

Substantive Change Proposal:

North County Center, Mendocino College

Mendocino-Lake Community College District
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Ukiah, CA 95482

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Table of Contents

Introduction – A Brief Description of Mendocino College	1
A. Description of the Proposed Change	2
B. Rationale for Offering 50% or More of the Listed Degrees And Certificates at the North County Center	8
C. The Planning Process Leading to the Request for Change	9
D. Evidence of Institutional Provision for North County Center Programming	10
E. Approval by Internal and External Constituencies	16
F. Eligibility Requirements	17
G. Accreditation Standards	22
North County Center Substantive Change Proposal Evidence List	24

Introduction – A Brief Description of Mendocino College

Mendocino College is a two-year community College committed to an open-door admission policy and a comprehensive curriculum offering two-year degrees, career-technical Certificates of Achievement, transfer programs, life-long learning classes, and community education.

The Mendocino-Lake Community College District was formed in September 1972 by vote of the citizens of the Anderson Valley, Laytonville, Potter Valley, Round Valley, Ukiah, and Willits Unified School Districts. Planning for the development of the initial offerings of the College occurred in the Spring of 1973, with the first classes offered in July 1973.

Expansion of the District to include the Lake County Districts of Upper Lake, Kelseyville, Lakeport and the city of Willits occurred by vote of the citizens on November 5, 1974. The new District boundaries, established in July 1975, encompass 3,200 square miles of service area. In 1981 the name of the District became Mendocino-Lake Community College District to better reflect the geographical area being served.

Mendocino College is a rural College that serves approximately 5,000 students per semester in a District that encompasses the greater parts of Lake and Mendocino Counties in California. The 127-acre main campus is situated among the oaks on a country hillside that overlooks the Ukiah valley. The District serves approximately 100,000 people and eight unified school districts over more than 3,200 square miles. To serve this large territory the College operates two centers in addition to the main Ukiah campus: the North County Center and Lake Center in Lakeport.

The median age for day students is 23 and the median age for evening students is 24, with 60 percent women and 40 percent men. Thirty-seven percent of the student population self-identifies as an ethnic minority. The College serves as a major education resource for its communities, employing more than 400 classified, faculty and management personnel. The District has an excellent faculty and staff committed to providing quality education and service to the students and the community. In 1985, the College began its building program, including a state-of-the art Visual and Performing Arts Center. A 20,000 sq. ft. Science Complex opened in Fall 2004. A new Library/Learning Resource Center opened in 2013.

In November 2006, the voters passed Measure W, a \$67.5 million facilities bond. Projects to be completed include four buildings in the College's original Master Plan: a Library and Learning Resource Center including a distance learning classroom on the Ukiah campus, a Maintenance and Warehouse on the Ukiah campus, a permanent Center in north Mendocino County, and a permanent Center in Lake County. The completion of the permanent center in North Mendocino County, in August 2013, has created increased opportunities for students to complete 50% or more of degrees and certificates in the city of Willits.

A. Description of the Proposed Change

The North County Center has been offering classes since 1975 in rented facilities. With the completion of the North County Center building and the expansion of facilities in August 2013, the District has discovered that students can now complete 50% or more of some degrees at the North County Center. The District could not submit this proposal in November 2013 because that date was within six months of the six-year Accreditation Site Visit by the assigned team from ACCJC, which was in March 2014. Since that date has passed, the District is now submitting the proposal for consideration by the Commission in May 2014.

This proposal asks for approval to offer 50% or more of the courses required for the following programs – both degrees and certificates – at the permanent North County Center location:

- Business Management AS Degree
- Business Office Technology: Administrative Assistant AS Degree
- English as a Second Language Non-Credit Certificate

North County Center Programming in Relationship to Stated Mission

Soon after the founding of the College in the early 1970s, the North County Center was established to provide access to California Community College programs and support services in the outlying regions of the College district. At its beginnings, Mendocino College was wise to establish its two off-campus centers to help build regional community support and to promote interest in and identification with the new College headquartered in Mendocino County at the county seat of Ukiah. Local resident College trustees elected by popular vote to represent local constituents recognized early the value of developing a visible presence for the College in the more distant regions of its widely-disbursed service area. Mirroring the small-town values of its surrounding rural communities in the two primary “communities” of Mendocino and Lake counties -- places where face-to-face interaction was and is central to everyday life -- the College confirmed its understanding of “*our communities*” by establishing its two off-campus education centers to tangibly demonstrate its commitment to the communities it serves.

The College’s Mission Statement is as follows:

Mendocino College partners with a dynamic community of diverse students to help them achieve their educational goals. Informed by research, reflection and dialogue, the College offers programs in Basic Skills, Transfer Preparation and Career and Technical Education as well as Workforce Improvement. The College demonstrates its commitment to student success through high-quality and innovative instruction, providing individual attention to student needs in an inclusive and accessible learning environment. Mendocino College embraces its role as an intellectual, economic and cultural anchor for the region. (Revised April 10, 2013) (Evidence SC-1)

Unlike some College districts, Mendocino-Lake serves diverse and geographically-distinct rural communities in two different California counties: Mendocino and Lake. Soon after the College

district expanded by popular vote in 1974 to include portions of Lake County, the College also listed a permanent North County Center in its District Order of Priorities approved by the Board of Trustees and communicated annually to the Chancellor's Office. With the intent to develop a permanent North County Center part of the long-term College Facilities Master Plan and the more recent projects listed for the Measure W Bond passed by voters in 2006, failure to provide a substantial facility in the North of Mendocino County would be, to some extent, a betrayal of the trust of Mendocino county voters and taxpayers. (Evidence SC-2)

North County Center Mission Statement:

The Mendocino College North County Center provides instruction and student services tailored to meet the needs of our communities, implementing the College mission, vision, values and strategic directions in the Mendocino County communities of the College district.

The term "community" appears in multiple passages of the College mission, vision and values, and is specifically addressed through the programs and services of the North County Center. To illustrate the close linkages between the College mission and the programs and services of the North County Center, excerpts of the applicable segments of the College mission, strategic goals and values are provided below:

Mendocino College Mission:

Mendocino College partners with a dynamic *community* of diverse students to help them achieve their educational goals.

Strategic Goals:

- Support and enhance a vibrant, inclusive, equitable and culturally diverse student-centered experience in the classroom, campus and *community*.
- Develop new and strengthen existing relationships with educators, business, public agencies and other constituents of our *communities* and regionally.

Values:

- Collaboration: We participate in our *communities* to become informed about and engaged in local and global issues. We work and communicate collegially, both on campus and in our *communities*.
- Integrity: We maintain public trust by being honest, fair and equitable and by honoring our commitments to our students, staff and *communities*.

The North County Center's mission is closely aligned with many specific elements of the College mission, vision, goals and strategic directions -- albeit on a somewhat smaller scale than the main campus. The North County Center is the primary representative of Mendocino College in the geographic areas of "*our communities*" Willits, Covelo, Round Valley, Laytonville and other less-populated places in northern Mendocino County.

The geographically-distinct rural communities of Mendocino County have, since their very earliest days, demonstrated fiercely-independent community identities, place-based loyalties, and a healthy skepticism of centralized authority.

MASTER PLANNING AND A COMMITMENT TO LOCAL COMMUNITIES

Recorded annually for decades in its District Order of Priorities, more recent annual Board actions approving the College Educational Master Plan, Facilities Master Plan, and in many years of administrative communications to the Chancellor's Office, the College's long-term goal of providing a permanent learning center facility within the College district's northern Mendocino County region also supports the current College mission, vision, values and strategic directions. The programs and services of the North County Center provide "student success through high-quality and innovative instruction, providing individual attention to student needs in an inclusive and accessible learning environment" (College Mission).

College services to outlying populations offered in facilities within the community of Willits, and in a few rented facilities in the Covelo area, have supported the College within its far-flung district, helping to assure access to face-to-face services and on-the-ground instruction for several groups of culturally- and geographically-diverse stakeholders served by the faculty and staff of the North County Center. For example, current North County Center programs and services provide instruction for Latino and Native American students in Willits and Round Valley. Recent additions to the North County Center schedule have included an increase in ESL sections offered in cooperation with the new full-time ESL instructor in Ukiah and Willits Latino community outreach efforts. Native American students from several far North County communities including the Round Valley Tribe of Pomo Indians access College instruction and support services at the North County Center.

The ethnic diversity represented by students from local Native American and Latino communities is bolstered by the participation of others of many cultural backgrounds from local low-income families – another important segment of "*our communities*" served with enthusiasm and competence by North County Center faculty and staff. The North County Center also provides instruction and support services to hundreds Willits and Round Valley residents, many of whom come from families and communities with little or no experience with higher education. Many North County students are the first in their families to attend College. It is certain that, were it not for the existence of the core opportunities in higher education accessed by local students through the North County Center, many successful students would simply never have obtained community College services or attained their educational goals within our isolated rural region. These same student cohorts are also served and empowered at the North County Center or in outreach visits at the center by personnel from selected Ukiah offices such as Financial Aid, Disability Resource Center, Library, Learning Center, Bookstore and more.

STRATEGIC GOAL LINKS

Of the five current Mendocino College Strategic Goals, the North County Center is most closely linked to the four listed below:

1. Foster student success and learning as measured by outcomes and by considering the educational achievement gaps among all students.
2. Promote student access to College programs and services.
3. Support and enhance a vibrant, inclusive, equitable and culturally diverse student-centered experience in the classroom, campus and community.
4. Maximize the efficient, sustainable and student-centered use of financial, human, physical and technology resources.

A brief explanation of these connections is provided below:

- *Support and enhance a vibrant, inclusive, equitable and culturally diverse student-centered experience in the classroom, campus and community*
- *Promote student access to College programs and services*

The small setting of the North County Center and its new 8,762 square foot site, on the corner of Marin and East Commercial streets, along with its exterior communal area and interior learning center study areas included in the new facility's architectural plans, will enhance the center's learning environment – a marked improvement from its previous location in a rented building with no surrounding exterior “campus”. Enhancements to student support services through live telepresence technology should also improve student success and student access to College programs and services not available at the current facility. The proposed physical design of new North County Center facilities, inspired by the new Library/Learning Center project in Ukiah, will also soon improve student learning opportunities for North County Center students, and provide teaching and learning spaces not available before. Many students from low-income families have little in the way of their own quiet learning environments or access to technology at home. The new learning spaces in the North County Center will provide an opportunity for students to set aside the day-to-day pressures of family life in an up-to-date setting in which students can maximize the learning process in on-the-ground classrooms and in individualized study spaces that can also be used to access online coursework, hybrid or live teleconferenced classes held in Ukiah or elsewhere.

