

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, December 11, 2019 at the 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 Nickerman.

<i>Board Members</i>	President	Robert Jason Pinoli	present
	Vice President	Marie L. Myers	present
	Clerk	Ed Nickerman	present
	Trustee	Xochilt Martinez	absent
	Trustee	John Tomkins	present
	Trustee	TeMashio Anderson	arrived at 4:08 PM
	Trustee	Noel O’Neill	present
	Student Trustee	Aidan Lagorio	Arrived at 6:00 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 (absent)
	Management Team	Judy Kanavle, President (present)

Agenda Approval The board elected to move item 5.2 under consent to an action item.

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

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

Approval of Minutes M/S (Tomkins/O’Neill) to approve the minutes of the regular board meeting held on November 13, 2019 as presented. The matter was approved with the following vote:

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

Public Comments on Closed Session Items

- Toni Fort, Patrick Hickey and 8 classified staff presented a singing holiday message from the SEIU Local 1021.
- Patricia Gulyas addressed the board regarding the current status of the SEIU Local 1021 bargaining unit.
- Cathleen Kucz also addressed the board regarding the current status and the statements recently made in the newspaper by the SEIU Local 1021.

CLOSED SESSION

The Board adjourned to Closed Session at 4:16 PM with Board President Pinoli stating items 2.1, 2.2, and 2.4 would be discussed in closed session.

OPEN SESSION

Report of Action Taken in Closed Session

The Board returned to open session at 5:15 PM with Board President Pinoli stating there was nothing to report out from closed session.

Public Comments

- There were no comments from members of the public at this time. Trustee Pinoli reminded board members they received written comments regarding item 3.2 earlier today.

ANNUAL ORGANIZATIONAL MEETING

Election of Officers

The order of election was for the offices of President, Vice President and Clerk. The floor was opened for nominations for the 2020 year followed by the following motions and voting:

M/S (Tomkins/Nickerman) to elect Trustee Pinoli as President of the Board of Trustees for the 2020 year. The matter was approved with the following vote:

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

M/S (Nickerman/O’Neill) to elect Trustee Myers as Vice President of the Board of Trustees for the 2020 year. The matter was approved with the following vote:

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

M/S (Anderson/Tomkins) to elect Trustee Martinez as Clerk of the Board of Trustees for the 2020 year. The matter was approved with the following vote:

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

Meeting Dates and Times

The proposed meeting dates for 2020 were presented as follows:

January 2020 – no meeting	February 5, 2020	March 11, 2020
April 15, 2020	May 13, 2020	June 10, 2020
July 2020 – no meeting	August 12, 2020	September 9, 2020
October 14, 2020	November 18, 2020	December 9, 2020

The April meeting would be held at the North County Center, the June meeting at the Lake Center and the September meeting at the Coast Center. The December meeting will be the Annual Organizational meeting. The proposed meeting time for all regular meetings is 4:00 PM.

Workshops and study sessions are not reflected in this schedule.

After reviewing the information presented and discussion regarding the start time of the regular meetings, the following action was taken:

M/S (O’Neill/Nickerman) to approve the 2020 dates as presented with the start time set at 4:00 PM. The motion was approved with the following vote:

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

PRESIDENT AND ADMINISTRATION REPORT

A written report was presented by Interim Superintendent/President Cichocki. She added the college just received notice that the Theatre production “Wildfire” has been selected to be presented at the Kennedy Center American College Theatre Festival in Colorado in February 2020.

She also thanked the Foundation for their recent support of commencement in the form of \$2,000.

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

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 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 does hereby employ Yasmin Muniz, Financial Aid Technician, effective December 12, 2019 and Jessica Sanchez, Administrative Assistant, effective December 12, 2019 pending receipt of all necessary employment eligibility requirements.

Consideration to approve the personnel list – Temporary Full-Time Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Dr. Suzanne Hewitt as a temporary, full-time instructor in Nursing effective January 16, 2020 pending receipt of all necessary employment eligibility requirements.

Consideration to approve the personnel list – Management Team (Interim)

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ Dr. Peggy Goebel as the Interim Executive Dean of Nursing, effective December 16, 2019 pending receipt of all necessary employment eligibility requirements.

Consideration to ratify Retirement - Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the retirement of Eileen Lucas, Center Assistant, Lake Center, effective January 21, 2020.

Consideration to ratify Retirement – Management Team

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the retirement of Judith Kanavle, Director of Lake Center effective June 30, 2020.

Consideration to partially rescind resolution 08-19-06 regarding Classified Layoff – Resolution 12-19-01

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 12-19-01 and directs the Interim Superintendent/President to rescind the lay-off notice previously sent to the HEP Program Manager. The layoff notice issued to the HEP Outreach Specialist remains in effect.

