

To ensure transparency I recommend that enough detail be added to the minutes to allow the public to determine what action was taken. It is unclear what action was taken for many of the agenda items. However, this may be due in part to the limited agenda item descriptions. The agenda should contain a brief (20 words or less) general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. (§54954.2) The purpose of the brief general description is to inform interested members of the public about the subject matter under consideration so that they can determine whether to monitor, attend or participate in the meeting of the body. For instance, III. B. states “CCSA Conference.” This agenda description does not explain what the Board will be discussing or taking action on. If conference attendance was going to be discussed, the agenda description could have stated, “Consideration and approval of participation in 2018 CCSA Conference.” Also, for III.C. the agenda description states, “Petition and Revised bylaws.” This item might have instead stated, “Consideration and approval of renewal petition and revisions to Bylaws.” Please note that the minutes do not include any information for items III.C. and D. For item III.E. “Discuss Calendar” I recommend clarifying which calendar is being considered. This agenda description might have instead stated, “Consideration of 2017-2018 Instructional Calendar.” Also, for section IV “Reporting Out” is the information being reported out coming from a committee? If this is a report from the facilities committee, then this agenda item might have stated, “Update from the Facilities Committee.” The minutes should explain what is being considered for Mendocino College, is this a purchase, sale, lease transaction? The minutes mention the considerations of other options, but do not explain what the options pertain to. These are just some examples as I recommend more detail be provided in most of the agenda items. If more detail is included in the agenda descriptors then this would likely add more clarity to the minutes. Please let me know if you have any questions.

Kimberly Rodrigues
Young, Minney, & Corr
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