- *Maximize the efficient, sustainable and student-centered use of financial, human, physical and technology resources*

Annual FTES revenue generated by North County Center enrollments totals approximately \$387,560. Because of its far North Location, relatively small staff, modern building efficiencies and the elimination of former lease costs, the new center will help to “maximize the...efficient...use of financial, human, physical and technology resources.” The new location and College commitment to creating a permanent and well-equipped learning facility with high visibility serving North County Center students and other community stakeholders will also offer

a strong platform for “developing new and strengthen existing relationships with educators, business, public agencies and other constituents of our communities and regionally”. The physical layout of the new facility is based on an open marketplace concept in which students can easily move between shared learning spaces to classroom spaces. Since a number of North County Center students also take classes from the College through the online delivery method, the shared learning spaces are designed to provide computers and technology support.

With the North County Center’s move from its currently-leased facility to the permanent College site recently purchased with voter-approved Measure W funding, the center is well-positioned, both physically and programmatically, to place greater emphasis on the fifth strategic goal:

- *Support and enhance a vibrant, inclusive, equitable and culturally diverse student-centered experience in the classroom, campus and community*

The small setting of the North County Center and its new 8,762 square foot site, on the corner of Marin and East Commercial streets, will enhance the opportunity for the College to network and develop improved community partnerships with other local educational and cultural entities, and to involve North County Center students in educational, cultural and social opportunities beyond the classroom. Like the new Grove courtyard complex on the main campus in Ukiah, we believe the new North County Center will soon become a much more vibrant and student-centered location for enhanced learning experiences by providing educational, cultural and social opportunities beyond the classroom. The architectural design team for the new facility has made specific efforts to plan both interior and exterior spaces that will support this strategic objective in ways never before offered by the College to North County Center students and communities.

EDUCATIONAL MASTER PLAN

In addition to the strong link to the Mission, Vision, Goals and Directions, the College’s Educational Master Plan recognizes the benefits of maintaining “a small College setting where excellent faculty, relatively small classes and personalized support services can allow individual students from small regional communities to participate actively in the educational process and flourish in ways not possible at a larger College”; fostering student-centered learning environments and maintaining quality instruction by supporting faculty in being innovative and passionate about teaching and learning; developing new avenues of student and institutional financial support in cooperation with Financial Aid and the Mendocino College Foundation, and completing plans and projects funded by the 2006 Measure W Bond. These several qualities of the College offer further support for the North County Center as it continues to go forward in developing its new permanent learning facilities in Willits. (Evidence SC-3)

With the recent changes in direction from the Chancellor’s Office, the North County Center has already improved its scheduling patterns to offer fewer “community arts” instructional opportunities, so this segment of the College mission is no longer being emphasized in Willits (or the other 2 College locations) as it once was in the past.

GOING FORWARD: FUTURE SUPPORT FOR MENDOCINO COLLEGE IN “OUR COMMUNITIES”

In an era of shrinking State support for community Colleges, it will also be essential for Mendocino College to continue to demonstrate its strong commitment to serving students in our local communities – not simply through online services or one centralized location in Ukiah. Local support for College programs will become even more essential as State support declines. Strong voter support for the Measure W Bond within the North County Center service area community also points out the long-term value to the College of having a physical presence within the communities we intend to serve – also supported originally by popular vote when the District was first established in the 1970s.

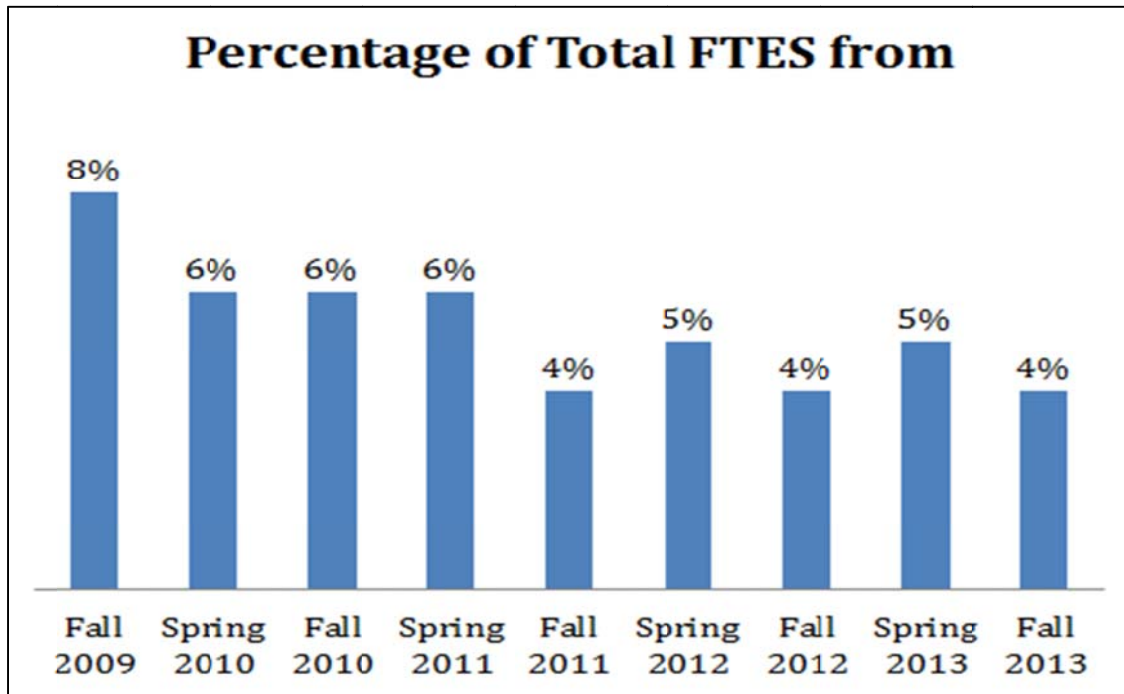
The listing of the permanent North County Center project within the Measure W Bond election materials and its inclusion within the Master Plan’s facilities development program, demonstrate that Mendocino College is committed to its mission, vision, values and strategic directions to provide its services to “our communities” in tangible and visible ways – and not simply through substitute online methods or by having all its services offered only in the single Mendocino County community of Ukiah. (Evidence SC-4)

This community visibility and physical presence in the far North portion of Mendocino County will continue to effectively serve the College in its efforts to develop new localized sources of private financial support, especially from the voters who supported the Measure W Bond and all district taxpayers who will now continue to provide parcel tax revenues to finance the Measure W Bond for many more years to come. Local visibility, community presence and a commitment to the improvement of local community life will also be important goals and directions for the College to maintain in the future, especially as local residents will most likely be able to access many other forms of higher education services in online formats across many borders.

To fully reach all of the district’s communities, offering a full range of classes at the North County Center is essential. Willits itself is 25 minutes away from the main campus in Ukiah, and the far eastern edge of the Mendocino-Lake Community College District is more than an hour and a half away. Bus service is regular but not often, and no bus service exists to or from Willits after 5 pm.

B. Rationale for Offering 50% or More of the Listed Degrees and Certificates at the North County Center

North County enrollments have been declining slightly since the reduction of community centered courses. However, this trend is consistent with all of our sites:



The decline in Fall 2011 reflects a reduction in the schedule due to budget constraints; in fact, enrollment could have been higher based on the demand. In Fall 2013, 4% of the total FTES was supplied by North County Center. The North County overall has seen a 4% population decrease since 2000. Furthermore, its K-12 population is also declining slightly. However, these numbers are consistent with overall population decline in Mendocino and Lake Counties.

Online class offerings have grown, but are not a viable option for the students that live in the parts of Mendocino County that do not have broadband access – or who cannot afford an ISP.

C. The Planning Process Leading to the Request for Change

See immediately above for outline of the service philosophy and past processes used to develop plans for the permanent North County Center facility. In addition to these linkages to the College mission and long-term master planning processes, since the passage of the Measure W Bond in 2006, a North County Center Planning Team has also been developed to specifically address the programming, design and development of the new North County Center facility. Formed in 2010, the team was composed of District planning staff, North County Center faculty and staff, architects, engineers and designers. A formal project timeline has guided the project with Master Planning and Programming completed in 2011. Bidding and went out in June 2012, with the bid formally awarded by the Board of Trustees on August 2, 2012. Construction concluded in Summer 2013, and the Center opened for students in Fall 2013. (Evidence SC-5, SC-6)

D. Evidence of Institutional Provision for North County Center Programming

Student Services

Many services for students are currently available online, such as class registration and transcript ordering through WebAdvisor; an online orientation was made available in Fall 2011; and a student portal with classroom documents and other information. Therefore, students at the North County Center have comparable access to students elsewhere in the district. The new North County Center is designed to have both a computer lab and open computer access for students to help with online services. As more fully explained below, there are currently one full-time and one part-time counselor at the center, and Disability and Mental Health counselors travel to the North County Center as needed or conduct phone appointments. A Financial Aid staff member also has regular appointments at the North County Center to assist with BOG waivers and other financial aid paperwork. Student discipline and complaints are handled by the Faculty Center Coordinator, who is on-site at least three days per week.

Faculty, Management and Support Staffing

The College has two 1.0 FTE counselors who allocate counseling hours at the North County Center, while their main assignment is at the Ukiah site. An adjunct counselor has been assigned to the location to cover EOPS and general counseling. No other full-time faculty are assigned to the North County Center, but several full-time faculty assigned to Ukiah (in health, speech, sociology, history and other disciplines) regularly teach at the center. Building plans include offices that will accommodate full-time faculty in the future.

The Center is overseen by a Faculty Center Coordinator who also has responsibility for the Lake Center and travels between the two. Typically, he spends all or part of three days a week at the North County Center. On a daily basis, the North County Center Operations Supervisor, a member of the College Management/Supervisory/Confidential employee group, handles routine operations such as class scheduling, staffing, student complaints, facility issues, etc. The Faculty Center Coordinator reports directly to the Vice President of Education and Student Services and meets weekly with her and the other two deans of instruction. He is also part of several shared governance committees such as the Planning and Budgeting Committee and the Educational Action Plan Committee. (Evidence SC-7)

Support staffing includes 2.0 FTE Center Assistants responsible for student support services such as admissions and records, assistance with financial aid, student disability resources, EOPS; 1.0 FTE Computer Technician (also assigned to the Lake Center as needed) responsible for instructional and administrative technology support; part-time clerical support staff and student workers. Janitorial and other maintenance services are provided under contract.

Professional Development to Effect the Change

While no specific professional development is needed to offer programs at an off-campus center, faculty who teach at the North County Center – both full-and part-time – are included in general professional development at the College. This includes annual teaching institutes that stress

pedagogy necessary for basic skills instruction; periodic distance learning workshops; regular inservice days and a FLEX program. More important is the need to learn about the particular needs of the North County students and the interventions that will help them succeed. Surveys of North County Students are conducted and research reports routinely include success data about North County students compared to the general student population.

