

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES AGENDA - REGULAR MEETING

April 14, 2021 – 4:30 PM

Zoom meeting information: [April 14, 2021 zoom meeting link](#)

Or by telephone phone dial: +1 346 248 7799 (US Toll)

CALL TO ORDER

1. APPROVAL OF AGENDA AND MINUTES

- 1.1 Agenda Approval
- 1.2 Approval of Minutes of the regular meeting held on March 10, 2021.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

This time is set aside for general public comments. Additionally, comments may be made at the time of discussion of any item. In accordance with the Governor's Executive Order N-29-20, Mendocino-Lake Community College Trustees will be conducting this meeting via teleconference. At the appropriate time on the agenda, the Board President will ask individuals joining the teleconference via phone wishing to make a public comment to unmute themselves by pressing *6 on their phone and state their full name. Individuals joining the teleconference via computer should list their name in the chat (i.e.: "Member of the public's name would like to speak during public comment"). Once the Board President has received a list of all members of the public who wish to speak, they will call upon each member to speak. After being recognized by the Chair, those wishing to make comments are asked to 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.

2. CLOSED SESSION

- 2.1 Conference with Labor Negotiator – Pursuant to Government Code section 54957.6
Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin
Employee Organizations: MCFT, MPFA, Management Team, MLCCCBU
- 2.2 Conference with Legal Counsel – Anticipated Litigation – Pursuant to Government Code section 54957.9(d) 1 case
Case names unspecified: Disclosure would jeopardize anticipated settlement negotiations
Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin
- 2.3 Public Employee Discipline/Dismissal/Release – Pursuant to Government Code section 54957
Designated Representatives: Karas, Cichocki, Polak, Velasco and Marin

RETURN TO OPEN SESSION

REPORT OF ACTION TAKEN IN CLOSED SESSION

PUBLIC COMMENTS

This time is set aside for general public comments. Additionally, comments may be made at the time of discussion of any item. In accordance with the Governor's Executive Order N-29-20, Mendocino-Lake Community College Trustees will be conducting this meeting via teleconference. At the appropriate time on the agenda, the Board President will ask individuals joining the teleconference via phone wishing to make a public comment to unmute themselves by pressing *6 on their phone and state their full name. Individuals joining the teleconference via computer should list their name in the chat (i.e.: "Member of the public's name would like to speak during public comment"). Once the Board President has received a list of all members of the public who wish to speak, they will call upon each member to speak. After being recognized by the Chair, those wishing to make comments are asked to 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.

3. BIG PICTURE

The Relationship between Mendocino County Office of Education and Mendocino College

4. **PRESIDENT AND ADMINISTRATION REPORT**

- 4.1 A report from Superintendent/President Karas is presented as information

CONSENT AGENDA

5. **Personnel**

- 5.1 Consideration to approve Personnel List – Short Term Non-Continuing Employees
Recommendation to approve the list of short-term non-continuing personnel as presented
- 5.2 Consideration to approve Personnel List – Part-Time Faculty
Recommendation to approve the list of part-time faculty as presented
- 5.3 Consideration to approve Employment – Classified – Amend Start Date
Recommendation to approve the classified employment amended start date as presented
- 5.4 Consideration to approve Working Out of Class Compensation
Recommendation to approve the working out of class compensation as presented
- 5.5 Consideration of Four Ten-Hour Day Work Week
Recommendation to approve the four ten-hour day work week
- 5.6 Consideration to receive Mendocino-Lake Community College Classified Bargaining Unit/SEIU (MLCCCBU) Local 1021, 2021/22 Successor Contract Reopeners
Recommendation to receive the Mendocino-Lake Community College Classified Bargaining Unit/SEIU Local 1021, 2021/22 successor contract reopeners as presented.
- 5.7 Consideration to approve Mendocino-Lake Community College District 2021/22 Successor Reopeners to Mendocino-Lake Community College Classified Bargaining Unit/SEIU (MLCCCBU) Local 1021
Recommendation to approve the Mendocino-Lake Community College District 2021/22 successor reopeners to Mendocino-Lake Community College Classified Bargaining Unit/SEIU (MLCCCBU) Local 1021 as presented
- 5.8 Consideration to receive Mendocino College Federation of Teachers (AFT/CFT Local 6322) 2022/23 Contract Reopeners
Recommendation to receive the Mendocino College Federation of Teachers (AFT/CFT Local 6322) 2022/23 contract reopeners as presented.
- 5.9 Consideration to approve Mendocino-Lake Community College District Contract Reopeners to Mendocino College Federation of Teachers (AFT/CFT Local 6322), 2021/22
Recommendation to approve the Mendocino-Lake Community College District contract reopeners to Mendocino College Federation of Teachers (AFT/CFT Local 6322), 2022 as presented.
- 5.10 Consideration to receive Mendocino Part-Time Faculty Association (MPFA/CCA/CTA/NEA), 2022/23 Contract Reopener
Recommendation to receive the Mendocino Part-Time Faculty Association (MPFA/CCA/CTA/NEA), 2022/23 contract reopener as presented
- 5.11 Consideration to approve Mendocino-Lake Community College District Contract Reopeners to Mendocino Part-Time Faculty Association (MPFA/CCA/CTA/NEA), 2022/2023
Recommendation to approve the Mendocino-Lake Community College District Contract Reopeners to Mendocino Part-Time Faculty Association (MPFA/CCA/CTA/NEA), 2022/2023 as presented.
- 5.12 Consideration of One-Time, Off-Schedule Stipend – Mendocino Part-Time Faculty Association (CCA/CTA/NEA) (“MPFA”)
Recommendation to approve the one-time, off-schedule stipend to Mendocino Part-Time Faculty Association (CCA/CTA/NEA) (“MPFA”) as presented
- 5.13 Consideration of One-Time, Off-Schedule Stipend – Service Employees International Union Local 1021 (“SEIU”)

