

**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, November 13, 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 O’Neill.

<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	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	Judy Kanavle, President (present)

Agenda Approval M/S (O’Neill/Nickerman) to approve the agenda as amended. The amendment being the inclusion of an additional volunteer on Item #4.2. The matter was approved via the following vote:

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

Approval of Minutes M/S (Myers/Tomkins) to approve the minutes of the special board meeting held on October 9, 2019 as presented. The matter was approved with the following vote:

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

Abstentions O'Neill
Absent Anderson

M/S (Myers/Tomkins) to approve the minutes of the regular board meeting held on October 9, 2019 as presented. The matter was approved with the following vote:

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

*Public Comments on
Closed Session Items*

- Nancy Heth shared a copy of the Classified Holiday FunRaiser flyer with the board. She also requested the board award the Classified staff the full 3.26% increase they have requested.
- Mary Houghton, Cyndi Woskow and Toni Fort, SEIU Local 1021 President also addressed the board regarding the classified 3.26% COLA request.
- Eryn Schoen-Brunner addressed the board regarding the upcoming dance performance "Arise" that will occur in two weeks. The program is part of the Phoenix project that has taken place on our campus this fall.

CLOSED SESSION

The Board adjourned to Closed Session at 4:18 PM with Board President Pinoli stating items 2.1, 2.2, 2.3 and 2.4 would be discussed in closed session.

OPEN SESSION

The Board returned to open session at 5:27 PM with Board President Pinoli stating there was nothing to report out from closed session.

*Report of Action
Taken in 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. She added a reminder about the Classified FunRaiser event and stated she hoped the board members would get an opportunity to participate in the fun event.

She also informed the board about a meeting she had this afternoon with Senator McGuire where they discussed the Construction program at Mendocino College.

CONSENT AGENDA

M/S (Tomkins/Nickerman) 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, O'Neill and Myers

Noes	None
Abstentions	None
Absent	Anderson

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 Malissa Donegan, Native American and Other Populations Outreach and Support Specialist, effective November 18, 2019, pending receipt of all necessary employment eligibility requirements.

Consideration to ratify Retirement - Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the retirement of Frances Laughton, Nursing Director effective December 13, 2019.

Consideration to ratify the 2019/20 Management/Supervisory/Confidential Tentative Meet and Confer Agreement Vice President Salary Schedule 2019/20

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the 2019/20 tentative agreement between the Mendocino-Lake Community College District and the Management Team.

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the 2019/20 salary schedule adjustment between the Mendocino-Lake Community College District and the Vice Presidents.

Other Items

Fiscal Report as of September 30, 2019

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

Donations

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donated items from Vivian Varela and Georgia and Deb Attaway as presented.

Sale of Surplus Property

*RESOLVED, 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.

*Quarterly Fiscal
Status Report – AB
2910*

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

INFORMATIONAL/ACTION ITEM

Superintendent/President Search

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

The ad-hoc committee met in October and developed a timeline for the hiring process. Trustee Pinoli then reached out to Eileen O'Hare Anderson from Liebert, Cassidy, Whitmore (our legal counsel) to inquire about consulting firms that could help us with the search.

After obtaining recommendations from legal counsel, Trustee Pinoli has spoken with principals from four different consulting firms. Currently, he has received a copy of an agreement from one of the four and should be hearing from the others sometime in the next week. After receiving all of the proposals, Eileen O'Hare Anderson will be helping Trustee Pinoli to review the contracts for correct language, etc.

The timeline developed by the ad-hoc committee is as follows:

- The ad-hoc committee reconvenes the week of January 13, 2020 to work with the consultant to develop the job announcement
- The position opens February 3, 2020
- The position closes March 27, 2020
- The paper screening by the hiring committee begins the week of March 30, 2020.
- The first interviews will be held the week of April 20, 2020 with the forums and interview with the Board of Trustees conducted the week of April 27, 2020.

Board President Pinoli also informed the Board that Interim Superintendent/President Cichocki has informed him that she will be submitting her application for consideration for the permanent Superintendent/President position.

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

M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby appoint Robert Jason Pinoli as its negotiator to work with a consulting firm to secure a contract not to exceed \$50,000 for the selection of the next permanent Superintendent/President.