Equipment and Facilities

The permanent North County Center site is located on the corner of East and Commercial Streets, in Willits, one of the major population areas within the North County of Mendocino College's service area. Features of the new center include: (Evidence SC-8)

- Two permanent buildings with exterior facility service areas
- New site infrastructure planned in cooperation with the City of Willits
- Student patios and a central plaza
- Outdoor learning areas
- Landscaped grounds
- Student and staff parking

The buildings house four classrooms, including computer lab; student services, including counseling, admissions and records services; computers for electronic registration; administrative offices; IT support office and mechanical spaces; independent student learning spaces, a learning lab, study rooms, faculty and staff workspaces. See Appendix XXX for diagrams of the new center. Funding has been set aside for the technology and other equipment needed at the Center, including computer lab needs.

Financial Resources / Initial and Long-Term Funding / Fiscal Impact on Institution

Current FTES revenue for the North County Center totals approximately \$387,560 annually. Since extensive expansion of the current instructional program is not planned in the new Center's earliest years, it is anticipated that program expenses for faculty and staffing will remain relatively stable and comparable to prior years in the near-term. Some increased operational expenses for the new campus should be, in part, offset by a decrease in annual lease costs for the former North County Center facility. The current bond project has allowed for the initial replacement or addition of required instructional technology and other furniture and equipment required to outfit the new North County Center. See Appendix G for the complete FY 2013-2014 revenues and costs for the North County Center, excluding faculty costs.

Comparative Analysis of Budget, Enrollment and Resources

As the preceding section and Appendix G note, the College has allocated sufficient resources to operate the Lake Center and will continue to do so. The budget for the North County Center in FY 2013-2014 is \$243,982; approximately half of that amount paid for classroom faculty. As enrollment increases in North County and the College no longer pays lease fees, more funds can be allocated. (Evidence SC-9)

Plan for Monitoring Desired Outcomes

The annual Mendocino College Program Review process provides the framework required to identify and monitor desired outcomes.

Program/unit objectives. Please indicate the objectives for your program for the next three year period.

Program/unit Objective	How will this objective advance the program/unit	How does this objective help the College meet its strategic goals?
<p>NEW OBJECTIVE 1: Within existing District budget guidelines and other parameters, offer a 3-part (fall, spring summer) instructional program to best meet the needs of the communities and regions served by the North County Center, including day and evening degree and GE transfer scheduling sequences; basic skills; and career and technical education selections.</p>	<p>This objective will allow North County Center students the opportunity to access instruction and support services, and attain individual educational goals in a variety of disciplines.</p>	<p>See discussion in “Strategic Goal Links” Section #2, above, for Goal #3: “Support and enhance a vibrant, inclusive, equitable and culturally diverse <u>student-centered experience</u> in the classroom, campus and community”; Goal #2: “Promote <u>student access</u> to College programs and services”</p>
<p>NEW OBJECTIVE 2: Use live video technology (“telepresence”) (funded by the Deans Fund from the College Foundation) in Willits to increase student access to selected support and outreach services including DRC, Financial Aid and selected counseling activities.</p>	<p>In an era of reduced support for outreach activities and travel to outlying areas by service staff, it is projected that this objective will allow North County Center students to access selected support services that can be provided through this technology. In-person use of the service by students at the North County Center will also allow North County Center staff to provide information and further connections to College support services in situations that cannot be addressed effectively by the new technology.</p>	<p>See discussion in “Strategic Goal Links” Section #2, above, for Goal #2: “Promote <u>student access</u> to College programs and services”; Goal #4: “Maximize the efficient, sustainable and <u>student-centered</u> use of financial, human, physical and technology resources”</p>

<p>NEW OBJECTIVE 3: Complete the Facility Master Plan segment linked to the Measure W Bond for Phase 1 of the new North County Center facility.</p>	<p>As already observed on the Ukiah campus with the new Grove courtyard complex, when new facilities are developed, student use of the new areas increases. The new North County Center facility will provide a tangible and visible commitment to North County Center students, establish the framework for a highly-visible North County Center facility that can best meet the changing future needs of our students and the College as a whole.</p>	<p>See discussion in “Strategic Goal Links” Section #2, above, for all 5 strategic goals:</p> <ol style="list-style-type: none"> 1. Foster student success and learning as measured by outcomes and by considering the <u>educational achievement gaps among all students.</u> 2. Promote <u>student access</u> to College programs and services. 3. Support and enhance a vibrant, inclusive, equitable and culturally diverse <u>student-centered experience</u> in the classroom, campus and community. 4. Maximize the efficient, sustainable and <u>student-centered</u> use of financial, human, physical and technology resources. 5. Develop new and strengthen existing <u>relationships with educators, business, public agencies and other constituents of our communities and regionally.</u>
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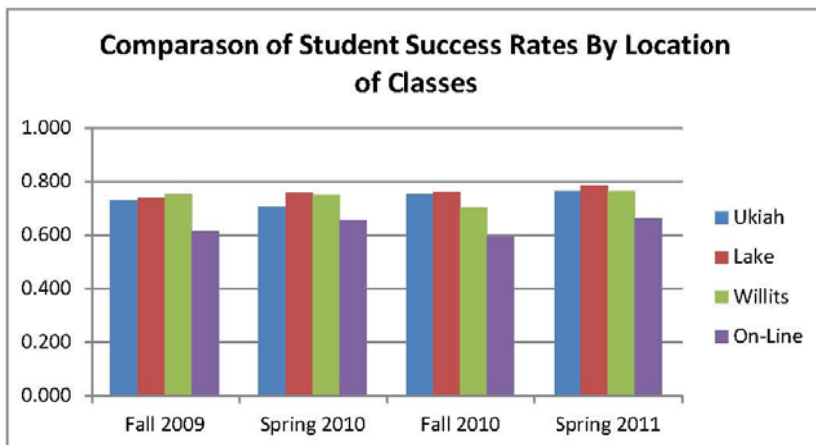
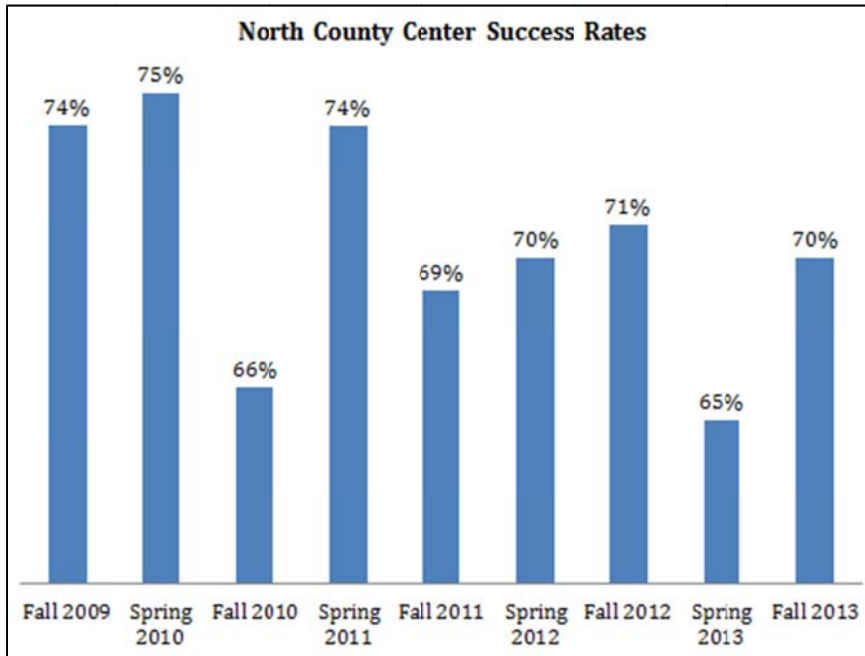
Key Performance Indicators (KPIs)

What are the KPIs for your program for the coming three years? Although the table has room for three KPIs, feel free to add rows as necessary.

Key Performance Indicator	Measurement	Objective	Time Period (When)	Activities
OBJECTIVE 1: Record of the enrollments and cancellations rates for a 3-part instructional program	Number of enrollments and cancellations	Adapt the North County Center schedule to meet new needs in the new facility	Sub-totals at the end of each instructional period (Fall; Spring Summer); annual total at conclusion of each fiscal year, 2013+	Data collection and analysis
OBJECTIVE 2: Record of the services and use frequency by students and staff	Number of uses and services provided; possible student and staff surveys to evaluate effectiveness	Increase student and staff access to telepresence technology for student benefit and access to services not routinely available in the North County Center	Begin in Summer or Fall 2013 (depending on equipment installation and staff availability); continue for current Program Review period (2013-2014); make adjustments as needed after review in 2014-2015	Identify location for new technology and student access workstations; install equipment; identify services to be provided; assign and train staff to provide the services
OBJECTIVE 3: Construction and completion of new Center on time and within budget	Project construction schedule and fiscal monitoring and reporting	Completion and occupancy of new North County Center; vacate old facilities	Construction 2012; begin Fall 2013 Semester in new facility	Communication with Bond Project Office staff to meet deadlines and activities required of staff and faculty in order to occupy new facilities on time; vacate old facilities

Evaluation and Assessment of Student Success, Retention and Completion

As noted above, research reports generated at the College include a breakdown of student achievement by location. The most recent data from the North County Center:



Student success in classes located in the North County Center has actually been higher than at the main campus for the past three semesters, an indication that the quality of instruction and support services is comparable to Ukiah. The College will continue to disaggregate student achievement and SLO data after the new center is complete.

E. Approval by Internal and External Constituencies

As noted above, the voters approved Mendocino College's presence in northern Mendocino County in the 1970s. In 2006, Mendocino County voters approved the Measure W Bond which had the establishment of a permanent North County Center in Willits as one of its primary goals. (Evidence SC-2) The Board of Trustees formally awarded the bid for the new North County Center on August 2, 2012. (Evidence SC-6)

F. Eligibility Requirements

1. Authority

Mendocino College is authorized to operate as an educational institution and to award degrees by the California Community College Chancellor's Office, the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, and the U.S. Department of Education. Mendocino College was first accredited by WASC in 1973, and accreditation was last affirmed in 2008.

2. Mission

Mendocino College's mission statement clearly defines the institution's commitment to student learning and is appropriate to a degree-granting institution of higher education and its constituency. The mission statement is reviewed yearly and was last revised and adopted by the Board in April 2013. It is published in the College catalog, in each class schedule, in each classroom and on the College website.

3. Governing Board

Mendocino College has a seven-member Board of Trustees elected from the communities within its district. The Board is an independent policy-making body that reflects constituent and public interests; in doing its work, it adheres to a conflict-of-interest policy. The majority of the Board members have no employment, family, ownership or other personal financial interest in the College. The Board is ultimately responsible for the quality, integrity and financial stability of the College and ensures that its mission is being carried out.

4. Chief Executive Officer

The Superintendent/President of Mendocino College is a full-time, dedicated employee appointed by the Board of Trustees and empowered to administer Board policies.