Consideration to approve Classified Administrator

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the classified administrator contracts as presented.

Contracts

Consideration to approve Educational Administrator Contracts

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

Other Items

Fiscal Report as of October 31, 2019

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as of October 31, 2019 as presented.

Donations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donated items from Willie Waters, Jaciara Bayer and Charles Eberitzsch as presented.

INFORMATIONAL/ACTION ITEM

Superintendent/President Search

Trustee Pinoli provided the board with an update on where we currently are in the process.

He stated he has received proposals from the following search consultants:

- Community College Search Services (CCSS)
- Atteberry and Blue
- PPL

The proposals have been submitted to Eileen O’Hare Anderson to review them for any errors or omissions.

ACTION ITEMS

2018/19 Audit Report

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

Steven Currie, CPA, Manager, representing CWDL, presented an overview of the audit to the board.

The overall received an unmodified opinion which is the best recommendation the auditors can make.

There was one finding in the area of Financial Aid but it was not significant to change the unmodified opinion rating.

M/S (Nickerman/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby formally receive the Mendocino-Lake Community College District Audit Report for the year ended June 30, 2019 as presented with the following vote:

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

Institutional Self-Evaluation Report in Support of Application for Reaffirmation of Accreditation

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 approve the Institutional Self-Evaluation Report in Support of Application for Reaffirmation of Accreditation as presented with the following vote:

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

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

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 approves the CCAP Agreement with Mendocino Unified School District as presented with the following vote:

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

Board Policies and Revisions – Second Reading

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 hereby adopts the additions and/or revisions to Board Policy 5505, Board Policy 5530, Board Policy 6300, Board Policy 6307, Board Policy 6520 and Board Policy 6600 as presented with the following vote:

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

Board Policy Deletions

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 deleting Board Policy 312, Board Policy 404, Board Policy 507, Board Policy 511, Board Policy 513, Board Policy 515, Board Policy 523 and Board Policy 725 as outlined and presented with the following vote:

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

Consideration to approve the personnel list – Part-Time Faculty

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 ratify the employment of the part-time faculty for the Spring 2020 semester as submitted and presented at the meeting pending receipt of all necessary employment eligibility requirements.

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

Construction Programs at Mendocino College

Vice President of Academic Affairs Debra Polak presented information on the various construction offerings currently offered at Mendocino College.

INFORMATIONAL REPORTS

Health Benefits Report as of October 31, 2019 Mendocino College Foundation, Inc.

An informational update on the college Health Benefits account was presented as information.

A written informational report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation.

Friends of the Mendocino College Coastal Field Station and Natural Sciences Affiliate Constituents Group Reports

A written report was submitted as information by Dr. Steve Cardimona, Professor of Earth Science at Mendocino College.

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 Judy Kanavle. She stated she had nothing to add.

Board Policy Additions and Revisions - First Reading

Board policy 3410 – Nondiscrimination, Board policy 3430 – Prohibition of Harassment, Board policy 3820 – Gifts, Board policy 6250 – Budget Management, Board policy 6320 – Investments, and Board policy 6550 – Disposal of Property were presented as information for review. Discussion

and/or adoption of these policies will take place at the February 2020 board meeting.

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

Student Trustee Lagorio informed the board the annual holiday meal was held the Wednesday prior to Thanksgiving and was a great success.

Trustee O'Neill stated he attended both the Chamber of Commerce mixer at the North County Center as well as the event held at the Mendocino College Field Station.

Trustee Tomkins said he was recently involved with singing during the recent dance performance.

Trustee Myers attended both the Classified FunRaiser and the Foundation holiday dinner.

Trustee Nickerman stated he also attended the Foundation holiday dinner.

Trustee Anderson informed the board he attended the Kelseyville High School board meeting and is looking into STEM opportunities at their location.

Trustee Pinoli stated he attended the Mendocino College Coastal Field Station event and also met with State Senator Mike McGuire on November 26th. He added while attending a Board of Supervisors event yesterday, there was a discussion regarding the lack of ambulance services in the county. During that discussion it was mentioned maybe the college should resuscitate the paramedic program. He also mentioned hearing from someone on the coast who would like to have the nursing program expanded to the Coast Center since Humboldt State has a newly revamped nursing program.

Trustee Pinoli also informed the board he will be making a presentation at the spring inservice in January regarding where we are with the search for a permanent Superintendent/President.

Trustee Pinoli also stated Trustees have historically supported the Adopt of Fifth Grader program through the Foundation. This support has been in the form of a \$100 donation from each trustee.

Future Agenda Items

There were no new future agenda items discussed and approved by the board members.

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 6:43 PM.

Submitted by:

Eileen Cichocki, Interim Superintendent/President

Secretary, Board of Trustees