelhart) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-19-04, California Department of Education Contract Number CCTR-9141 in the amount of \$195,889.00 as presented with the following vote:

Ayes	Tomkins, Myers, Pinoli, Martinez Ubelhart, and Nickerman
Noes	None
Abstentions	None
Absent	None

*Child Development
Center Contract –
Resolution 08-19-05*

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

M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-19-05, California Department of Education Contract Number CSPP-9293 in the amount of

\$240,723.00 as presented with the following vote:

Ayes	Tomkins, Myers, Pinoli, Martinez Ubelhart, and Nickerman
Noes	None
Abstentions	None
Absent	None

*Notification of
Classified Layoffs –
Resolution 08-19-06*

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

M/S (Myers/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 08-19-06 and directs the Interim Superintendent/President to send lay-off notices to those individuals currently employed in the HEP categorically-funded positions as presented with the following vote:

Ayes	Tomkins, Myers, Pinoli, Martinez Ubelhart, and Nickerman
Noes	None
Abstentions	None
Absent	None

Student Equity Plan

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

M/S (Myers/Ubelhart) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the 2019-2022 Student Equity Plan as presented with the following vote:

Ayes	Tomkins, Myers, Pinoli, Martinez Ubelhart, and Nickerman
Noes	None
Abstentions	None
Absent	None

*College and Career
Access Pathways
(CCAP) Partnership
Agreements –
Second Reading*

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

M/S (Nickerman/Ubelhart) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the College and Career Access Pathways (CCAP) Partnership Agreements as presented with the following vote:

Ayes	Tomkins, Myers, Pinoli, Martinez Ubelhart, and Nickerman
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.

*Constituents Group
Reports*

Academic Senate

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

Classified Senate

A written report was submitted by Classified Senate President Jeana Thompson who stated she had nothing to add.

Management/Supervisory/Confidential

A written report was submitted by Management/Supervisory/Confidential President Judy Kanavle. She stated she had nothing to add.

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Nickerman also shared an article which ran in the local newspaper regarding Potter Valley high school students that are now enrolled in classes at Mendocino College.

Trustee Tomkins commented on the recently held Shakespeare on the Lake event.

Trustee Appointment to Fill the Vacancy in Trustee Area #7

Trustees discussed the upcoming process for appointing a provisional board member for Trustee Area #7.

Trustee Nickerman and Trustee Martinez were appointed as the ad-hoc committee members who will review the applications received to fill the vacancy. The Board approved Board President Pinoli's request to include the President from each of the constituent groups to serve on the ad-hoc committee as well as the Trustees listed and permission was granted.

Future Agenda Items

Future agenda items discussed and approved by the board members are as follows:

- Trustee Martinez requested an update on the Native American and Disabled students being served on our campuses. Trustee Pinoli stated an update will be presented at a future meeting on this topic.

Trustee Workshop

Board members discussed possible dates for a Trustee workshop. Topics for the workshop will include the Board self-evaluation and the required Sexual Harassment Prevention Training.

After discussion, the board members decided on dates to hold two workshops. The first will be held on Thursday, Sept 26th from 4:00-7:00pm with the topics to be covered being the state mandated Sexual Harassment Prevention Training and Diversity training.

The second workshop will be held after the conclusion of the regular board meeting on Wednesday, October 9th. The topics to be covered will be the Board self-evaluation and Participatory Governance.

*Joint Meeting with
Mendocino College
Foundation*

Board members discussed possible dates for a joint meeting with the Mendocino College Foundation.

It was determined the joint meeting would be held on Wednesday, October 9th beginning at 2:30 pm. This hour-long meeting will be held just prior to the Board of Trustees regular October meeting. Foundation Executive Director Fairbairn will share these dates with the members of the Foundation board for final date determination.

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 6:27 PM.

Submitted by:
Eileen Cichocki, Interim Superintendent/President
Secretary, Board of Trustees