5. Administrative Capacity

Mendocino College has sufficient administrative staff with appropriate preparation and experience to provide the services to support its mission. As of Fall 2013, the College has one Superintendent/President, two Vice-Presidents and seventeen managers. The College has experienced consistency in its administration due to the longevity of its administrative employees. Many have worked at the College for more than five years, with some serving more than ten and fifteen years.

6. Operational Status

Approximately 4,500 students enroll at Mendocino College each semester, many of whom identify associate degrees as their educational goal. Others attend for personal enrichment, transfer, certificate completion or job advancement.

7. Degrees

Mendocino College offers 32 certificates of achievement and 43 degree programs. A substantial portion of its classes in any given semester will help students advance toward degree completion. In Fall 2013, 71% of students indicated enrollment in degree or certificate program.

8. Educational Programs

Mendocino College's degree programs are consistent with its mission, are based on recognized higher education fields of study, are of sufficient content and length, and are conducted at levels of quality and rigor appropriate to the degrees offered. The College offers Associate in Arts and Associate in Science degrees in a variety of majors, as well as Associate in Arts and Associate in Science for Transfer in a variety of programs. The College catalog contains a listing of degree offered, specific course requirements, and the number of units of study required to complete each program.

9. Academic Credit

Mendocino College awards academic credits based on generally accepted practices in institutions of higher education. The College follows California Education Code standards, Title 5 and the Carnegie unit when determining the appropriate amount of credit to grant.

10. Student Learning and Achievement

Mendocino College has developed Student Learning Outcomes for its programs and courses. Program-level SLOs are published in the College catalog, and course-level SLOs are published in course syllabi. SLO assessment results are incorporated into program review and are used by faculty to make program improvements. Faculty members ensure that students who have completed a program have achieved the program's student learning outcomes.

11. General Education

All degree programs at Mendocino College contain a general education component designed to provide a breadth of knowledge to students. General Education programs and courses meet and exceed the requirements of Title 5 regulations. Requirements ensure breadth of knowledge and encourage intellectual inquiry. General education requirements are listed in the catalog and class schedules, and on the College website.

12. Academic Freedom

Mendocino College's Academic Freedom Policy (BP 411) creates an environment where faculty and students may express ideas freely. The policy is stated in the College catalog and is available on the College website.

13. Faculty

Mendocino College has 50 full-time faculty who have met minimum qualifications as determined by the California Community College's Statewide Academic Senate. Faculty duties are outlined in their job descriptions and in their collective bargaining agreement; these duties include development and review of curriculum as well as assessment of student learning.

14. Student Services

To assist students in achieving their educational goals, the College offers a wide variety of services consistent with its mission and identified student and community needs. These include financial aid, counseling, transfer and career services, tutoring and health awareness.

15. Admissions

Mendocino College has admissions procedures consistent with its mission and California Code of Regulations, Title 5, that clearly identify the qualifications needed for admission. These requirements and procedures are printed in the catalog and schedules and are available on the College website.

16. Information and Learning Resources

Mendocino College library services are available to all enrolled students and staff. These services include a physical location on the Ukiah campus with trained librarians on duty to assist students, as well as extensive online research databases available on and off campus. All library holdings and services are developed in conjunction with faculty and support the mission of the College and the instructional programs.

17. Financial Resources

Mendocino College receives the bulk of its financial resources from state allocations based on enrollments, categorical funds and some federal sources such as Perkins. It has sufficient funding to support its mission and educational programs, and it prudently carries a reserve adequate to address any unforeseen expenses without interrupting services to students. Audited financial statements and budget updates are presented to the College community and the Board of Trustees on a regular basis. Additionally, the College has an active, well-funded Foundation.

18. Financial Accountability

Mendocino College is audited annually by an independent audit firm, which notes any audit exceptions in writing. The Board of Trustees reviews the audit report as well as any exceptions and recommendations. Management responds to any exceptions on a timely basis. In all fiscal matters, the College adheres to specific, Board-approved policies and parameters governing the responsible allocation of funds to support its educational programs and support services.

19. Institutional Planning and Evaluation

Mendocino College has an Educational Master Plan, a Technology Master Action Plan and a Facilities Master Plan, which inform the Strategic Plan. Additionally, institutional planning is guided by an Integrated Timeline, which is reviewed yearly. Mendocino College continues to refine its well-established program review process and its inclusive decision-making structure to better meet student needs and the College mission. SLO and SAO assessments are fully integrated into the program review process. Through its Director of Institutional Research, the College regularly evaluates progress toward its goals and disseminates information to the College community via all-College Inservice sessions, meetings and the website. It also prepares press releases and research reports for the community at large.

20. Integrity in Communication with the Public

Mendocino College publishes an annual catalog, which is available in printed form and on the website. It includes:

General Information

- Official name, address, telephone numbers and website address
- Mission Statement
- Course, program and degree offerings
- Academic Calendar and program length
- Academic Freedom Policy
- Financial Aid information
- Learning and student support resources
- Names and degrees of administrators, faculty and classified staff
- Names of trustees

Requirements

- Admission
- Student fees and other financial obligations
- Degree, certificate, graduation and transfer

Major Policies Affecting Students

- Academic regulations, including academic honesty
- Nondiscrimination
- Grievance and complaint procedures
- Refund of fees

The catalog also identifies other locations where students may access other policies.

21. Relations with the Accrediting Commission

Mendocino College respects and complies with the eligibility requirements and other standards and policies of the Commission. It completes and submits annual, mid-term and other required reports in a timely and professional manner and communicates regularly with the Commission about any changes or concerns that are relevant to accreditation. (Evidence SC-10)

G. Accreditation Standards

Mendocino College was fully reaccredited in June 2008 and meets all standards of accreditation. Its Midterm Report was accepted without further recommendations in July 2011. The College completed its Self Evaluation and submitted it to the Commission in January 2014. The team visit was held in March, 2014. The College holds all courses and all operations at the permanent North County Center to the same standard as those for main campus classes.

Standard I: The Mission Statement, which guides Mendocino College, applies equally to Mendocino's permanent North County Center. The College will establish programs aligned with this purpose and specific to the needs of the greater student population. As noted earlier in this document, the permanent North County Center is essential in helping the College meet its goals of increasing student access and realizing student achievement.

Standard II: The College assures the quality of the courses offered at this site. The College will continue to offer high-quality instructional courses and programs at the North County Center with the primary purpose of leading to transfer or to improve access to occupational courses. Courses adhere to the established course outlines for use throughout the District, with imbedded student learning outcomes that mirror those in the curriculum taught on the main campus. All courses are taught with the most appropriate pedagogy for the respective curriculum of each course and with the use of state-of-the-art instructional technology. All sections adhere to the appropriate depth and rigor of those taught throughout the District and will be scheduled in timeframes appropriate to the subject matter. All courses at the North County Center require express approval by the Curriculum Committee and are assessed for Student Learning Outcomes. The student support services for North County Center students are sufficient to provide access to the College, guidance in the admissions and registration process, financial aid advice and assistance, orientation to the College, and individual academic counseling, including the development of an individual educational plan. The students access online library resources, counseling services, enrollment support and technical assistance via the Internet.

Standard III: In hiring faculty, the College maintains the same quality for the North County Center as for faculty at the main campus. All faculty must meet the minimum qualifications in their respective disciplines. The faculty teaching at the North County Center undergo the same evaluation procedures as their counterparts on campus. Faculty office hours can be on site or online using information technology tools such as real-time chat or webinar tools like CCCConfer. The College provides sufficient security to protect student online accounts and personally identifiable information. The technology used is state-of-the-art and the College maintains the hardware and software in support of high quality instruction. The technology infrastructure is sound and will also be maintained through systematic review and upgrades as necessary.

Standard IV: One of the core values published in the Mendocino College Catalog is Continuous Improvement: "We strive to develop adopt and provide the best practices in education. As we evaluate our progress toward achieving our goals, we shift resources as necessary and provide the professional development that makes achieving our goals possible."

The institution is guided by a philosophy and its leadership to encourage all constituents to take the initiative in improving campus-wide services. More specifically, there are structural features and regular activities that illustrate how the institution's processes work to ensure effective participation across constituents in decision making and planning.

The structure of the College's planning process reaches across the campus to organize decision making in a way that includes discussion in many forums. The North County Center Faculty Coordinator is a member of the Planning and Budget Committee, the Educational Action Plan Committee, and several other shared governance committees.

North County Center Substantive Change Proposal Evidence

- SC-1 Mission, Vision, Values, Strategic Directions & Goals
- SC-2 Measure W Bond Language
- SC-3 Educational Master Plan 2008-2018
- SC-4 District Order of Priorities for
Five Year Capital Construction Plan for 2015-2019
- SC-5 North County Center Timeline
- SC-6 Board of Trustees Agenda and Minutes for August 2, 2012
- SC-7 Educational Organizational Chart
- SC-8 Willits/North County & Lake Center Maps
- SC-9 2013-2014 Budget for North County Center
- SC-10 Board Policy No. 316 – Accreditation

Our Mission

Mendocino College partners with a dynamic community of diverse students to help them achieve their educational goals. Informed by research, reflection and dialogue, the College offers programs in Basic Skills, Transfer Preparation and Career and Technical Education as well as Workforce Improvement. The College demonstrates its commitment to student success through high-quality and innovative instruction, providing individual attention to student needs in an inclusive and accessible learning environment. Mendocino College embraces its role as an intellectual, economic and cultural anchor for the region.

(revised April 10, 2013)

Our Vision

Mendocino College faculty, staff and students inspire each other to engage in quality educational experiences to achieve student success.

Within this partnership, all members share a mutual accountability for student success. Faculty and staff serve as the catalyst for students actively engaged in the learning process; students accept their responsibility to define their goals and to work actively toward them.

Our Core Values

Student Success: We are committed to helping students achieve their educational goals.

Collaboration: We participate in our communities to become informed about and engaged in local and global issues. We work and communicate collegially, both on campus and in our communities.

Respect: We recognize the worth of individuals by encouraging active participation, open exchange of ideas and collaborative decision making.

Integrity: We maintain public trust by being honest, fair and equitable and by honoring our commitments to our students, staff and communities.

Diversity: We respect the dignity of each individual; we value the creativity and insight that emerge from individual differences; and we recognize the importance of diversity in achieving our goals.

Continuous Improvement: We work to integrate the best practices in education and to ensure progress toward achieving our goals by operating in a culture of evidence.

Sustainability: We embrace sustainable practices and recognize our responsibility as global citizens.

Our Strategic Goals

Within our learner-centered partnership:

1. Foster student success and learning as measured by outcomes and by considering the educational achievement gaps among all students.
2. Promote student access to college programs and services.
3. Support and enhance a vibrant, inclusive, equitable and culturally diverse student-centered experience in the classroom, campus and community.
4. Maximize the efficient, sustainable and student-centered use of financial, human, physical and technology resources.
5. Develop new and strengthen existing relationships with educators, business, public agencies and other constituents of our communities and regionally.