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

Absent Anderson

ACTION ITEMS

Establishment of Student Financial Aid Fund (Fund 74) and General Obligation Bond Debt Service Fund (Fund 44) in the Mendocino County Office of Education and County of Mendocino Financial Systems – Resolution 11-19-01 Board Policies and Revisions – Second Reading

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

M/S (Nickerman/Martinez) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt resolution 11-19-01 to establish the Student Financial Aid Fund (Fund 74) and the General Obligation Bond Debt Service Fund (Fund 44) as presented with the following vote:

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

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

M/S (O’Neill/Tomkins) that the Mendocino-Lake Community College District Board of Trustees hereby adopts Board Policy 6100 and Board Policy 6150 as presented with the following vote:

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

Big Picture – Collegiality and Leadership: The Role of the Academic Senate in Participatory Governance

Academic President Catherine Indermill presented the board with information on the role of the Academic Senate in the participatory governance process.

INFORMATIONAL REPORTS

Institutional Self-Evaluation Report (ISER)

A review by the Board of Trustees of the Institutional Self Evaluation Report (ISER) draft was discussed. The report will be presented to the board at their December meeting for approval. The report will then be submitted to ACCJC 60 days prior to their visit in February as required.

Each board member was then given the opportunity to share their thoughts and/or suggestions on the content of the document. Trustee O’Neill’s suggestions were to increase the size of the graphs at the beginning of the document as it is difficult to read. He also commented that we addressed academic counseling in the document but suggested we also include a piece about the personal counseling and/or referrals that are completed by the department as well.

Trustees commented they found the document comprehensive and very well written.

Health Benefits Update 2018/19

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

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 Team

A written report was submitted by Management Team President Judy Kanavle who informed the board she had nothing to add.

Board Policy Additions and Revisions - First Reading

Board policy 5505 – Student Clubs and Organizations, Board policy #5530 – Student Rights and Grievances, Board policy 6300 – Fiscal Management, Board policy 6307 – Debt Issuance and Management, Board policy 6520 – Security for District Property, and Board policy 6600 – Capital Construction were presented as information for review. Discussion and/or adoption of these policies will take place at the December 2019 board meeting.

Board Policy Deletions – First Reading

Board policy 312 – Use of Physical Fitness Lab, Board policy #404 – Textbook Policy, Board policy 507 – Academic Recognition, Board policy #511 – Credit Hour, Board policy 513 – Substance Abuse and Drug Testing - Athletics, Board Policy #515 – Privacy of Students, Board Policy 523 – Student Health Awareness Program and Board policy 725 – Counseling and Advising were presented as information for review pending deletion. Discussion and/or approval to delete these policies will take place at the December 2019 board meeting.

College and Careers Access Pathways (CCAP) Partnership Agreement – First Reading

A copy of a new College and Careers Access Pathways (CCAP) partnership agreement with the Mendocino Unified School District is presented as information for review. This agreement will be presented at the December 2019 board meeting for discussion and/or approval by the Board of Trustees.

Integrated Timeline

A copy of the Integrated timeline was shared with the Board of Trustees as information.

TRUSTEE COMMUNICATION

2019/20 Board Goals and Priorities Trustee Reports

The 2019/20 Board goals and priorities as established at the October 9, 2019 board meeting were presented as review and reference information. Trustees commented orally on their recent college-related activities.

Trustee Martinez stated she attended the COLEGAS event in Santa Rosa over the weekend that was hosted jointly by Santa Rosa Junior College and Mendocino College.

Trustee Tomkins stated he attended the program *Wild Fire* and will be performing as part of the choir in the upcoming dance program.

Trustee O'Neill attended an orientation meeting with both Board President Pinoli and Interim Superintendent/President Cichocki. He also had an opportunity to meet with Dean of Centers Xu at the North County Center.

Student Trustee Lagorio informed the board that the Associated Students of Mendocino College has increased the number of students participating in the organization and are looking forward to a very successful year.

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

- There will be a big picture item presented at the December meeting covering the Construction program.

Adjournment With agenda business concluded, Board President Pinoli declared the meeting adjourned at 6:47 PM.

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