

**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, June 9, 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	present
	Trustee	TeMashio Anderson	present
	Trustee	Noel O’Neill	present
	Student Trustee	Leonardo Rodriguez	present

*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 amended. The amendment being item #4.10 pulled from the consent agenda for discussion and approval. The matter was approved via the following vote:

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

*Approval of Minutes*      M/S Nickerman/Martinez) to approve the minutes of the regular board meeting held on May 12, 2021 as presented. The matter was approved with the following vote:

Ayes	Martinez, Nickerman, O’Neill, Myers, Tomkins, Anderson and Pinoli
------	---

Noes            None  
Abstentions   None  
Absent         None

*Public Comment on Closed Session Items*    There were no comments made on closed session items.

### **CLOSED SESSION**

The Board adjourned to Closed Session at 4:35 PM with Board President Pinoli stating only items 2.1, 2.3 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 5:30 PM with Board President Pinoli reporting there was no action taken in closed session.

Board President Pinoli did report the board successfully completed the evaluation of the Superintendent/President which was discussed under item #2.4.

*Public Comments*    There were several comments made by members of the public at this time.

C.J. Olson submitted a written comment advocating for telecommuting by college staff members. Each of the trustees received a copy of his comments. In addition, they were posted on the college website for the public to review.

Toni Fort addressed the board regarding a telecommuting policy. She advocated for the trustees to include an option for employees to be able to telecommute as we move forward to returning to the campus.

Tony Novelli addressed the board regarding the elimination of board policy 718 regarding Teaching by Staff members. He also addressed the issue of college employees being able to telecommute as well.

### **OATH OF OFFICE**

The Oath of Office was administered to newly elected Student Trustee Leonardo Rodriguez by Board President Pinoli. Upon completion of the oath, Mr. Rodriguez assumed his duties as Student Trustee.

### **PRESIDENT AND ADMINISTRATION REPORT**

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

Superintendent/President Karas welcomed the new Student Trustee Leonardo Rodriguez.

He stated the enrollment snapshot included in the packet is a little outdated. Summer school began this last Monday with a few classes being offered on ground. Enrollment is looking like it will be meeting out three-year average. Currently, we are working to remove some fraudulent enrollments which will

result in some lower enrollment numbers as we move forward. He added he will have an updated full report in August.

He informed the board he traveled to Round Valley yesterday where he met for three hours with the District Superintendent and the Principal from Round Valley High School. He will be returning sometime in the fall to meet with them again.

Superintendent/President Karas shared more information about the Blue Zone on the Coast in response to Trustee Myers question. Regarding the Construction Grant, the deliverables included in the grant did not include working with high school students. The monies are being used mostly to hire the full-time faculty member and other faculty in support of the program.

### **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	Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins, Anderson, and Pinoli
Noes	None
Abstentions	None
Absent	None
Advisory Vote	Rodriguez - aye

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 Summer 2021 semester as presented pending receipt of all necessary employment eligibility requirements.

*Consideration to approve Employment – Classified*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Mayra Sanchez, effective July 1, 2021; pending receipt of all necessary employment eligibility requirements.

*Consideration to approve Employment – Full-*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Apryl Guisasola as a tenure-track full-time Equity Counselor effective July 1, 2021; Mr. Kurt Voigt as a tenure-track full-time

<i>Time Faculty</i>	instructor in Agriculture effective August 13, 2021; and Mr. Jose Hernandez Venegas as a temporary, categorical full-time instructor as CAMP Counselor effective July 1 2021, pending receipt of all necessary employment eligibility requirements.
<i>Consideration to approve Employment – Confidential</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Janet Jones, effective July 1, 2021; pending receipt of all necessary employment eligibility requirements.
<i>Consideration to approve Employment – Educational Administrator</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Monica Flores, Director of Lake Center, effective: July 1, 2021, pending receipt of all necessary employment eligibility requirements.
<i>Consideration to approve Categorically-Funded Faculty Contracts</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the three-month categorically funded faculty contract for Brenda Estrada, FYI Counselor effective July 1, 2021 through September 30, 2021 as presented.
<i>Consideration to approve Classified Administrator Contracts</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the classified administrator contract for Mariana Garcia Martinez, Program Manager, CAMP (Categorical) effective July 1, 2021 through June 30, 2022 as presented.
<i>Consideration to ratify Resignation - Classified</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Marianna Cooper, Admissions and Records Specialist effective July 8, 2021.
<i>Consideration to approve the Vice President Salary Schedule 2021/22</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2021/22 salary schedule adjustment between the Mendocino-Lake Community College District and the Vice Presidents.

**Other Items**

<i>Fiscal Report as of April 30, 2021</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accept the fiscal report as of April 30, 2021 as presented.
<i>Donation</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the donation to Mendocino College by Parducci Cellars/Mendocino Wine Company.

**ACTION ITEM:**

<i>Consideration to approve Mendocino-Lake Community College Management Team 2021/22 Tentative Agreement</i>	After reviewing the information provided, the board took the following action:  M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2021/22 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Management Team.
--	--

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

*Big Picture - Diversity, Equity and Inclusion – The Faculty Response*

A presentation on Diversity, Equity and Inclusion was made by Catherine Indermill, Academic Senate President, Tascha Whetzel, Curriculum Committee Chair; Fernando Calderon and Emily Hashemian, Counseling Faculty; and Ginny Buccelli, Academic Senate Vice President.