Created: March 18, 2002 @ 12:00 AM

Last Modified: February 21, 2014 @ 12:29 PM

ARGUMENTS IN SUPPORT OF OR IN OPPOSITION TO THE PROPOSED LAWS ARE THE OPINIONS OF THE AUTHORS

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
MEASURE W**

Mendocino College Improvement Measure: To improve education at Mendocino College by:

- Improving and expanding academic facilities to help students prepare for jobs and transfer to 4-year universities,
- Upgrading computers and technology,
- Building a new library/learning center,
- Expanding facilities for nursing and other vocational programs,

and by acquiring, constructing, equipping buildings, sites and classrooms, shall Mendocino-Lake Community College District issue \$67.5 million in bonds, at legal rates, and appoint a Citizens' Oversight Committee to monitor expenditures?

Bonds – Yes _____

Bonds – No _____

**EXHIBIT B
FULL TEXT BALLOT PROPOSITION
OF THE MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
BOND MEASURE ELECTION NOVEMBER 7, 2006**

The following is the full proposition presented to the voters of the Mendocino-Lake Community College District.

"Mendocino College Improvement Measure: To improve education at Mendocino College by:

- Improving and expanding academic facilities to help students prepare for jobs and transfer to 4-year universities,
- Upgrading computers and technology,
- Building a new library/learning center,
- Expanding facilities for nursing and other vocational programs,

and by acquiring, constructing, equipping buildings, sites and classrooms, shall Mendocino-Lake Community College District issue \$67.5 million in bonds, at legal rates, and appoint a Citizens' Oversight Committee to monitor expenditures?"

Bonds – Yes _____

Bonds – No _____

PROJECTS

The Board of Trustees of the Mendocino-Lake Community College District evaluated the District's urgent and critical facility needs, including demands for public safety and health care job training; other career preparation programs, enrollment growth and class size, safety issues, energy cost reduction and information and computer technology, in developing the scope of projects to be funded, as outlined in the Mendocino-Lake Community College District Bond Implementation Plan ("Bond Plan") incorporated herein, and as may be further amended from time to time. In developing the scope of projects the faculty, staff and students have prioritized the key job training, health and safety needs and enrollment demands so the most critical needs are addressed. The Board received public input and review in developing the scope of college facility projects to be funded, as listed in the Bond Plan. This input of faculty, community and business leaders concluded that if these needs were not addressed now, the problems would only get worse.

The Bond Plan reflects four important determinations:

- (i) Mendocino College must continue to provide facilities to expand nursing and vocational programs;
- (ii) Mendocino College must leverage a local bond and aggressively apply for State of California matching funds to improve local college facilities and support the local economy;
- (iii) Mendocino College serves a region of 3,000 square miles and must dedicate itself to its role as the primary source of higher education in the area for recent high school graduates and local adults seeking job skills;

- (iv) Mendocino College must provide facilities to allow it to expand its course selection in general academic classes for university transfer, traditional job training programs such as emergency medical training, paramedic studies and public safety, as well as for emerging career opportunities in computer graphics and other high-tech jobs.

The Bond Plan is on file at the District's Office of the Superintendent/President, and includes the following projects:-

MENDOCINO COLLEGE, Ukiah Campus

- **Repair, Upgrade, and/or Replace Obsolete Classrooms, Science and Computer Labs, Instructional Facilities, Sites and Utilities, Solar Energy Field:**

Repair, upgrade and/or replace deteriorating plumbing, electrical systems, wiring, unsanitary and run down bathrooms, leaky roofs, floors, inadequate doors, heating; ventilation and cooling systems, security systems, science laboratories and other instructional facilities; wire for computers and upgrade classroom technology; acquire equipment, including equipment for theater, recording studio and physical education; increase safety; build a solar energy field to produce electricity to power the campus; increase energy efficiency; reduce fire hazards; reduce operating costs so more classes and job training can be offered; install lighting for campus safety; improve academic instruction; and meet legal requirements for disabled access.

- **Build and/or Expand Classroom Buildings and Facilities to Maintain Affordable, Local Higher Education Allowing University Transfer/Job Training:**

Increase classroom capacity for academic classes and job training, including nursing, emergency service workers, paramedics, teaching, English, and math; build or expand laboratories, technology and information management and district-wide technology support, student information services software, allied health center, academic and career counseling, college transfer, job training/placement and financial aid advisement centers, career skills center for adult education, library/learning resource center, and maintenance warehouse; renovate library building for student center/cafeteria, physical education facilities, playing fields and grounds, computer graphics lab, media technology center, visual and performing arts classrooms and labs; expand computer access.

- **Technology Upgrades/Computer Centers:**

Expand technology and computer centers with high-speed Internet access and computer technology; create "smart classrooms" to improve teaching and learning; upgrade software, computer and technology infrastructure and campus-wide technology; provide software training; replace outdated equipment; expand on-line and distance learning classes and opportunities.

- **Expand Classroom and Campus Capacity:**

Increase classroom capacity for academic classes and job training, including nursing, emergency medical, math, science labs, English, art, visual and performing arts classes and labs; acquire property; develop additional campus parking.

- **Repair, Replace and Upgrade Aging Electrical and Mechanical Systems to Reduce Energy Consumption and Utility Bills.**

- **Improve Campus Safety:**

Upgrade or add fire alarms, sprinklers, smoke detectors, intercoms and fire doors; install security systems, exterior lighting, emergency lighting, door locks and fences.

MENDOCINO COLLEGE, Education Centers in Lake County and Willits

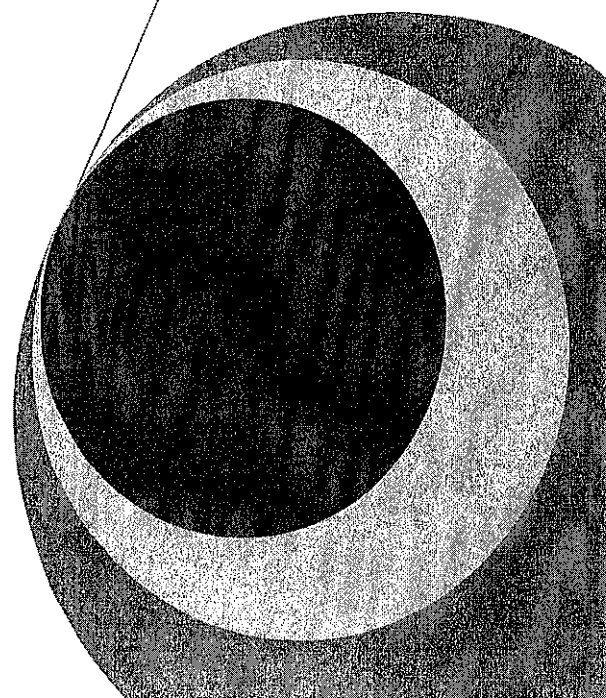
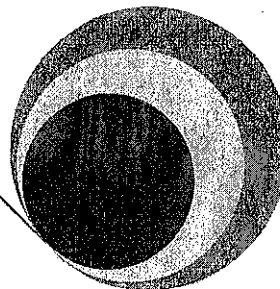
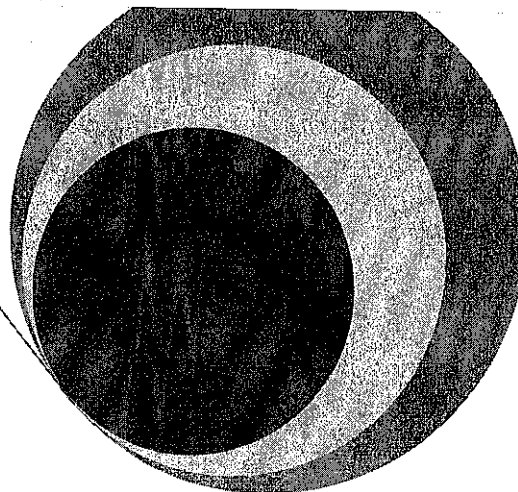
- **Acquire sites, construct and equip new permanent classrooms, educational and student support facilities to offer classes such as math, English, science, technology and establish programs for university transfer and job training.**

Listed building, repair, and rehabilitation projects and upgrades will be completed as needed. Each project is assumed to include its share of furniture, equipment (either new or upgrading existing equipment, including vocational equipment, technology equipment, and equipment used in physical education and the performing arts), architectural, engineering, and similar planning costs, construction management, and a customary contingency for unforeseen design and construction costs. The allocation of bond proceeds will be affected by the District's receipt of State bond funds and the final costs of each project. The budget for each project is an estimate and may be affected by factors beyond the District's control. The final cost of each project will be determined as plans are finalized, construction bids are awarded, and projects are completed. Demolition of existing facilities and reconstruction of facilities scheduled for modernization, if the Board determines that such an approach would be more cost-effective in creating a more enhanced and operationally efficient campus. Necessary site preparation/restoration in connection with new construction, renovation or remodeling, or installation or removal of relocatable classrooms, including ingress and egress, removing, replacing, or installing irrigation, utility lines, trees and landscaping, relocating fire access roads, and acquiring any necessary easements, licenses, or rights of way to the property.

The bond program is designed to provide facilities which will serve current and expected enrollment. In the event of an unexpected slowdown in enrollment of students at Mendocino College certain of the projects described above will be delayed or may not be completed. In such case, bond money will be spent on only the most essential of the projects listed above.

FISCAL ACCOUNTABILITY. THE EXPENDITURE OF BOND MONEY ON THESE PROJECTS IS SUBJECT TO STRINGENT FINANCIAL ACCOUNTABILITY REQUIREMENTS. BY LAW, PERFORMANCE AND FINANCIAL AUDITS WILL BE PERFORMED ANNUALLY, AND ALL BOND EXPENDITURES WILL BE MONITORED BY AN INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE TO ENSURE THAT FUNDS ARE SPENT AS PROMISED AND SPECIFIED. THE CITIZENS' OVERSIGHT COMMITTEE MUST INCLUDE, AMONG OTHERS, REPRESENTATION OF A BONA FIDE TAXPAYERS ASSOCIATION, A BUSINESS ORGANIZATION AND A SENIOR CITIZENS ORGANIZATION. NO DISTRICT EMPLOYEES OR VENDORS ARE ALLOWED TO SERVE ON THE CITIZENS' OVERSIGHT COMMITTEE.

NO ADMINISTRATOR SALARIES. PROCEEDS FROM THE SALE OF THE BONDS AUTHORIZED BY THIS PROPOSITION SHALL BE USED ONLY FOR THE ACQUISITION, CONSTRUCTION, RECONSTRUCTION, REHABILITATION, OR REPLACEMENT OF COLLEGE FACILITIES, INCLUDING THE FURNISHING AND EQUIPPING OF COLLEGE FACILITIES, AND NOT FOR ANY OTHER PURPOSE, INCLUDING TEACHER AND ADMINISTRATOR SALARIES AND OTHER OPERATING EXPENSES.