- Recommendation to approve the one-time, off-schedule stipend to Service Employees International Union Local 1021 ("SEIU") as presented
- 5.14 Consideration of One-Time, Off-Schedule Stipend – The Management Team of Mendocino-Lake Community College District (Managers/Supervisors/Confidential)
Recommendation to approve the one-time, off-schedule stipend to the Management Team of Mendocino-Lake Community College District (Managers/Supervisors/Confidential) as presented
- 5.15 Consideration of One-Time, Off-Schedule Stipend – Independently Adjusted Contract Employees (President and Vice Presidents)
Recommendation to approve the one-time, off-schedule stipend to the Independently Adjusted Contract Employees (President and Vice Presidents as presented
- 5.16 Consideration of One-Time, Off-Schedule Stipend – Mendocino College Federation of Teachers (AFT/CFT) ("MCFT")
Recommendation to approve the one-time, off-schedule stipend to the Mendocino College Federation of Teachers (AFT/CFT) ("MCFT") as presented

6. Other Items

- 6.1 Fiscal Report as of February 28, 2021
Recommendation to accept the report as presented
- 6.2 Donation
Recommendation to accept the donated item as presented

7. ACTION ITEMS

- 7.1 2020/2021 April Revised Budget
Recommendation to adopt the proposed 2020/2021 April Revised Budget as presented
- 7.2 Contracts and Agreements – Quarterly Ratification
Recommendation to ratify the contracts and agreements as presented
- 7.3 Awarding of Audit Contract for Fiscal Year Ending June 30, 2021
Recommendation to award the audit contract for the fiscal year ending June 30, 2021 as presented
- 7.4 Board Policy Additions and Revisions – Second Reading
Recommendation to approve the board policy additions and revisions as presented
- 7.5 Board Policy Deletions – Second Reading
Recommendation to approve the board policy deletions as presented

8. INFORMATIONAL ITEMS AND REPORTS

- 8.1 Mendocino College Foundation, Inc.
Mendocino College Foundation informational report
- 8.2 Constituent Group Reports
Reports from constituent groups are presented as information
- 8.3 Board Policies and Revisions – First Reading
Revisions and additions to board policies are presented for information and review

9. TRUSTEE COMMUNICATIONS

- 9.1 Trustee Reports
Written and oral reports from Trustees are presented as information
- 9.2 Future Agenda Items
Board discussion about topics to be included on future agendas

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.

Agenda Packet and Supporting Documents Notice: The agenda packet and supporting materials can be found on the college website at : [Board of Trustee meeting documentation](#)

Future Board Meetings:

- Regular Meeting – Wednesday, May 12, 2021, 4:30 PM, via ZOOM

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, March 26, 2021 using ZOOM remote meeting technology.

Call to Order Trustee Pinoli, Board President, called the meeting to order at 4:30 PM.

<i>Board Members</i>	President	Robert Jason Pinoli	present
	Vice President	Marie L. Myers	present
	Clerk	Ed Nickerman	present
	Trustee	Xochilt Martinez	present
	Trustee	John Tomkins	arrived at 5:26 pm
	Trustee	TeMashio Anderson	present
	Trustee	Noel O'Neill	present
	Student Trustee	vacant	

Secretary Timothy Karas, Superintendent/President

Support Staff Mary Lamb, Executive Assistant to the Superintendent/President

Staff Representatives Eileen Cichocki, Assistant Superintendent/Vice President of Administrative Services (present)
Debra Polak, Vice President of Academic Affairs (present)
Ulises Velasco, Vice President of Student Services (present)
Nicole Marin, Director of Human Resources (present)

<i>Constituent Representatives</i>	Academic Senate	Catherine Indermill, President (present)
	Classified Senate	Mayra Sanchez, President (present)
	Management Team	Janelle Bird, President (present)

Agenda Approval M/S (Nickerman/Myers) to approve the agenda as amended. The amendment being moving items #5.5 and #5.6 to action items. The matter was approved via the following vote:

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

Approval of Minutes M/S (O'Neill/Martinez) to approve the minutes of the regular board meeting held on February 10, 2021 as presented. The matter was approved with the following vote:

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

*Recognition of
Recently Tenured
Faculty*

Vice President of Academic Affairs Polak and Vice President of Student Services Velasco recognized those faculty members who were approved for tenure either in 2020 or at the February 2021 meeting.

Those faculty members recognized by Vice President Polak included Neeka Aguirre, History; Chantal Cimmiyotti, Mathematics; Heidi Crean, Nursing; Stephen Decker, Technical Theater; John Rall, English; and Brianna Zuber, Biology.

Vice President of Student Services Velasco recognized Emily Hashemian, Counselor, EOPS.

Board President Pinoli then congratulated all of the faculty members recognized on behalf of the board.

*Public Comment on
Closed Session Items*

There were no comments made on closed session items.

CLOSED SESSION

The Board adjourned to Closed Session at 4:51 PM with Board President Pinoli stating only item 3.2 would be discussed in closed session.

OPEN SESSION

*Report of Action
Taken in Closed
Session*

The Board returned to open session at 5:17 PM with Board President Pinoli reporting there was no action taken in closed session.

Public Comments

There were no comments from the public at this time.

PRESIDENT AND ADMINISTRATION REPORT

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

Our athletics department has received word that with all the precautions currently in place in the county, there will only be a truncated schedule allowed for all spring sports. The downside of this news is spectators will not be allowed at the various contests.

The Institutional Effectiveness Partnership Initiative (IEPI) is a project which was started by the Chancellor's Office in 2014 where a college can apply to receive assistance with any item which you feel your college could improve upon. Here at Mendocino College, we self-identified several items during our Accreditation process. Currently, there is a team of 5 individuals who meet with various constituent group members to suggest items, objectives, etc. to assist with improvement methods for those specific areas. Once the final report regarding our plan is submitted to the State, we are then issued funds which can help to implement the work we have identified. At this juncture, we anticipate receiving the IEPI funds as early as June 2021.

