

**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, March 11, 2020 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 4:02 PM which was followed by the Pledge of Allegiance led by Trustee Myers.

<i>Board Members</i>	President	Robert Jason Pinoli	present
	Vice President	Marie L. Myers	present
	Clerk	Ed Nickerman	present
	Trustee	Xochilt Martinez	absent - excused
	Trustee	John Tomkins	present
	Trustee	TeMashio Anderson	arrived at 4:30 PM
	Trustee	Noel O’Neill	present
	Student Trustee	Aidan Lagorio	arrived at 5:00 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 (present)
	Management Team	Janelle Bird, President (present)

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

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

Approval of Minutes M/S (Myers/O’Neill) to approve the minutes of the regular board meeting held on February 5, 2020 as presented. The matter was approved with the following vote:

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

Absent Martinez and Anderson

*Public Comments on
Closed Session Items*

- Stuart Campbell introduced himself to the board as the Part-Time Faculty Union President.
- Steve Hellman addressed the board as an adjunct faculty member since 2003.
- Taylor Cannon also addressed the board as an adjunct faculty member.

CLOSED SESSION

The Board adjourned to Closed Session at 4:11 PM with Board President Pinoli stating 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 5:01 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.

PRESIDENT AND ADMINISTRATION REPORT

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

The college received a \$17,500 grant from the county for college resiliency.

She shared the draft version of the agenda for the board budget study session and asked for any specific topics the trustees would like to cover. After review, the board added the topic of health insurance added to list of presentation items.

We received a copy of the draft report from the accreditation peer team which we are in the process of reviewing for any statement of fact corrections we deem necessary. The final report will be issued from ACCJC in June 2020.

She also updated the board regarding the ongoing COVID-19 corona virus situation where she informed the board members we are receiving regular information from the Community College of California Chancellor's Office as well as from county officials.

In light of the ever-changing situation and our attempt to do everything we can to contain its spread, we are taking the necessary steps to move as many classes as possible to an online learning environment. Interim Superintendent/President Cichocki, Vice President Polak and Director of Human Resources Marin will be meeting with the Academic Senate tomorrow to see what steps we can take to move forward with this cautionary plan.

CONSENT AGENDA

M/S (Tomkins/O'Neill) Board of Trustees does hereby approve the Consent Agenda as presented. The consent agenda was approved with the following vote:

Ayes	Tomkins, Pinoli, Nickerman, O'Neill, Anderson 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 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 Transfer – Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the transfer of Cathleen Kucz, Administrative Assistant I, effective July 1, 2020.

Consideration to approve the Promotional Transfer - Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the promotional transfer of David Bushway, Programmer/Analyst Sr., effective March 12, 2020.

Consideration to approve the Transfer – Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the transfer of Maria Avina, CAMP Counselor, effective July 1, 2020.

Consideration to ratify Resignation - Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignation of Karen Todd, Library Assistant effective February 7, 2020.

Consideration to ratify Resignation/Retirement - Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the retirement of Roger Hock – Instructor of Psychology, effective June 30, 2020 and Doug Boswell – Instructor of Automotive Technology, effective June 30, 2020.

Consideration to Approve Educational Administrator Contract

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Educational Administrator contract as presented.

Consideration to Approve Classified Administrator Contract

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Classified Administrator contract as presented.

Consideration to Approve Tenure-Track Faculty Contracts

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

Consideration to Approve Categorically Funded Faculty Contracts

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the one-year categorically-funded faculty contracts as presented.

Mendocino-Lake Community College District Classified Bargaining Unit/SEIU (MLCCCBU) Local 1021, 2019-2020 and 2020/2021 Tentative Agreement

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2019/20 and 2020/21 Tentative Agreement between the Mendocino-Lake Community College Classified Bargaining Unit/SEIU (MLCCCBU) Local 1021 as presented.

Consideration to Approve Professional Development Leave

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies a Spring 2021 professional development leave for Rhea Hollis as presented.

Other Items

Fiscal Report as of January 31, 2020

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as of January 31, 2020 as presented.

Donations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donated items from Bill Churchill and Arthur Simmonds as presented.

INFORMATION/ACTION ITEM

Superintendent/President Search

Board President Pinoli stated he appreciates the help and support he has received with this task. We are continuing to pursue the very aggressive timeline and are heading in a positive direction.

The ad-hoc committee met with our consultant Dr. Joan Smith from CCSS on March 9th where she stated there is good interest in the position.

Trustee Pinoli also stated that due to scheduling conflicts, he has made a change to the ad-hoc committee which is to replace Trustee Martinez with Trustee Myers moving forward.

The current timeline for the Superintendent/President search is as follows:

March 20, 2020	Application period closes
March 23, 2020	EEO training and review paper screening process
March 23 – 31, 2020	Committee reviews applications
April 1, 2020	Committee meets to discuss applications
April 21 & 22 nd , 2020	First level interviews conducted
Week of May 11, 2020	Second level forums and board interviews

The expanded search committee will consist of three Trustees (Pinoli, Myers and Tomkins), the Vice President of Academic Affairs and the Vice President of Student Services, two members from the Academic Senate, two members from the Classified Senate, two members from the Management Team, a student, a member of the Foundation, a community member and the Director of Human Resources.