Educational Master Plan

2008-2018

Mendocino-Lake Community College District
Approved by Board of Trustees on February 3, 2010.
Updated April 2012.

- ***Improved and innovative programs should expand comprehensive opportunities to support the retention and persistence of all students.***

The EMP recognizes the inter-dependence of college programs and disciplines. Many degrees and certificates, for example, require a comprehensive course of study in several disciplines; virtually all require competence in basic skills; others rely on course content from one or more academic or career and technical disciplines that can be applied to courses of study in others.

Supporting this segment of the plan, the Main Campus in Ukiah, Off-Campus Centers in Lake and northern Mendocino Counties, Point Arena Field Station and other instructional locations rented or leased by the college can be characterized by the clusters of learning activity taking place in such facilities.

2009 Baseline: The Main Campus in Ukiah offers a home for comprehensive academic and student support services. Off-campus centers in private leased facilities in Lakeport and Willits provide access to college programs and services to meet local needs in the outlying areas of the college district.

Current Ukiah facilities on the main campus include MacMillan Hall; Lowery Library; Vocational Technical Building and Ceramics facilities; Center for the Visual and Performing Arts; Science Building; Court Center complex, Physical Education buildings, fields, tennis courts; Agricultural area; Grove barbeque area; Maintenance complex in a variety of support structures including the historic Yokayo Ranch barn; delivery and parking facilities.

The current off-campus centers are housed in leased office buildings in the cities of Lakeport and Willits. The Point Arena Field Station, on the Mendocino Coast near the city of Point Arena outside the college district, consists of basic scientific lab facilities in a former Coast Guard Loran Station and a magnificent coastal natural cliff and tidepool environment for scientific field study. Additional classroom facilities are rented or leased in various district locations as needed each semester.

Student-centered learning facilities projected to be developed at Mendocino College from 2010-18:

MAIN CAMPUS, UKIAH:

- **2010:** The existing agricultural and new solar field areas at the campus entrance along Hensley Creek Road adjacent to the site of the new "east campus village" and existing Grove offer facilities for teaching, learning, and social events emphasizing sustainability, green technology, and other current community topics. These spaces

offer an opportunity for more casual yet socially meaningful campus-life activities to occur.

- **2010-2011:** The new Ukiah campus "east campus village" classrooms, offices, parking lot and accompanying exterior public spaces will provide a cohesive setting for collaboration among career and technical education programs housed there. It will initially provide locations for programs in transition from one facility to another (the student union, cafeteria and bookstore) during the building phase of the Student Services Building. The area will also support opportunities for emerging programs with basic facilities while they are in their development phase.
- **2011:** The new Maintenance Warehouse will provide a permanent home for all college maintenance and facility management operations and free other spaces for new uses.
- **2012:** The new Library and Learning Resource Center (LLRC) will offer comprehensive student-centered learning resources and support services as well as home-away-from-home study areas for students, especially those who may not have access to adequate study environments elsewhere. Expanded library collections, Learning Resource Center services and resources, a Disability Resource Center, new distance education facilities, classrooms, meeting areas, and faculty offices will also support student learning in new ways. The LLRC is the heart of the academic environment within the higher education community, providing the necessary resources and support to foster student learning.
- **2015:** New Student Center and Plaza "Heart of the Ukiah Campus" support student and staff interaction and activities outside the classroom. Campus life requires that a student feels that there is a place that enhances their sense of belonging. A new student center, food service and bookstore facilities, and both indoor and outdoor public meeting spaces associated with the new student center and plaza between the student center and library will enhance campus life.
- **Dates to be determined:** Other new concepts for new educational facilities or the re-use of existing facilities in Ukiah include the potential for an event center in a remodeled and restored Yokayo Ranch barn; Foundation office; reconfigured Grove for campus use and public fundraising events.

NORTHERN MENDOCINO COUNTY

- **2009-12:** Acquisition of real estate and architectural plan development for new center in the City of Willits.
- **2014-15:** A new college-owned Willits Center will offer first access to the California Community College System in northern Mendocino County, providing community-based education meeting ongoing and emerging needs in Mendocino's inland north

county region. The North County program is unique in that multiple communities in Willits, Round Valley and Laytonville must be served through innovative and responsive program development and management. Utilization of emerging technologies to enhance learning in remote areas may allow educational programs to be accessible to all district residents. Specific programs developed in northern Mendocino will be responsive to community needs that emerge from demographic analysis and active community input through outreach and academic program planning, and new facility and site development on college property in Willits. (Tentative areas of emphasis for further review in northern Mendocino include basic skills; small business development; green technology; hospitality and tourism; Native American community studies.)

LAKE COUNTY

- **2009-12:** Acquisition of real estate and architectural plan development for new center in the community of Lakeport.
- **2015-16:** A new college-owned Lake Center will offer first access to the California Community College System in western Lake County, providing community-based education meeting ongoing and emerging needs. Specific programs developed in Lake will be responsive to community needs that emerge from demographic analysis and active community input through outreach and academic program planning, and new facility and site development on college property in Lake County. (Tentative areas of emphasis for further review in Lake include small business development; agriculture including introductory studies in viticulture and enology, organic farming, ranching, and agricultural marketing and tourism; public safety; environmental studies.)

POINT ARENA FIELD STATION

- **2009-10:** The facilities at the Point Arena Field Station (PAFS) will be refurbished through Measure W Bond funds. PAFS continues to be a unique property in the California Community College system and is a college gem. The site allows the College the ability for unique offerings of courses and field trips for science students and should be considered in future development plans.

Literacy Hub

With the completion of the new Library / Learning Center at the Ukiah campus in 2012, the College anticipates it will become the primary literacy resource for both students and community members. As planning documents for this project indicate, the primary purpose of the new Mendocino College Library and Learning Resource Center (LLRC) is to create an environment that promotes intellectual growth. The architecture is designed to express this purpose and the space of the building is envisioned as one which will promote the expansion of

Appendix D

ITEM NO: 4.7

DATE: July 7, 2010

SUBJECT: DISTRICT ORDER OF PRIORITIES FOR FIVE YEAR CAPITAL CONSTRUCTION PLAN, 2015-2019

SYNOPSIS:

Board of Trustees approval of the District Order of Priorities for Five Year Capital Construction Plan for 2015-2019.

RECOMMENDATION:

The Superintendent/President recommends approval of the District Order of Priorities.

ANALYSIS:

Each year the District is required to submit a five-year plan for capital construction to the Chancellor's Office; this plan is based on the "District Order of Priorities" as established by the Board.

The State funded construction projects must meet criteria set by the Facilities Planning Section of the Chancellor's Office, California Community Colleges. The Board of Governors of the California Community Colleges sets priorities for funding of projects in categories A, B C, etc. Projects are funded by the state based on the top priority category with "A" representing the highest priority. Within each of these categories, projects are funded based on justified needs of health and safety hazards, as well as ratios of classroom, laboratory, office and library footage to student contact hours.

There are no changes from the prior year District Order of Priorities. The proposed listing of capital construction projects in the recommended order of priority is:

<u>PRIORITY NO.</u>	<u>PROJECT</u>
1.	Library/Learning Center
2.	Lake County Center
3.	Willits Center
4.	Maintenance/Warehouse
5.	Cafeteria
6.	Campus Bookstore
7.	Student Union

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the District Order of Priorities for the 2015-2019 Five-Year Capital Construction Plan as presented.

717310: Willits/Northern Mendocino County Center

Scope of Project: To own and develop a permanent site and plan and implement the construction of a new Willits/North County Center.

Location: 372 E. Commercial Street, Willits

Budget: \$6,703,619

Target Completion Date: December 2013

Point Persons: Mark Rawitsch, Dean of Instruction-Centers, Mike Adams, Director of Facilities Planning

UPDATES

March 2013 - The Willits/North County Center is on schedule with completion and occupancy planned for Summer 2013 and classes planned for the Fall 2013 semester.

June 2012 - The Willits/North County Center is currently out to bid, with bid opening scheduled for July 25, 2012. Completion by August 2013 will allow the 2013 Fall semester to be the first offered at the new site.

December 2011 - The project design is complete and the project has been submitted to the Department of the State Architect (DSA) for final review. The project will be bid and awarded upon approval from DSA. Demolition of the existing facilities on the building site will take place during the Spring 2012.

September 2011 - Planning has continued with the working drawings scheduled to be complete in December. Following review by the Office of the State Architect, the project will be bid and awarded with construction beginning during the summer of 2012.

June 2011 - The project programming and schematic planning are complete, with continued committee meetings scheduled throughout the summer and early fall. Plans are scheduled to be finalized before the first of the year, with construction planned to begin during the summer of 2012.

March 2011 - The site purchase at 100 Lenore Avenue in Willits is complete. A planning committee has been formed and planning visitations to other centers in Northern California took place in April. The original project outline, concept site plan, and the Educational Master Plan are under review to determine the project scope.

December 2009 - Site purchase is pending satisfactory completion of a Mitigated Negative Declaration that meets the CEQA (California Environmental Quality Act) requirements. Implementation of the site cleanup by owner in compliance with Phase II findings continues. Project planning will continue on the design program and concepts for the project.

April 2008 - A list of 19 potential properties of interest in Willits has been compiled and is currently being reviewed by the Willits Center Planning Committee and Ira Bennett Consulting, to establish a process for review and timelines.

February 2008 - Ongoing meetings with major public representatives and private individuals are taking place for the identification of a possible site. A meeting with the City Engineer of Willits has taken place to review the flood plan, infrastructure, water, sewer, and joint use possibilities.

December 2007 - A site acquisition committee has been meeting to explore possible sites for the Mendocino College Willits/North County Center.

September 2007 - Meetings have been held with the Willits City Council and the County of Mendocino to determine how best to coordinate efforts with Mendocino-Lake Community College to make the Willits Center a reality.

August 2007 - Placed advertisements in Willits News and Santa Rosa Press Democrat soliciting land.

Created: July 20, 2007 @ 07:29 PM

Last Modified: June 13, 2013 @ 03:56 PM

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES AGENDA - REGULAR MEETING
Thursday, August 2, 2012 – 5:00 PM
Mendocino College – Willits Center - Mendocino County Museum
400 East Commercial – Classroom 3
Willits CA 95490**

CALL TO ORDER /PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

This time is set aside for general public comments. Additionally, comments may be made at time of discussion of any item. After being recognized by the Chair, those wishing to make comments are asked to stand at the podium, give their name, place of residence and affiliation, if any, and address their comments to the Board President. Trustees may ask questions of the speaker for clarification but will not discuss items that are not on the agenda. If appropriate, the Board may choose to refer the subject to College staff for research or for the item to be placed on a subsequent agenda.