CONSENT AGENDA

M/S (Myers/Nickerman) Board of Trustees does hereby approve the Consent Agenda as presented. The consent agenda was approved with the following vote:

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

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

Personnel

Consideration to approve Personnel List – Short Term Non-Continuing Employees

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the employment of the short-term non-continuing (STNC) employees as submitted and presented at the meeting pending receipt of all necessary employment eligibility requirements.

Consideration to approve the list of Volunteers

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

Consideration to approve Employment – Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Roberto Renteria, EOPS/CARE Coordinator effective April 19, 2021 pending receipt of all necessary employment eligibility requirements.

Consideration to approve - Faculty Transfer

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the transfer of Fernando Calderon, Instructor – Psychology effective July 1, 2021.

Consideration to approve Faculty Contract

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Second Year of a Two-Year tenure-track contract for Fernando Calderon, Instructor – Psychology as presented.

Consideration to approve Working Out Of Class Compensation

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working Out of Class and/or Additional Duties of Mayra Sanchez as presented.

Other Items

Fiscal Report as of January 31, 2021

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

ACTION ITEMS

Consideration to ratify – Resignation

The Board recognized Cyndi Woskow for her years of service to Mendocino College. After her recognition, the board took the following action:

– *Classified*

M/S (Nickerman/Martinez) that the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Cyndi Woskow, Administrative Assistant II effective July 15, 2021 with the following vote:

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

Consideration to ratify – Resignation Faculty

The Board recognized Glen (Doug) Boswell and Kurt Combs for their years of service to Mendocino College. After their recognition, the board took the following action:

M/S (Nickerman/Martinez) that the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Glen (Doug) Boswell, Instructor – Automotive, effective June 30, 2021 and Kurt Combs, Counselor/Articulation Officer, effective June 30, 2021.with the following vote:

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

2021 California Community College Trustees (CCCT) Ballot for Board of Directors

After reviewing the information, discussion and conducting a vote using the weighted average method, the board took the following action:

M/S (Nickerman/Anderson) that the Mendocino-Lake Community College District Board of Trustees does hereby cast their vote for the following candidates for the CCCT Board: Marguerite Bulkin, Kendall Pierson, Alan Siemer, Mark Edney, Nan Gomez-Heitzeberg, Margaret Fishman, and Mary Lombardo with the following vote:

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

Big Picture – Support for First Year Students – FYI Review

Vice President of Student Services Velasco and Director of the First Year Institute (FYI) Flores presented information about the FYI program.

Director Flores thanked the board for the opportunity to speak with the board regarding the FYI program.

Director Flores began her presentation with a brief background of the program. She then outlined the various goals of the program which include:

- Primary Goals
 - Develop a robust outreach & support program for first year, Latino/& or first generation students;
 - serve 500 students over the 5 year grant period;
 - achieve a 3 semester retention rate of 69%;
 - achieve a 69% completion rate of 15 units within 2 years
- Goals for Sustainability
 - implement student centered services & support professional development aligned with existing initiatives;
 - Long term adoption of FYI practices;
 - MC absorbing program costs by end of grant period

The program served 106 students in its initial cohort; 145 in the second cohort and 144 in the 3rd cohort. We are currently in the fifth year of the program and working with our fourth cohort of 136 students.

The institutional impact of the program includes removing barriers, infrastructure/technology; professional development; and cultural awareness and connection activities.

Outreach has been a huge component of the FYI program. We begin the onboarding process in the spring so students are ready to begin college right away in the fall. We are continuing to use this model which has now been developed for use by all of our educational partners.

New student welcome workshops are held in an attempt to make all of our students aware of where services are located on campus, where each building is located, etc. This new student welcome has been developed by Director Flores and the FYI program and will continue to be used in all areas of the college.

The ARC of Semester is followed to assist in tracking student progress. Using this arc, there are many ways we reach out to engage with our students and to connect with them.

Vice President Velasco added the initial purpose of the grant was to assist in developing practices which have shown to be effective and embedding those practices into the overall institution.

Currently, we have increased our collaboration within Student Services to make sure these students continue to be supported in some way either through EOPS, CAMP, etc.

We are also continuing the efforts to incorporate the proven FYI practices which fall under the four pillars of the Guided Pathways: Clarify the Path - Enter the Path – Stay on the Path – and Ensure Learning into our other campus activities.

INFORMATIONAL REPORTS

*Mendocino College
Foundation, Inc.*

A written report was submitted by the Mendocino College Foundation staff.

*Friends of the
Mendocino College
Coastal Field
Station and Natural
Sciences affiliate
report*

A written report was submitted by Dr. Steve Cardimona, Professor of Earth Science.

*Constituents Group
Reports*

Academic Senate

A written report was submitted by Academic Senate President Indermill who stated she had nothing to add.

Classified Senate

A written report was submitted by Classified Senate President Mayra Sanchez who stated she had nothing to add.

Management Team

A written report was submitted by Management Team President Janelle Bird who had nothing to add.

*Board Policy
Additions and
Revisions – First
Reading*

Board policy 3433 – Prohibition of Sexual Harassment under Title IX; Board Policy 7120 – Recruitment and Hiring; and Board Policy 7250 – Educational Administrators were presented for review. Discussion and/or adoption of these policies will take place at the April 2021 board meeting.

*Board Policy
Deletions – First
Reading*

Board policy 705 – Administrator Min Quals and Equivalency; and Board Policy 720 – Administrator Retreat Rights were presented for deletion. Discussion and/or approval of these deletions will take place at the April 2021 board meeting.

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Anderson thanked the presenters for the information which was provided. He asked everyone to not lose sight of the work done in the FYI program and to make sure it continues on.

Trustee Martinez expressed her appreciation to everyone for all their hard work and wanted to acknowledge the College Foundation scholarship honoring Dr. Ricardo Stocker.

Trustee Myers very proud to drive by and see the electronic sign at the end of Hensley Creek Road and thanked the Foundation for all their support in getting the sign completed.