To identify a member of the community, Trustee Pinoli asked each trustee to submit the name of someone from their trustee area to him no later than March 16th. The person would need to be someone that would be available to attend all of the above meetings. After the potential community members have been identified, the name of the committee participant will be chosen from those submitted and notified.

ACTION ITEMS

*2020 California
Community College
Trustees (CCCT)
Ballot for Board of
Directors*

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 cast their votes for Adrienne Grey, Andra Hoffman, Pam Haynes, Barbara Dunsheath, Suzanne Lee Chan, Thomas J. Prendergast, III, Larry Kennedy, Barry Snell and Loren Steck with the following vote:

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

Benefit Contracts

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

M/S (Tomkins/O’Neill) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the contract change as presented with the following vote:

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

Benefit Contracts Termination

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 approve the benefit contract termination as presented with the following vote:

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

Notification of Classified Layoff – Resolution 03-20-01

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

M/S (Myers/O’Neill) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 03-20-01 and directs the Interim Superintendent/President to send the lay-off notice to the individual currently employed in the HEP categorically-funded position.

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

Board Policy Revisions

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

M/S (Nickerman/O’Neill) that the Mendocino-Lake Community College District Board of Trustees hereby adopt the additions and/or revisions to Board Policy 2725, Board Policy 2730 and Board Policy 2735 as presented.

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/Anderson) that the Mendocino-Lake Community College District Board of Trustees hereby adopts the additions and/or revisions to Board Policy 6200, Board Policy 6330, Board Policy 6340, Board Policy 6400, and Board Policy 6500 as presented with the following vote:

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

*Extended
Opportunity
Programs and
Services (EOPS)*

The Director of Financial Aid and EOPS, Yuliana Sandoval, presented information on the Extended Opportunity Programs and Services (EOPS) available to Mendocino College students. She also introduced Nancy Heth who is the EOPS specialist in her office.

EOPS is a program that assists financially and educationally disadvantaged students by providing services “over and above and in addition to” the services already offered at a community college.

In order to receive assistance, students must:

1. be a California resident or AB540
2. be enrolled in 12 or more units at Mendocino College (or qualify for a waiver),
3. be eligible for California College Promise Grant (fee waiver)
4. not have completed more than 60 degree-applicable units
5. have an educational need
 - o not have graduated from high school
 - o graduated high school with a GPA below 2.5
 - o do not qualify for college level math or English
 - o first generation college student

Some of the services the program provides are:

- o Counseling (academic and personal)
- o \$225 book voucher or EOPS grant
- o A required tools voucher
- o Use of the Lending Library
- o Phi Theta Kappa membership fee covered
- o One-on-One tutoring
- o University application fee waiver
- o University transfer fee assistance

The Cooperative Agencies Resources for Education (CARE) program is integrated in the EOPS program and offers additional support services to EOPS who are single parents receiving public assistance. Eligibility for the program must be verified every semester.

Growth in the EOPS program has been significant from approximately 190 students served in 2012/14 to 536 students served in 2018/19 which equates to a 182% increase. Growth from fall 2018 to fall 2019 shows an increase of 86 students from 405 in 2018 to 491 in fall 2019.

This spring (2020) is currently showing a total of 476 students being served with a preliminary count looking more like 580 students utilizing the program.

The CARE program for the fall 2019 served a total of 16 students with 20 currently being served this spring.

These programs work very closely with the staff in Financial Aid, each of the Centers, referrals and outreach to the various communities. Collaboration is key to the success of these programs. In addition, as part of the program, they are required to have an advisory committee.

Director Sandoval also extended an invitation to the Board members to attend the EOPS/CARE awards ceremony which is currently scheduled to be held on April 24, 2020.

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 Catherine Indermill who 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 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
Deletions – First
Reading*

Board policy 3350 – Public Information and Board policy 3720 – Computer and Network Use were presented as information for review. Discussion and/or adoption of these policies will take place at the April 2020 board meeting.

Board policy 510 – Catalog Rights and Board Policy 4108 – Community Advisory Committees were presented as information for review. Discussion and/or deletion of these policies will take place at the April 2020 board meeting.

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Anderson stated he attended an Academic Senate meeting. He also asked about what kind of summer program we have with our K-12 schools.

Trustee Nickerman stated he attended the reception for the accreditation peer review team. He asked about more information on the construction grant and where we are with contract education.

Trustee Myers attended reception for Accreditation team as well as a breakout

session and the exit interview.

Trustee Tomkins requested a presentation on advisory committees.

Student Trustee Lagorio stated the ASMC representatives met with the Accreditation team during their visit. He also informed the other board members that during their last meeting they had a representative from a local group speak about making Mendocino College a smoke free campus.

Trustee O'Neill attended an Academic Senate meeting and also paid a visit to Coyote Valley and the Pomo Pathway program. Attended Accreditation group reception as well as the exit interview by the group.

Trustee Pinoli recognized Reid Edelman and Jody Gehrman for their recent performance of *Wildfire* in Colorado which he attended. He added it was an amazing production. He also recognized the entire accreditation team for all their hard work. He also added he would like to receive an update on the Paramedic program.

Trustee Pinoli reminded the board members about the board study session that will take place on Monday, March 16th beginning at 1:00 PM. This study session will be an overview of the college budget as a whole.

Future Agenda Items The current list of future agenda items includes:

A presentation on the Disabled Student Programs and Services (DSPS)
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 6:15 PM.

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