

**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, October 9, 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 Martinez.

<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	vacant	
	Student Trustee	Aidan Lagorio	arrived at 4:50 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/Supervisory/Confidential	Judy Kanavle, 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, Martinez, Tomkins, Anderson and Nickerman
Noes	None
Abstentions	None
Absent	None

*Minutes Approval* M/S (Martinez/Nickerman) to approve the minutes of the regular Board meeting held on September 11, 2019 as presented. The matter was approved with the following vote:

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

Absent            None

M/S (Martinez/Nickerman) to approve the minutes of the special Board meeting held on September 26, 2019 as presented. The matter was approved with the following vote:

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

- Public Comments on Closed Session Items*
- Lois O'Rourke, Mary Houghton, Cyndi Woskow, Mark Rausch and Toni Fort addressed the board regarding a cost of living adjustment for classified and STNC employees.
  - Toni Fort also addressed the board regarding the start time of the Board meetings in the future.

**CLOSED SESSION**

The Board adjourned to Closed Session at 4:12 PM with Board President Pinoli stating items 2.1, 2.2 and 2.3 would be discussed in closed session.

**OPEN SESSION**

*Report of Action Taken in Closed Session*

The Board returned to open session at 4:56 PM with Board President Pinoli stating there was nothing to report out from closed session.

- Public Comments*
- Jackeline Orozco addressed the board and asked the Board to continue the ongoing support for the High School Equivalency Program (HEP).

**PRESIDENT AND ADMINISTRATION REPORT**

A written report was presented by Interim Superintendent/President Cichocki.

Interim Superintendent/President Cichocki added there is information included in the report regarding the HEP program and the MLACE funding of certain items. Vice President Polak updated the board regarding the request of the MLACE to help fund many of the services the HEP program previously covered.

Interim Superintendent/President Cichocki introduced Dave Johnston the college's new Director of Information Technology. She also added the Foundation has now allocated an additional \$30,000 to help fund the search for a new Nursing Director. They also approved \$100,000 which is to be used for a new digital monument sign at the corner of Hensley Creek and N. State Street.

Interim Superintendent/President Cichocki stated that the college is dealing with the current power outage which is now affecting the Lake Center which is being addressed by the emergency plan.

**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	Tomkins, Pinoli, Martinez, Nickerman, Anderson and Myers
Noes	None
Abstentions	None
Absent	None

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 ratify Retirement - Classified*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the retirement of Barbara Nobles, Center Assistant effective October 31, 2019.

### **Other Items**

*Fiscal Report as of August 31, 2019*

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

*Donations*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donated items from Kevin Larkin and Lisa Rosenstreich 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.

*Academic Calendar*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2020/2021 Academic Calendar as presented.

### **ACTION ITEMS**

*Contracts and Agreements – Quarterly*

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

*Ratification*

M/S (Myers/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as presented with the following vote:

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

*Mendocino College  
Resolution in  
Support of  
California  
Community College  
Undocumented  
Student Action Week  
– Resolution 10-19-  
01*

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 10-19-01 in support of California Community College Undocumented Student Action Week as presented with the following vote:

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

*Board Policies and  
Revisions – Second  
Reading*

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

M/S (Tomkins/Martinez) that the Mendocino-Lake Community College District Board of Trustees hereby adopts Board Policy 5140 as presented with the following vote:

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

*Public Hearing –  
Appointment to Fill  
Trustee Area #1  
Vacancy – Time  
Certain – 5:15 PM*

Board President Pinoli opened the public hearing at 5:15 PM for the purpose of interviewing the potential trustee candidate to fill Trustee Area #1. The Board interviewed the candidate by asking a series of several predetermined questions.

There were no comments from members of the public regarding the candidate interviewed. The public hearing was then closed at 5:34 PM.

*Selection of  
Provisional Board  
Member – Trustee  
Area #1*

Upon completion of the candidate interviews and 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 appoint Noel O’Neill to fill the vacant position in Trustee Area #1 until the next election which will take place in November 2020.

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

*Oath of Office* The Oath of Office was administered to Noel O’Neill. Trustee O’Neill then took his place at the table and assumed his role as Trustee for Area #1.

*Big Picture – Accreditation Update* Vice President of Academic Affairs Polak presented an update on the process, progress, and timeline for our upcoming accreditation visit.

**INFORMATIONAL REPORTS**

*Multi-Year Budget Projections* An update of the out-year projections for the general fund unrestricted revenue and anticipated expenditures through the year 2024/25 was presented by Interim Superintendent/President Cichocki as information. This information is based on the Adopted Budget approved at the September 2019 meeting.

*Superintendent/President Search* Board President Pinoli requested the trustees create an ad hoc committee to work on a timeline for the Superintendent/President search. Trustee Martinez, and Trustee Tomkins volunteered with Trustee Pinoli leading the committee as chairperson. He also requested to have one of the Vice Presidents, one member from each of the constituent groups, and the Human Resources Director to complete the committee. He added this committee will meet prior to the regular November board meeting to develop a timeline for the Superintendent/President search.

Board President Pinoli also added that the full interview committee will be comprised of three members from the Board of Trustees, the Interim Superintendent/President (if she is not vying for the permanent position), the Vice President of Academic Affairs and the Vice President of Student Services, a student, two members from each constituent group (Academic Senate, Classified Senate, and Management/Supervisory/Confidential) a member of the Foundation, a community member, the Human Resources Director and the consultant.

*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 also shared a copy of a flyer from the Science faculty regarding the Discover the Coast event at the Point Arena Field Station.

**Classified Senate**  
A written report was submitted by Classified Senate President Jeana Thompson who stated she had nothing to add.

**Management/Supervisory/Confidential**

A written report was submitted by Management/Supervisory/Confidential President Judy Kanavle.

*Board Policy Additions and Revisions - First Reading*

Board policy 6100 – Delegation of Authority, Business and Fiscal Affairs and Board policy 6150 – Designation of Authorized Signatures were presented as information for review. Discussion and/or adoption of these policies will take place at the November 2019 board meeting.

**TRUSTEE COMMUNICATION**

*Board of Trustees Self-Evaluation*

Vice President of Academic Affairs Polak reviewed with the board their responses to the recently completed self-evaluation questions. She pointed out the areas of difference between the evaluations completed by the Board and those completed by the various staff members.

Items identified as urgent priorities by the board members included the following items:

- Superintendent/President
- New Trustees receive timely and individualized mentoring to the Board and the District
- The Board is appropriately involved with the accreditation process.

After discussion and review by the group, the board established the following goals and priorities for the 2019/2020 year:

- Provide and attend trainings for new and continuing board members including:
  - Board roles and protocols
  - Equity mindedness and student centered mindset
  - Staying current on California Community College initiatives
- Engage in accreditation process
- Establish and begin a process for selecting the next Superintendent/President

*Trustee Reports*

Trustees commented orally on their recent college-related activities.

Trustee Anderson stated he attended the Friends of the Lake Center group meeting.

Trustee Martinez said she was happy to hear about the funding from the Foundation for the monument sign.

Trustee Tomkins informed the group he attended the High School Equivalency Program (HEP) graduation.

Trustee O'Neill state he is very interested in the Effective Trustee conference.

*Future Agenda Items*

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

- The Institutional Self Evaluation Report (ISER) will be reviewed at the November meeting. Please review the report prior to the meeting so the board members can have an informed discussion.

- December – Construction program

*Adjournment*

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 7:49 PM.

Submitted by:

Eileen Cichocki, Interim Superintendent/President  
Secretary, Board of Trustees