Trustee Nickerman met recently with Dean Aseltyne and several others to

learn more about the different CTE programs.

Trustee O'Neill stated he would like to recognize the foundation for the establishment of two scholarships the first honoring Dr. Ricardo Stocker and second in honor of Ed Walsh. He also commended the Academic Senate for the rich curriculum offered in honor of Black History Month. He expressed his continued interest regarding outreach to the various tribes in our community and would like to see us to focus more in the Round Valley area.

Trustee Tomkins echoed Trustee Nickerman's comments regarding the great meeting held with Dean of CTE Aseltyne and the Superintendent/President. He also stated he feels we are beginning to be viewed a much more "friendly" in the communities we serve.

Trustee Pinoli stated he appreciates the collaborative effort, the collegiality and the continued support he receives as Board President. Next month the Big Picture item will be presented by Michelle Hutchins from Mendocino County Office of Education. We will also be looking to schedule an additional Will do big picture presentation by the Lake County Office of Education sometime in the future.

Future Agenda Items The current list of future agenda items includes the following with additional comments from members of the Board of Trustees:

- Diversity training for Board members – Trustee Martinez requested this item and feels it needs to be either a workshop or special meeting. It should not be a lecture but more of a reflection and participation by members of the board. For this reason, she feels it needs to be when we are once again able to meet in person.
- Essential needs for Trustee onboarding
- Outreach to the community and the various tribes
- A workshop or presentation on the next phase plans for the three centers
- A Big Picture presentation by Mendocino County Superintendent of Schools Michelle Hutchins and colleague sometime in the spring of 2021
- A big picture presentation similar to the presentation with the Lake County Superintendent of Schools.

Adjournment With agenda business concluded, Board President Pinoli declared the meeting adjourned at 6:22 PM.

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

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

Dual Enrollment Definitions

To provide some additional context and background information for the “Big Picture” presentation from Mendocino County Office of Education (MCOE) related to K-12 career education below is a list of definition and regulations the govern the community college system. There are codes and regulations that define the relationship between the two separate educational systems.

Dual enrollment are college courses taught at high school during the school day. Dual enrollment partnerships require legal contracts. Memorandums of Understanding (MOUs), Instructional Service Agreements (ISAs), College, and Career Access Pathway (CCAP) Partnership Agreements are all contracts or agreements.

Dual enrollment courses that are offered under AB 288 partnerships are required to have a College and Career Access Pathway (CCAP) Partnership Agreement. The College and Career Access Pathway (CCAP) Partnership Agreement is specifically referred to in the legislation and this name, AB 288 CCAP Partnership Agreement, is what triggers the authority of the legislation.

Dual enrollment courses offered under non- AB 288 legislation need a legal agreement. This agreement may be an MOU, an ISA, or more simply an “Agreement.”

Number of FTES (full-time equivalent students) to be claimed. Statewide number of FTES students claimed as special admits shall not exceed 10 percent of the total number of FTES claimed statewide. The statewide 10% FTES cap on special admit students should include both non -AB288 and AB288 students. [CA ED CODE Section 76004]

Career and Workforce Education

Three of our workforce programs had significant milestone over the last month. Below is a brief description.

Physical Therapy Assistant Accreditation

On March 22-23, Mendocino College had a virtual site visit from the Commission on Accreditation in Physical Therapy Education (CAPTE). This is a step in the process to receive programmatic accreditation for the Physical Therapy Assistant program. Based on the visit and the visiting team report CAPTE will take action on our accredited status at their commission meeting in late October 2021. It was a very positive visit. This has been a multiyear, deliberative, and mindful process. Program Director Sara Bogner and Dean Aselyne should be commended for their work.

Utility Line Clearance Training Program

On April 1, I was able to join a virtual ceremony recognizing the first Mendocino College cohort to complete the Utility Line Clearance Training Program. This is an intensive five-week 200 hours training program. The State Chancellors’ Office supports regional training collaborative through

UpSkill California. UpSkill California is a consortium of 28 Community Colleges that collaborate to provide businesses statewide with customized employee training and education programs that enhance worker productivity and close the skills gap.

Mendocino College was the sixth cohort in the State and the first on the coast. The training program is a collaboration with community colleges (Mendocino/Butte), business (Family Tree Service/AERI/North American Training Solutions) and professional organizations (Utility Arborist Association/ Tree Care Industry Association). Students learn skills to trim/remove trees, utility line arborist certification, OSHA training, and other workforce skills. They practice some of their skills on removing several dead/dying trees on the Ukiah campus.

The cohort of six students are all been offered employment opportunities. This is another example, like the Physical Therapy Assistant Program, of a regional model to offer workforce preparation. Jim Xerogeanes, agriculture faculty, was one of the program trainers. Dean Aseltyne worked with our regional partners to bring this training to Mendocino College.



Mendocino College Nursing Students

Mendocino College second year nursing students were able to get hands on experience to administer COVID-19 vaccinations at the Alex Rorabaugh Center. Students worked side by side with nurses from Adventist Health and other health care providers. Each student was able to administer 50-75 vaccines under the supervision of Mendocino College Nursing Instructor Nancy Goodman and Director of

Nursing, Peggy Goebel. Mendocino College Nursing Program Support Specialist, Ginger Bushway coordinated student requirements and schedules.

As required by the Center for Disease Control (CDC), all student vaccinators completed the CDC vaccinator course online and received their two doses of the COVID-19 vaccine at least two weeks prior to the clinic. Students practiced CDC protocol, maintained social distancing requirements, wore masks, and washed hands frequently.



Institutional Effectiveness Partnership Initiative

A team of administrators, faculty, and staff spent Friday, April 9, hosting the second Partnership Resource Teams (PRT) meetings as part of the Institutional Effectiveness Partnership Initiative (IEPI). Based on feedback from the PRT a final plan will be submitted to IEPI in late April. The award letter should be coming to the Board in June 2021. This will assist Mendocino to accomplish the goal we set out in our Quality Focus Essay for Accreditation.

