

**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, May 12, 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	absent
	Trustee	Noel O’Neill	present
	Student Trustee	vacant	

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 Board President Pinoli noted closed session will be moved to the end of the meeting.

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

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

Approval of Minutes M/S (Martinez/Tomkins) to approve the minutes of the regular board meeting held on April 14, 2021 as presented. The matter was approved with the following vote:

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

Public Comments

There were no comments from the public at this time.

PRESIDENT AND ADMINISTRATION REPORT

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

Since this is the last meeting of the semester and commencement will be held on Friday, May 21st beginning at 1:00 PM. It will be held virtually and the link to the ceremony will be sent out to everyone early next week.

With this being the end of the spring semester, the end of our academic year is upon us. Superintendent/President Karas took the opportunity to commend everyone for the support and collaboration which has taken place to serve the students of our district.

Summer enrollments are currently ahead of last summer so we are hopeful this trend will continue.

Our softball team is playing Yuba College on campus as we meet and the team is currently leading the league.

CONSENT AGENDA

M/S (Myers/Nickerman) 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, and Pinoli
Noes	None
Abstentions	None
Absent	Anderson

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

Consideration to approve Employment – Full-Time Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Dr. Suzanne Hewitt as a tenure-track full-time instructor in Nursing; Ms. Lisa Leonard as a tenure-track full-time instructor in Nursing; and Ms. Chatnaee Upton as a tenure-track full-time instructor in Mathematics effective August 13, 2021, pending receipt of all necessary employment eligibility requirements.

Consideration to approve Educational Administrator Contracts

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Eric Hoefler, Director of MESA/ STEM Success as presented.

Consideration of Equal Employment Opportunity (EEO) Multiple Method Allocation Model Certification Form for Fiscal Year 2020/21

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the certification of the Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2020/21.

Other Items

Fiscal Report as of March 31, 2021

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accept the fiscal report as of March 31, 2021 as presented.

Quarterly Fiscal Status Report – AB2910 Student Trustee Privileges

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the quarterly fiscal status report as presented.

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby maintain the Student Trustee Privileges as presented.

Sale of Surplus Property

*RESOLVES, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize the sale of the surplus property as listed on Attachment A and further authorizes staff to dispose of property with an insufficient value to defray the costs of arranging a sale in a manner consistent with the College’s commitment to recycling.

ACTION ITEMS

Board Policy Additions and Revisions – Second Reading

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

M/S (Martinez/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the additions and/or revisions to Board Policy 2355, Board Policy 7110, Board Policy 7130, Board Policy 7140 and Board Policy 7220 as presented with the following vote:

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

Abstentions None
Absent Anderson

*Big Picture –
Student Success
Scorecard*

Director of Institutional Effectiveness, Research and Grants Flores presented the Board of Trustees with information on the Student Success Scorecard.

Director Flores informed the board the information presented is different than the information presented in past years.

We have been growing our Hispanic population which is now reflected as 40% of our student population. We have the second highest Native American population in the state which is reflected at 5% of our student population.

Student types reflect many areas and are showing 25% as continuing students and 22% at K12 students.

K12 enrollments make up about 21% of our continuing/new/transfer and unknown students.

46% of the K12 students are Hispanic and 6% are Native American. Enrollment status shows 71% are part-time students with approximately 70% coming from Mendocino County.

47% of our part-time students take between 3 and 5.9 units.

The 2019/20 awards were the largest in the last 20 years. Included in those awards were 114 Associate Degrees for Transfer (ADT), 261 Associate degrees and 178 certificates. Of the ADT awarded, 49% were Hispanic students and 4% Native American students. Of the Associate degrees awarded, 36% were awarded to Hispanic students and 8% were awarded to Native American students. 40% of the certificates awarded were to Hispanic students, 6% to Asian American students and 4% to Native American students.