Catherine Indermill noted the faculty have been working on equity and inclusion throughout the year. Three specific activities were highlighted as part of the presentation.

Tascha Whetzel outlined the activities completed in developing a cultural audit of curriculum. There are seven areas of the COR in which questions about equity and inclusion were developed.

Counselors Fernando Calderon and Emily Hashemian outlined the various items which were important in maintaining a FERPA and ADA compliant platform in Cranium Café.

It is crucial that students in the various areas of our district were able to access and use the tools available.

Though enrollment is down across all areas, counseling attendance has improved. Scheduling is being moved from SARS to Cranium Café with self-scheduling also being explored.

Ginny Buccelli discussed the issue of Credit for Prior Learning. Regulation 55050 changed from Credit by Examination to Credit for Prior Learning.

Credit for Prior Learning can help students use their life experiences for college credit. Knowledge and experience might be gained through

- Military training
- Industry training
- State/federal government training
- Apprenticeships, internships, work-based learning, etc.
- Validated volunteer and civic activities such as the Peace Corps

There are many benefits of Credit for Prior Learning. Students who completed degrees with Credit for Prior Learning, completed their degrees at twice the rate of students with no Credit for Prior Learning credits. Students completing their degrees sooner equate to an increase in monies to the institution through the Student-Centered Funding Formula (SCFF).

Discussion during the fall inservice will include the next steps which will include faculty development of evaluation tools, rubrics, etc.

## ACTION ITEMS

### *2021/22 Tentative Budget*

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

M/S (Nickerman/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the proposed 2021/22 Tentative Budget as presented and shown on Attachments A-1 through I with the following vote:

Ayes	Martinez, Nickerman, Myers, Anderson, O'Neill, Tomkins, Anderson, and Pinoli
Noes	None
Abstentions	None
Absent	None
Advisory Vote	Rodriguez - aye

### *District Order of Priorities for Five-Year Capital Outlay Plan 2023/2027*

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 District Order of Priorities for Five-Year Capital Outlay Plan 2023/2027 with the following vote:

Ayes	Martinez, Nickerman, Myers, Anderson, O'Neill, Tomkins, Anderson, and Pinoli
Noes	None
Abstentions	None
Absent	None
Advisory Vote	Rodriguez - aye

### *Classified Professionals Week – Resolution 06-21-01*

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 06-21-01 in honor of Classified Professionals with the following vote:

Ayes	Martinez, Nickerman, Myers, Anderson, O'Neill, Tomkins, Anderson, and Pinoli
Noes	None
Abstentions	None
Absent	None
Advisory Vote	Rodriguez - aye

### *Board Policy Additions and Revisions – Second Reading*

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

M/S (Martinez/Anderson) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the additions and/or revisions to

Board Policy 5010, Board Policy 5020, Board Policy 5300, Board Policy 5800, Board Policy 7230, Board Policy 7260, Board Policy 7300, Board Policy 7310; Board Policy 7365, Board Policy 7370, Board Policy 7400 and Board Policy 7500 as presented with the following vote:

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

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

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

M/S (Myers/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the College and Career Pathways (CCAP) Partnership agreement with Point Arena Unified School District with the following vote:

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

### **INFORMATIONAL REPORTS**

*Mendocino College Foundation, Inc.*

A written report was submitted by the Mendocino College Foundation staff. Joe Atherton, Director of Fiscal Services stated he had nothing to add.

*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 added she has enjoyed being the Management Team President and this will be her last meeting serving in this capacity.

*Board Policy Deletions – First Reading*

Lois O’Rourke addressed the board on this item and urged the board to reject this policy deletion.

Board policy 718 – Teaching Assignments for Staff is presented for deletion. Discussion and/or deletion of this policy will take place at the August 2021 board meeting.

## **TRUSTEE COMMUNICATION**

### *Trustee Reports*

Trustees commented orally on their recent college-related activities.

Trustee Anderson thanked everyone for their continued hard work and congratulated all the students who completed their course work this spring. He expressed his concern regarding the weeds around the buildings at the Lake Center and making sure we have a defensible space in place.

Trustee Martinez expressed her thanks to everyone for their continued work.

Trustee Myers she stated she watched graduation and hopes we will be able to be back on campus soon. She also expressed her thanks for the security training taking place.

Trustee Nickerman thanked Superintendent/President Karas for his work on the Covelo issue and thanked the staff for their work.

Trustee O'Neill stated graduation was amazing and thanked everyone including the students who graduated.

Trustee Tomkins expressed the faculty did a wonderful job of working on behalf of our students.

Trustee Pinoli stated the Governor's Executive Order to continue holding these meetings in a virtual form will be ending this fall. Our goal is to hold our meeting in September in the board room with any others joining the meetings via zoom.

He would also like the Trustees to think ahead about conducting a workshop for dates in September or early October.

Student Trustee Rodriguez stated the student senate has been focusing on activities for students which most likely won't happen before we are all able to be back on campus.

### *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.
- Site visits at all the sites including courses offered and equipment available.

*Adjournment*

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 7:02 PM.

Submitted by:

Timothy Karas, Superintendent/President  
Secretary, Board of Trustees