Centers

The Centers continue to support students in our more rural areas. Distance learning kits for Chemistry and Computer Science have been available for pick up at all Center locations during regular hours and by appointment. The Coast and Lake Center are preparing for a small cohort of on ground courses this summer for Upward Bound students. This grant funded and highly supported program supports high school students in achieving a college degree. These small groups will allow these locations to ease back in to housing and supporting on ground education. The Lake Center Friends of Mendocino College in collaboration with the Foundation and Lake Center will be hosting the inaugural Lake County Scholarship Reception virtually through Zoom on Saturday May 1st from 6-8PM. In previous years, travel to the reception at the Ukiah Campus has been challenging for some Lake County recipients. We hope to bring this event to the Lake Center in future years, making this earned recognition more accessible for the students and their family.

2021 Commencement

Plans are under way to host virtual 2021 Commencement Ceremonies. Three virtual ceremonies, divided by discipline, will be held May 21st via Zoom and Facebook Live. 2019-2020 and 2020-2021 graduates have been invited to attend. A Save the Date was sent to faculty and staff as well with additional information to soon follow once details are determined. Graduation applicants will receive their graduation packets shortly providing them with additional information about the ceremonies. Mendocino College decided on hosting a virtual ceremony after considering student feedback and health/safety protocols.

HEERF II Fund Distribution

The Financial Aid Office has continued disbursing Higher Education Emergency Relief Funds to students. On March 26th, HEERF II funds were disbursed to 402 students for a total of \$300,600. The distribution of these funds will continue on a weekly basis. With the passing of HEERF III, additional funds will be disbursed to students through the Fall 2021 semester.

Additional Emergency Financial Assistance

Mendocino College received an additional \$295,179 to support emergency student financial assistance grants. Grants may be awarded to students who are California residents or are exempt from paying nonresident tuition under §68130.5 of the California Education Code who self-certify that they meet the following conditions:

- Currently enrolled in at least 6-semester units (or the quarterly equivalent). This includes newly enrolled students.
- Demonstrate an emergency financial aid need.
- Qualify as low-income by meeting the requirements to receive a California College Promise Grant (CCPG) or is projected to receive a CCPG for the upcoming term.
- Earned a 2.0-grade point average at their current or prior institution in one of the previous three-semester terms (or four-quarter terms) OR Is a student who is receiving additional support or services through a community college's Disabled Student Programs and Services.

The Financial Aid Office is working to award these additional emergency funds to eligible students as soon as possible.

Priority Registration

Priority registration for the summer term will begin April 19th and open registration April 24th. Students can register online through their MyMendo account, work with a registration staff person via Cranium Café or telephone, or in person during limited on campus hours.

New Student Onboarding

The First Year Institute (FYI) is beginning to onboard new students for Fall 2021. Counselor Brenda Estrada is meeting with new students via Zoom in order to begin their abbreviated plan in preparation for the Fall 2021 schedule release. She will meet with these students again to help them enroll once the schedule is available.

CalWORKs

Since bringing on our full-time permanent CalWORKs Admin Assistant/Specialist, Rochelle Fink, we have had much improved communication and coordination with partners in both Lake and Mendocino Counties. Dean Lopez received an unsolicited communication from a Mendocino County partner commenting and complementing the quality and responsiveness by our CalWORKs department. Our

Lake County partners have been invited to attend the next CalWORKs department meeting to continue improving collaboration.

CalFresh

Outreach Specialist Katherine Escobedo has been coordinating with the IT and marketing departments to utilize our Chabot, Eddie the Eagle, to incorporate this platform in her Outreach campaign efforts. Since this new tool has been utilized, there have been an increase in requests for assistance. Our efforts to collaborate with other program staff will continue so that important information about CalFresh services is disseminated to students. To that end, the State provided our institution \$28,837 in additional funds to continue our CalFresh outreach efforts.

Outreach

Some of the high schools in our District have informed us that they will be providing in-person services and instruction. They've asked if our Outreach staff can resume with in-person services. In order to accommodate the request, Outreach staff will move forward with a hybrid model to meet with students who are interested in attending Mendocino College. Staff will continue to adhere with safety protocols when meeting in-person.

Mental Health Symposia

A second virtual Mental Health Symposium was offered to faculty and staff on Wednesday, March 3rd. Mental Health Counselors, Jeremy Lawyer and Rachel Young offered assistance to faculty and staff on how to support students with mental health needs during remote services and also insight and resources on self-care. Both sessions have been well attended.

Additionally, on March 17th a Mental Health Symposium Webinar was offered to students. This service will continue to be offered every third Thursday of the month through the end of the Spring semester.

CAMP Leadership Conference

13 Mendocino College's College Assistance Migrant Program (CAMP) scholars participated in the 2-day virtual CAMP Statewide Leadership Conference. This conference was hosted by Santiago Community College's CAMP program. One of our CAMP scholars received an award from Cool Speak during her participation in the conference's Open Mic event. Mendocino College CAMP will be hosting the 2022 statewide conference.

Budget Update

The April Revise Budget for 2020/21 is included in this agenda for Board consideration. The budget as presented meets all Board Budget Parameters. It is a very good budget which is balanced and adds funds to reserves. While this year's budget is positive, special note should be made of the ways in which next year's budget will present challenges. There are an estimated \$2.7 million in expenditures that will need to be added in the coming year as the college transitions back to on-ground operations post-pandemic. These expenditures and the decline in enrollment that the college is experiencing will create fiscal challenges to the college beginning in the fiscal year beginning this July 1. The level of general fund reserves coupled with awareness of these upcoming challenges will allow the college to remain fiscally stable through these unpredictable economic times.

SUBJECT: EMPLOYMENT – SHORT-TERM NON-CONTINUING (STNC)
EMPLOYEES

SYNOPSIS:

Approval/ratification of employment of short-term non-continuing (STNC) employees is requested.