The 2019/20 statistics reflect the following: 85 students transferring to CSUs and 17 to UC. These numbers used to be duplicated which has now been corrected. 80 are transferring to in-state private and out of state institutions.

46% of the Hispanic students transferring attend CSU along with 6% of Native American students, 5% of our Asian students and 1% of our African American students. University of California transfers reflect 29% of Hispanic transfer students and 24% of our Asian American students. Most of our CSU transfers attend Sonoma State, Sacrament State, and Chico. Our UC transfers mostly attend Davis and Berkeley. 76% of the out of State private transfers enroll in those institutions with very robust online programs.

The course completion rate was very high which likely means they did not drop the class but they may not have been successful. This number was inflated due to the availability of the hardship drop due to the COVID situation.

The transfer to a four-year number is reduced due to the removal of the previously duplicated records.

Certificate completions are also inflated as the IGETC certificate is included in these numbers.

The new 2020/21 standards reflect several changes. Many of our students complete certificates, and multiple degrees but now we can only count the highest degree as part of the Student Centered Funding Formula (SCFF). 10% of our funding now comes from the Student Success Allocation (10%) and this is the area where we have the most influence.

We are now breaking out the various degrees we award. Our 3-year average will become our average. The number in yellow will be our goal. Green is our standard stretch goal with the number in the red being our institutional minimum.

The Chancellor's Office provides the 9 or more CTE Units data as well as the regional living wage information. These are areas where the college has no ability to impact a change in our numbers.

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.

*Friends of the
Mendocino College
Coastal Field
Station and Natural
Sciences Affiliate
Report*

An informational report was submitted by Dr. Steve Cardimona, Professor of Earth Science.

*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 had nothing to add.

*Board Policy
Additions and
Revisions – First
Reading*

Board policy 5010 – Admission and Enrollment; Board Policy 5020 – Nonresident Tuition; Board Policy 5300 – Student Equity; Board Policy 5800 – Prevention of Identity Theft in Student Financial Transactions; Board Policy 7230 – Classified Employees; Board Policy 7260 – Classified Supervisors and

Managers; Board Policy 7300 – Employment/Termination of Short-Term and Substitute Employees; Board Policy 7310 – Nepotism; Board Policy 7365 – Discipline and Dismissal – Classified Employees; Board Policy 7370 – Political Activity; Board Policy 7400 – Travel; and Board Policy 7500 – Volunteers were presented for review. Discussion and/or adoption of these policies will take place at the June 2021 board meeting.

College and Career Pathways (CCAP) Partnership Agreement – First Reading

A copy of a new College and Careers Access Pathways (CCAP) partnership agreement with the Point Arena Unified School District is presented as information for review. This agreement will be presented at the June 2021 board meeting for discussion and/or approval by the Board of Trustees.

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Martinez expressed her appreciation to everyone and for all their hard work.

Trustee Myers expressed her thanks to the President and his creation of a bulletin board. She added she would like to see the Board create an additional Adopt A Fifth Grader from Covelo.

Trustee Nickerman stated he met with Superintendent/President Karas yesterday regarding the issues in Covelo.

Trustee O’Neill expressed his support for an additional Adopt A Fifth Grader from Covelo.

Trustee Tomkins reported to the Board about the reception held last Saturday for the scholarship recipients in Lake County. Trustee Pinoli and Trustee Martinez also attended the event which was very well attended. All of the fifth graders who attended were given the opportunity to express their appreciation.

Trustee Pinoli expressed his appreciation for tonight’s presentation which brings many issues to the surface and appreciates the dialogue the trustees have engaged in.

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.

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

CLOSED SESSION

The Board adjourned to Closed Session at 5:45 PM with Board President Pinoli stating only item 2.4 would be discussed in closed session.

OPEN SESSION

Report of Action Taken in Closed Session The Board returned to open session at 6:26 PM with Board President Pinoli reporting there was no action taken in closed session.

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

Submitted by:
Timothy Karas, Superintendent/President
Secretary, Board of Trustees