1. APPROVAL OF AGENDA

1.1 Agenda Approval

2. APPROVAL OF MINUTES

2.1 Approval of Minutes for the regular meeting held on July 11, 2012.

RECOGNITION

Retiring staff member Kristie Anderson, Director of Admissions and Records

3 & 4 CONSENT AGENDA

3. Personnel

3.1 Employment – Short-Term Employees

Recommendation to ratify a list of short-term employees

3.2 Employment – Summer Session Faculty

Recommendation to employ a list of summer session faculty

3.3 Volunteers

Recommendation to approve a list of volunteers (may be presented at the meeting)

3.4 Resignation/Retirement – Classified and Confidential

Recommendation to ratify the resignations of Rose Bell and Kevin Morrill

3.5 Employment – Professional Expert

Recommendation to employ Jennifer Banks as a professional expert, EMT-Paramedic Program Director

4. Other Items

4.1 Fiscal Report as of June 30, 2012

Recommendation to accept the report as presented

4.2 Donation Of Electrical Inverters

Recommendation to accept the donation of two electrical inverters from Lawrence Rosen

4.3 20012-13 Appropriation Limit – Resolution 08-12-01

Recommendation to establish the District's Appropriation Limit at \$25,750,816

5. ACTION ITEMS

- 5.1 Library/Learning Center – Change Order No. 19
Recommendation to ratify Change Order No. 19 in the amount of \$13,554
- 5.2 Lake County Center – Change Order No. 6
Recommendation to ratify Change Order No. 6 in the amount of \$16,713
- 5.3 Library/Learning Center AV/Media Equipment Award
Recommendation to be made at the meeting
- 5.4 Award Contract – Willits North County Center
Recommendation to award the contract to Midstate Construction in the amount of \$3,987,723

6. INFORMATIONAL REPORTS

- 6.1 President's Report
Superintendent/President informational report
- 6.2 Education and Student Services Report
Education and Student Services Department informational report
- 6.3 Administrative Services Report
 - 6.3.1 Administrative Services Department informational report
 - 6.3.2 Measure W Bond Report (Quarterly Report)
- 6.4 Mendocino College Foundation, Inc.
Report on the monthly activities of the Foundation
- 6.5 Constituent Groups Reports
Oral reports from constituent groups may be presented at the meeting

7. TRUSTEE COMMUNICATIONS

- 7.1 Trustee Reports
Written and oral reports from Trustees are presented as information
- 7.2 Future agenda items
A list of identified topics are presented as information

8. TIME CERTAIN ITEM – 6:00 PM

- 8.1 Presentation – Willits Center
Report by Dean Rawitsch on current status and future plans for the Willits Center

9. CLOSED SESSION

- 9.1 Conference with Legal Counsel – Anticipated Litigation – GC 54956.9(a) 2 cases
Case names unspecified: Disclosure would jeopardize existing settlement negotiations
- 9.2 Collective Bargaining/Meet and Confer - GC 54957.6
Designated Representatives: Darnell, Randall, Perryman, Chaty
Employee Organizations: MCFT, MPFA, Management/Supervisory/Confidential, MLCCCBU

10. ADJOURNMENT

ADA Compliance: Persons with disabilities needing assistance, please notify the Superintendent/President's Office at 468-3071 no later than 24 hours prior to the scheduled meeting. Meetings are held in locations which are wheelchair accessible.

Agenda Packet and Supporting Documents Notice: The agenda packet and supporting materials can be viewed in the President's Office, Room 1070, Mendocino College, 1000 Hensley Creek Road, Ukiah CA or on the College's website at www.mendocino.edu.

Future Board Meetings: Regular Meeting – September 12, 2012, 5:00 PM, Ukiah Campus, Room 1060
Workshop – Saturday, September 15, 2012; 9:0-3:00 PM, Ukiah Campus, Room 1060

**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 Thursday, August 2, 2012, Mendocino College, 400 East Commercial, Willits CA.

GENERAL MATTERS

Call To Order Trustee Clark, Board President, called the meeting to order at 5:03 PM.

<i>Board Members</i>	President	Joel Clark	present
	Vice President	Paul Ubelhart	present
	Clerk	John Tomkins	present
	Trustee	Edward Haynes	present
	Trustee	Joan M. Eriksen	present
	Trustee	Janet Chaniot	present
	Trustee	Dave Geck	present (arrived at 5:23 PM)
	Student Trustee	Jennifer Evans	present

Secretary Roe Darnell, Superintendent/President

Support Staff Gwen Chapman, Executive Assistant II Superintendent/President

Staff Representatives Larry Perryman, Vice President of Administrative Services
Mark Rawitsch, Dean Willits and Lake Centers

<i>Constituent Representatives</i>	Academic Senate	Steven Hixenbaugh, President
	Classified Senate	Larry Lang, President
	Management/Supervisory/Confidential	Virginia Guleff, President (absent)

Public Comments There were no comments from the public.

Agenda Approval M/S/C (Chaniot/Tomkins) To approve the agenda as presented.

Minutes/Approval M/S/C (Tomkins/Eriksen) To approve the minutes of the regular meeting held on July 11, 2012 as presented.

Recognition of Retirees Kristie Anderson, retiring as Director of Admissions and Records, was recognized by the Board of Trustees.
Superintendent/President Darnell read the following statement from Anderson: "To the board, I'd like to say thank you for the opportunity for all these years of trying to learn to get along with people, to develop my knowledge of the Registrar's profession, and to learn more than I ever wanted to know about the workings of state and local governments. But most of all, working at and for the college district, I appreciate the friends I've made along the way in this college community. I wish you and the district the best of times even when it looks like the worst of times are still to come. The expertise of all the employees will make Mendocino College continue to shine bright."

CONSENT AGENDA

M/S/C (Chaniot/Haynes) To approve the Consent Agenda as presented.

Items with an asterisk * were approved by one motion as the Consent Agenda.

Roll Call Vote – Trustees Tomkins, Eriksen, Chaniot, Clark, Ubelhart, and Haynes – "yes"

Personnel

*Employment –
Short-Term
Employees*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the Short-Term Employees as submitted.

*Employment
Part-Time Faculty*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ the list of Part-Time Faculty as submitted.

Volunteers

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of volunteers as submitted/presented at the meeting.

*Resignation/
Retirement*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the resignations of Rose Bell, August 17, 2012 and Kevin Morrill, September 28, 2012.

*Employment –
Professional
Experts*

* RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby employ as Professional Expert, pursuant to Education Code Section 88003, Jen Banks as EMT-Paramedic Program Director, August 11, 2012 through June 30, 2013.

Other Items

*Fiscal Report –
June 30, 2012*

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

*Donation of
Electric Inverters*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept with appreciation the donation of two electrical inverters from Lawrence Rosen.

*2012-13
Appropriation
Limit*

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution No. 08-12-01 establishing the Mendocino-Lake Community College District's appropriation Limit for fiscal year 2012-13 at \$25,750,816.

ACTION ITEMS

*Library/Learning
Center – Change
Order No. 19*

M/S/C (Chaniot/Clark) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 19 for the Library/Learning Center project to Midstate Construction in the amount of \$13,554.

*Lake County
Center – Change
Order No. 6*

M/S/C (Tomkins/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify Change Order No. 6 for the Lake County Center project to Wright Contracting in the amount of \$16,713.

*Library/Learning
Center
Av/Media
Equipment*

M/S/C (Haynes/Tomkins) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby award the contract for the Library/Learning Center AV/Media equipment to CODA Technology Group in the amount of \$410,102.75.

Trustees discussed with staff the benefits and type of equipment purchased.

*Award Contract –
Willits North
County Center*

Superintendent/President Darnell advised the Board of a bid protest placed by the second lowest bidder. College legal counsel has rendered a decision regarding this protest and advised that based on court cases the Board should award the contract to the lowest bidder.

Trustee Geck arrived at 5:23 PM during this discussion.

M/S/C (Haynes/Ubelhart) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby award the construction contract for the Willits North County Center to Midstate Construction, Inc. in the amount of \$3,987,723 for the base bid and alternates 1&2.

INFORMATIONAL REPORTS

President's Report

A written report was submitted by Superintendent/President Darnell. The following was offered in addition:

- Advertising is underway for the Superintendent/President's position. The filing deadline is September 14. The filing deadline for the Vice President's position is August 23. It is anticipated that a recommendation for the Vice President's Position will come to the Board at the November meeting.
- Open House for the Library/Learning Center will take place on Friday, September 14 from 3-5 PM.
- Enrollment has been increasing. Radio and newspaper ads were increased and the college has a booth at the fair.

Education and Student Services Report

A written report was submitted by Deans Rawitsch, Guleff, and Goff.

Administrative Services Report

A written report was submitted by Larry Perryman, Vice President of Administrative Services.

- Vice President Perryman reported that he learned nothing new at today's budget workshop. He reminded the Board that if the tax initiative doesn't pass, the District will have a budget reduction of approximately \$1 million.
- Vice President Perryman reviewed recent changes in Redevelopment.

Measure W Bond Report

The quarterly bond report was submitted by Larry Perryman, Vice President of Administrative Services.

- Vice President Perryman commented that with tonight's approval of the contract for the Willits North County Center, we are getting close to the end of the Measure W funds.
- An update was given on the Point Arena property. The college is considering multiple alternatives for the support of Point Arena. An appraisal of value is being completed. The cost was shared with the Trust for Public Lands. Following that, there will be further discussion regarding a possible two-year option for the Trust to purchase the property.

Mendocino College Foundation, Inc.

No written report was submitted.

Constituents Report

No written reports were submitted.

Presentation – Willits Center

TIME CERTAIN ITEM – 6:00 PM

Dean Rawitsch gave a PowerPoint presentation on the Willits Center and Lake Center enrollments, programs, possible future programs and possibilities in both areas with the new buildings opening in 2013.

Trustee Reports

TRUSTEE COMMUNICATION

A written report was submitted by Trustee Chaniot. Oral reports were given by Trustees Chaniot, Geck, Chaniot, Tomkins, and Ubelhart.

*Future Agenda
Items*

A list of items for future agendas was submitted for review.

The Board discussed a possible future agenda item related to enrollment management. This was referred to Superintendent/President Darnell for further review.

CLOSED SESSION

Board President Clark announced that a Closed Session will not be held.