RECOMMENDATION:

The Superintendent/President recommends approval of this Board item as presented.

ANALYSIS:

Education Code 88003 authorizes a governing board to hire short-term (temporary, hourly) employees for less than 75% of a school year, up to 180 days.

Education Code 70902(d) permits a governing board to adopt a rule delegating the authority to hire short-term employees to the Superintendent/President, or designee. This district has adopted such a rule in Policy No. 703.

EC 88003 was amended to require districts to specify at a regularly scheduled Board meeting the service to be performed, as well as the start and end dates of the service.

Reference Board Policy 703, Employment of Short-Term, Substitute Employees

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby approves/ratifies the employment of the short-term non-continuing (STNC) employees as presented pending receipt of all necessary employment eligibility requirements.

Short Term Non Continuing (STNC) Employees

(Individual assignments may not exceed 180 days within the start and end date)

Last Name	First Name	Position	Department	Start Date	End Date
Macias	Avelino	Recycle Worker	Maintenance and Operations	4/15/2021	6/20/2021
Mangino	Rosemary	Center Assistant	Coast Center	4/15/2021	6/20/2021
Ruiz	Guillermina	Custodian	Maintenance and Operations	4/15/2021	6/20/2021
Saderlund	Susan	Custodian	Maintenance and Operations	4/15/2021	6/20/2021
Frugé	Tawnie	Associate Teacher II	CDV	4/15/2021	5/20/2021

Student Employees

(Individual assignments may not exceed 180 days within the start and end date)

Last Name	First Name	Position	Department	Start Date	End Date
Ferrante	Bryce	Student Worker	Agriculture	4/15/2021	6/20/2021

Non-Student Tutors

(Individual assignments may not exceed 180 days within the start and end date)

Last Name	First Name	Position	Department	Start Date	End Date
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SUBJECT: EMPLOYMENT – PART-TIME FACULTY

SYNOPSIS:

Employment of Part-Time Faculty for the Spring 2021 semester.

RECOMMENDATION:

The Superintendent/President recommends that this item be approved as presented.

ANALYSIS:

The Deans recommend employment of the Part-Time Faculty included on the attached list. Each individual meets the state-mandated qualifications or the District's equivalency policy for the assignment or possesses a valid, applicable credential.

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the Part-Time Faculty for the Spring 2021 semester as presented pending receipt of all necessary employment eligibility requirements.

EMPLOYMENT – PART-TIME FACULTY SPRING 2021 SEMESTER

Name	Position	Location
Atherton, Melissa	Athletics	Ukiah/Online
Escobedo, Katherine	Athletics	Ukiah/Online
Ringer, Bret	Athletics	Ukiah/Online
Schwartz, Larry	Athletics	Ukiah/Online
Wingler, Douglas	Athletics	Ukiah/Online

SUBJECT: EMPLOYMENT – CLASSIFIED- AMENDED START DATE

SYNOPSIS:

Amended start date of a EOPS/CARE Coordinator.

RECOMMENDATION:

The Superintendent/President recommends this item be approved as presented.

ANALYSIS:

The Mendocino-Lake Community College District Board of Trustees approved the employment of a EOPS/CARE Coordinator at the March 2021 Board Meeting, approved as an April 19, 2021 start date. The candidate has requested an amended start date of May 1, 2021.

Roberto Renteria
EOPS/CARE Coordinator
Range 31 /Step 1

Effective: May 1, 2021
12 month at 40 hours/week

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Roberto Renteria, effective May 1, 2021; pending receipt of all necessary employment eligibility requirements.

SUBJECT: WORKING OUT OF CLASS COMPENSATION

SYNOPSIS:

Due to position vacancies, Classified staff have been assigned additional duties.

RECOMMENDATION:

The Superintendent/President recommends this item be approved as presented.

ANALYSIS:

The following Classified employee will be compensated for out of class and/or additional duties as follows:

Machiko Shimada (Center Assistant)
Due to the Vacancy of: Director of Lake Center
Period: 3/15/2021-6/30/2021
Compensation: 5% increase

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working Out of Class Compensation for Machiko Shimada.

SUBJECT: FOUR 10-HOUR DAY WORK WEEK

SYNOPSIS:

Agreement with Classified Unit to work four 10-hour days and modify normal college offices from May 31, 2021 through July 30, 2021 to Monday through Thursday 8:00 – 5:00, returning to Monday through Friday 8:00 – 5:00 on August 2, 2021.

RECOMMENDATION:

The Superintendent/President recommends this item be approved as presented.

ANALYSIS:

From 5/31/21 through 7/30/21, Mendocino College offices will be open for normal services Monday through Thursday, 8:00-5:00, Beginning 8/2/21, all College offices will resume regular office hours, Monday through Friday, 8:00-5:00.

It is hereby agreed that Classified and STNC employees will work four ten-hour days from 5/31/21-7/30/21. From 5/31/21 through 7/30/21, overtime hours for Classified and STNC employees working four ten-hours per week will be defined as any time in excess of 40 hours in any calendar week.

The Memorial Day holiday will be observed on 5/31/21 (10 hours) and the Fourth of July holiday will be observed on 7/5/21 (10 hours). Part-time Classified staff will be entitled to pro-rated holiday leave per section 12.6.1 of the contract.

Classified and STNC employees that want an alternate schedule may apply per Article 11.3.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby agree to and authorize the signing of the attached agreement with the Classified employee unit, MLCCCBU, regarding working four ten-hour days from 5/31/21 through 7/30/21.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

One-Time Agreement
Between SEIU Local 1021 and Mendocino-Lake Community College District
Re: Alternative Summer Schedule 2021

From: Nicole Marin, Director of Human Resources
Date: March 22, 2021
Subject: Summer Alternative Work Schedule

Upon mutual agreement between the Mendocino-Lake Community College District (MLCCD) and the MLCCD Classified Bargaining Unit (SEIU Local 1021); the alternate work schedule of 4-10 hour work days during the defined summer period will be brought to the board for final approval on April 14, 2021.

The temporary alternative work scheduled is defined as follows:

From 5/31/21 through 7/30/21; Mendocino College offices will be open for normal services; Monday through *Thursday*, 8:00 am to 5:00 pm.

Beginning 8/2/21, all College offices will resume regular office hours, Monday through *Friday*, 8:00 am to 5:00 pm.

It is hereby agreed that all Classified and STNC employees will work four ten-hour days from 5/31/21 through 7/30/21.

From 5/31/21 through 7/30/21, overtime hours for Classified and STNC employees working four ten-hour days per week will be defined as any time in excess of 40 hours in any calendar week.

For Classified Staff: The Memorial Day holiday will be observed on 5/31/20 (10 hours) and the Fourth of July holiday will be observed on 7/5/21 (10 hours). Part time Classified staff will be entitled to pro-rated holiday leave per section 12.6.1 of the contract.

Classified and STNC employees that want an alternate schedule may apply per Article 11.3.

 _____ District Approval	  _____ Bargaining Unit Approval
3/22/2021 Date	3/23/2021 Date

UKIAH CAMPUS 1000 HENSLEY CREEK ROAD UKIAH, CA 95482	NORTH COUNTY CENTER 372 E. COMMERCIAL STREET WILLITS, CA 95490	COAST CENTER 1211 DEL MAR DRIVE FORT BRAGG, CA 95437	LAKE CENTER 2565 PARALLEL DRIVE LAKEPORT, CA 95453
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SUBJECT: MENDOCINO-LAKE COMMUNITY COLLEGE CLASSIFIED
BARGAINING UNIT/SEIU (MLCCCBU) LOCAL 1021, 2021/22 SUCCESSOR
CONTRACT REOPENERS

SYNOPSIS:

Initial 2021/22 collective bargaining proposal from the Mendocino-Lake Community College Classified Bargaining Unit/SEIU (MLCCCBU) Local 1021.

RECOMMENDATION:

The Superintendent/President recommends that this item be approved as presented.

ANALYSIS:

Mendocino-Lake Community College Classified Bargaining Unit has requested to negotiate the successor contract items included in the attached initial proposal for year 2021/22.

Article 8, Section 3547, of the Public Employees Relations Act requires that initial proposals be presented at a public meeting of the Board and that sufficient time be allowed for public comment on the proposal before negotiations commence.

Any related public comments will be accepted by the Superintendent/President prior to the May Board meeting.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2021/22 collective bargaining proposal from the Mendocino-Lake Community College Classified Bargaining Unit (MLCCCBU) and directs the Superintendent/President to receive public comments to this proposal prior to the May Board meeting.



Joseph Bryant
President

Akbar Bibb
VP Region A (North Central)

Mary Sandberg
VP Region B (North Coast)

Yeon Park
VP Region C (East Bay)

Theresa Rutherford
VP Region D (San Francisco)

Marcus Williams
VP Region E
(Amador/Calaveras/San Joaquin)

Mary Duncan
Secretary

Amos Eaton
Treasurer

Sandra Lewis
VP of Representation

Gary Jimenez
VP of Politics

Ramses Teon-Nichols
VP of Organizing

Executive Board

Pete Albert
Tazamisha Alexander
John Arantes
Derrick Boutte
Lorraine Bowser
Monique Chaney-Williams
Felipe Cuevas
Evelyn Curiel
Sasha Cuttler
Nathan Dahl
Brandon Dawkins
Joel Evans-Fudem
Karla Faucett
Geneva Haines
Dellfinia Hardy
Cynthia Landry
Todd Nosanow
Harold Powell
Mercedes Riggleman
Robert Taylor
Richard Thoele
Taffie Walter
Angel Valdez
Sandra Wall
Jim Wise

**Executive Board &
Budget & Finance
Committee**

Aaron Cramer
Rhea Davis
Tina Diep
Julie Meyers
Tom Popenuck
Sunny Santiago
Rachal Valtakis

March 12, 2021

Timothy Karas
Superintendent/ President
Mendocino-Lake Community College
1000 Hensley Creek Rd.
Ukiah, CA 95482

Nicole Marin
Director of Human Resources
Mendocino-Lake Community College
1000 Hensley Creek Rd.
Ukiah, CA 95482

**Re: SEIU LOCAL 1021 NEGOTIATIONS OPENER FOR 2021-2024 NEGOTIATIONS
FOR PERMANENT AND STNC EMPLOYEES**

Dear President Karas and Human Resources Director Marin:

In accordance with the Collective Bargaining Agreement between Mendocino-Lake Community College District Board of Trustees and the Mendocino-Lake Community College Classified Bargaining Unit, SEIU Local 1021, the Union hereby notifies the District of our intent to negotiate a successor agreement. We are pleased to provide our initial proposals for contract negotiations to be "sunshined" by the Board of Trustees.

SEIU Local 1021 proposes to alter or amend the following articles:

Article 2-Union Rights

Article 6- Salary

Bilingual Stipend

Article 11-Hours

Telecommuting

Teaching

Article 13- Vacation

Article 27-Duration

Article 28-Emeritus Status

Exhibit A & B

SEIU Local 1021 reserves the right to add, modify, delete or alter proposals.

Sincerely,



Patrick Hickey

Field Representative

Cc: Lois O'Rourke, Chapter President

Beronica Leon, Negotiating Committee member

Tony Novelli, Negotiating Committee member

SUBJECT: MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT SUCCESSOR
REOPENERS TO MENDOCINO-LAKE COMMUNITY COLLEGE
CLASSIFIED BARGAINING UNIT/SEIU, LOCAL 1021 (MLCCCBU)
2021/22

SYNOPSIS:

Initial 2021/22 Mendocino-Lake Community College District collective bargaining successor contract proposals to the Mendocino-Lake Community College Bargaining Unit, SEIU Local 1021.