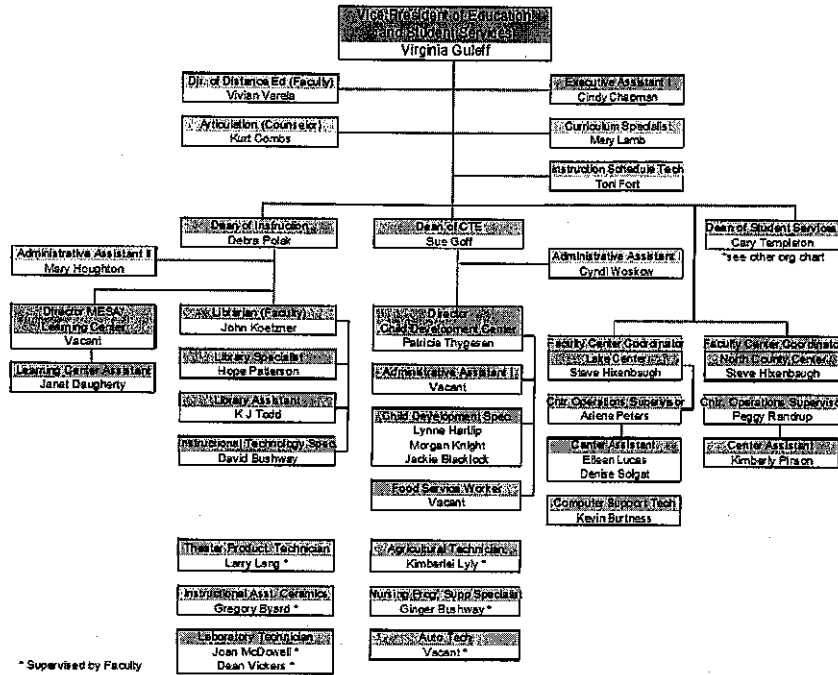
ADJOURNMENT

M/S/C (Tomkins/Geck) RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adjourn the meeting at 7:01 PM.

Submitted by:

D. Roe Darnell, Superintendent/President
Secretary, Board of Trustees

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
Education - Organizational Chart

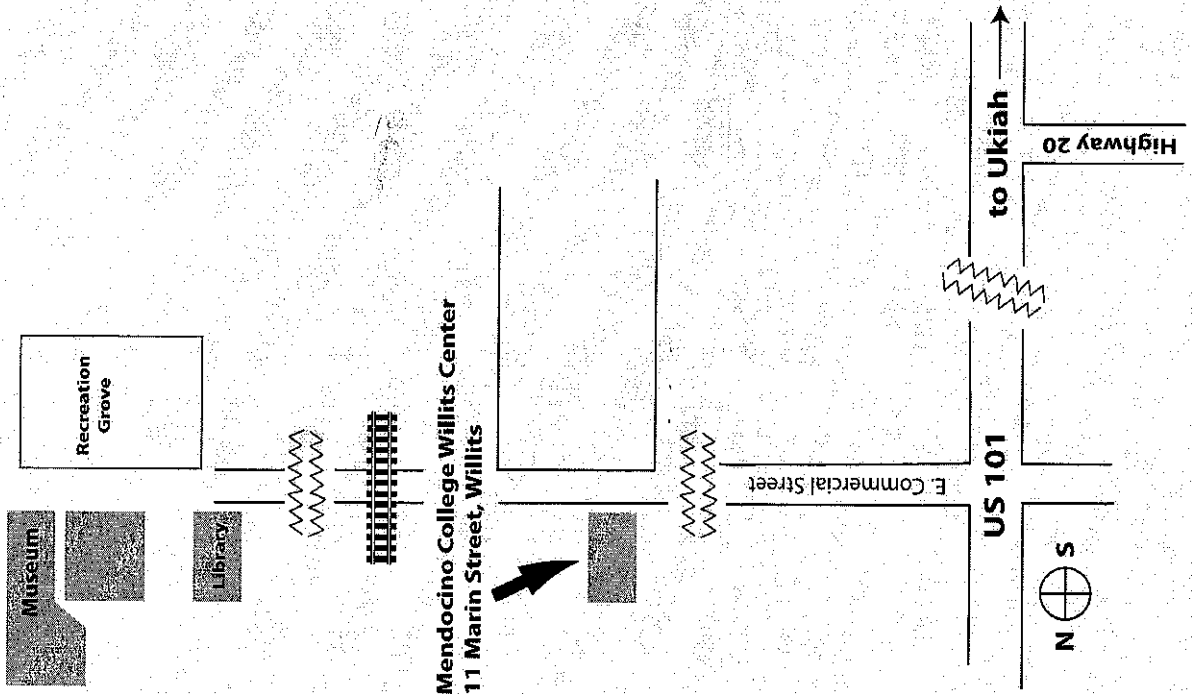


Revised/Reviewed 12/11/13

Willits/North County & Lake Center Maps

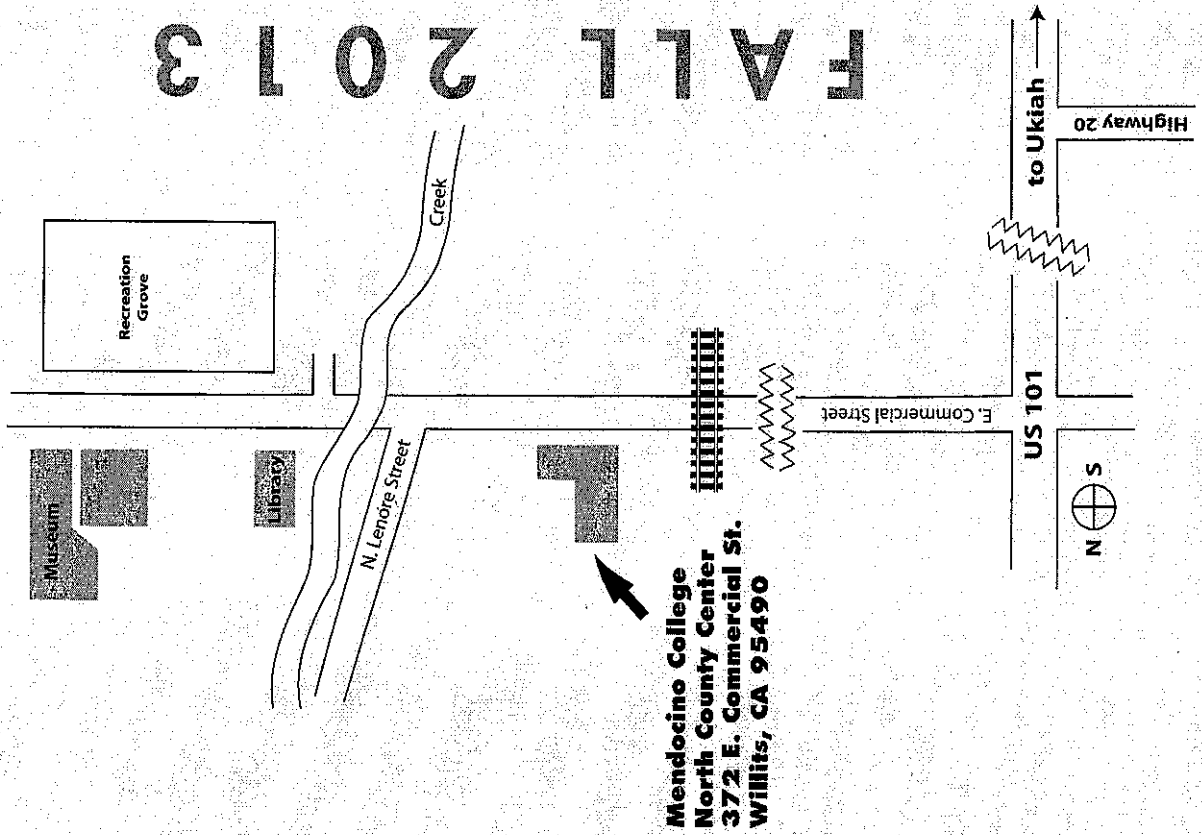
EVIDENCE SC-8

Willits Center
11 Marin Street, Willits, CA



S U M M E R 2 0 1 3

Willits Center/North County Center
372 E. Commercial Street, Willits, CA



F A L L 2 0 1 3

FROM 07/01/2013 TO 06/30/2014
UNAPPROVED TRANSACTIONS INCLUDED

FUND :11 Unrestricted - General Subfund

OBJECT CLASSIFICATION	APPROVED BUDGET	EXPENDED/RECEIVED		UNENCUMBERED BALANCE
		CURRENT YEAR TO DATE	ENCUMBERED	
1150 Faculty Evaluations	1,354.00	1,353.75	99.9	0.00
1210 Academic Administrator	11,507.00	11,506.84	99.9	0.00
1240 Reassigned Time	22,785.00	22,785.00	100.0	0.00
TOTAL: 1xxx	35,646.00	35,645.59	99.9	0.41
2110 Classified Regular Noninst	40,282.00	71,809.44	100.0	31,527.44
2111 Classified Administrator	61,567.00	5,652.82	9.1	55,914.18
2310 Short Term-Non Instructional	13,137.00	4,150.50	31.5	8,986.50
2410 Short Term-Instructional	5,291.00	2,682.75	50.7	2,608.25
TOTAL: 2xxx	120,277.00	84,295.51	70.0	35,981.49
3110 STRS - Instructional	112.00	109.42	97.6	2.58
3120 STRS - Non-Instructional	2,829.00	2,809.80	99.3	19.20
3220 PERS - Non-Instructional	11,654.00	8,949.04	76.7	2,704.96
3310 FICA - Instructional	328.00	166.34	50.7	161.66
3320 FICA - Non-Instructional	7,129.00	5,059.96	70.9	2,069.04
3330 Medicare - Instructional	97.00	58.54	60.3	38.46
3340 Medicare - Non-Instructional	2,164.00	1,680.66	77.6	483.34
3410 Health Instructional	255.00	255.00	100.0	0.00
3420 Health Non-Instructional	48,068.00	39,502.50	82.1	8,565.50
3510 SUI Instructional	3.00	2.01	67.0	0.99
3520 SUI Non-Instructional	74.00	58.05	78.4	15.95
3610 Work Comp Instructional	128.00	77.71	60.7	50.29
3620 Work Comp Non-Instructional	2,873.00	2,231.23	77.6	641.77
TOTAL: 3xxx	75,714.00	60,960.26	80.5	14,753.74
4310 Instructional Supplies	4,738.27	1,454.42	30.6	1,819.75
4311 Fee Based Materials	832.00	162.00	19.4	670.00
4510 Other Supplies	1,710.96	1,475.79	86.2	200.85
4790 Food	142.77	142.48	99.7	0.29
TOTAL: 4xxx	7,424.00	3,234.69	43.5	1,665.24
5100 Consultant Services	400.00	0.00	0.0	400.00
5110 Food Catering	1,350.00	1,350.00	100.0	0.00
5230 Travel Business	1,225.00	576.80	47.0	648.20
5310 Dues And Membership	83.00	83.00	100.0	0.00
5940 Other Advertisement	1,863.08	1,757.88	94.3	599.60
TOTAL: 5xxx	4,921.08	3,767.68	76.5	448.40
TOTAL: 1xxx - 5xxx	243,982.08	187,903.73	77.0	52,849.28



BOARD POLICY

No. 316

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

ACCREDITATION

The Board of Trustees delegates to the Superintendent/President the responsibility to comply with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges of the Western Association of Schools and Colleges, as well as organizations related to specific District programs that seek special accreditation.

The Superintendent/President shall ensure that the Board is involved in the accreditation processes for which Board participation is required.

The Superintendent/President shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Reference: Accreditation Eligibility Requirement 20, Standard IV A.4.