RECOMMENDATION:

The Superintendent/President recommends that this item be approved as presented.

ANALYSIS:

The Mendocino-Lake Community College District reopens the following articles of the Mendocino-Lake Community College Bargaining Unit, SEIU Local 1021 CBA under the successor contract, which expires June 30, 2021:

Article 1 – Agreement/Recognition
Article 6 – Salary
Article 7 – Health and Welfare
Article 10 – Personnel File
Article 20 – Professional Development
Article 27 – Duration

Any related public comments will be accepted by the Superintendent/President prior to the May Board meeting and after that time negotiations may commence.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby presents the District's initial 2021/22 successor contract collective bargaining proposal to Mendocino-Lake Community College Classified Bargaining Unit/SEIU, Local 1021 (MLCCCBU), and directs the Superintendent/President to receive related public comments prior to the May Board meeting.

SUBJECT: MENDOCINO COLLEGE FEDERATION OF TEACHERS (AFT/CFT Local 6322) 2022/23 CONTRACT REOPENER

SYNOPSIS:

Initial 2022/23 collective bargaining reopener contract proposal from Mendocino College Federation of Teachers (AFT/CFT).

RECOMMENDATION:

The Superintendent/President recommends that this item be approved as presented.

ANALYSIS:

Mendocino College Federation of Teachers has requested to negotiate the items included in the attached contract reopeners for 2022/23.

Article 8, Section 3547, of the Public Employees Relations Act, requires that initial proposals be presented at a public meeting of the Board and that sufficient time be allowed for public comment on the proposal before negotiations commence.

Any related public comments will be accepted by the Superintendent/President prior to the May Board meeting and after that time negotiations may commence.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the reopener 2022/23 collective bargaining proposal from the Mendocino College Federation of Teachers and directs the Superintendent/President to receive related public comments prior to the May Board meeting.



Mendocino College Federation of Teachers

AFT/CFT Local 6322

Member AFL-CIO

TO: Debra Polak, Rebecca Montes & Nicole Marin
MLCCD Negotiators

FROM: Phil Warf
MCFT Chief Negotiator

Bart Rawlinson
MCFT President

SUBJECT: MCFT REOPENERS

DATE: March 12, 2021

The Mendocino College Federation of Teachers, Local 6322 AFT/CFT, respectfully submits the following items as reopeners for the purpose of negotiations between MCFT and the Mendocino Lake Community College District. These reopeners are for negotiations to take place during the 2021-2022 fiscal year, with the goal of reaching an agreement on these items to take effect at the beginning of the 2022-2023 fiscal year.

In addition to Article 10 (Salary), Article 11 (Employee Benefits), and Article 18 (Duration), we would like to reopen negotiations on Article 7 (Workload), Article 12 (Working Conditions) and Article 14 (Leaves).

We look forward to working with you.

SUBJECT: MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT CONTRACT
REOPENERS TO MENDOCINO COLLEGE FEDERATION OF TEACHERS
(AFT/CFT Local 6322), 2021/22

SYNOPSIS:

Initial Mendocino-Lake Community College District collective bargaining reopener contract proposals to the Mendocino College Federation of Teachers (AFT/CFT) for 2022/23.

RECOMMENDATION:

The Superintendent/President recommends that this item be approved as presented.

ANALYSIS:

In addition to the automatically reopened articles of: Article 10 (Salary); 11 (Employee Benefits); and 18 (Duration); The Mendocino-Lake Community College District proposes to reopen the following articles:

8 (Evaluation Process); and 13 (Personnel Files) for the 2022/23 contract.

Any related public comments will be accepted by the Superintendent/President prior to the May Board meeting and after that time negotiations may commence.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2022/23 reopener collective bargaining proposal from Mendocino-Lake Community College District and directs the Superintendent/President to receive related public comments prior to the May Board meeting.

SUBJECT: MENDOCINO PART-TIME FACULTY ASSOCIATION
(MPFA/CCA/CTA/NEA), 2022/23 CONTRACT REOPENER

SYNOPSIS:

Initial 2022/23 collective bargaining reopener contract proposal from Mendocino Part-Time Faculty Association (MPFA/CCA/CTA/NEA)

RECOMMENDATION:

The Superintendent/President recommends that this item be approved as presented.

ANALYSIS:

Mendocino Part-Time Faculty Association has requested to negotiate the items included in the attached contract reopeners for 2022/23.

Article 8, Section 3547, of the Public Employees Relations Act, requires that initial proposals be presented at a public meeting of the Board and that sufficient time be allowed for public comment on the proposal before negotiations commence.

Any related public comments will be accepted by the Superintendent/President prior to the May Board meeting and after that time negotiations may commence.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2022/23 collective bargaining proposal from the Mendocino Part-Time Faculty Association and directs the Superintendent/President to receive related public comments prior to the May Board meeting.



March 15, 2021

To: Debra Polak – Vice President, Academic Affairs
Mendocino-Lake Community College District (MLCCD or District)

From: Stuart Campbell
Mendocino Part-Time Faculty Association, CCA/CTA/NEA (MPFA or Association)

Subject: Bargaining for Non-Successor Contract

MPFA hereby notifies the District of its intent to negotiate a non-successor contract to the currently being negotiated successor Collective Bargaining Agreement (CBA) 2021-2024.

It is the intent of MPFA to open the following three articles, in addition to automatically re-opened Articles 16 and 20:

4	Assignments
12	Professional Development
13	Evaluation Procedure

In the event that Articles 4 and 13 are completely resolved in current negotiations, we reserve the right to specify different articles for the 2022-2023 bargaining re-openers.

Regards,

A handwritten signature in black ink, appearing to read 'Stuart Campbell'.

Stuart Campbell
MPFA President

Cc: Nicole Marin, Director of Human Resources
Tim Karas, Superintendent/President

SUBJECT: MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT CONTRACT
REOPENERS TO MENDOCINO PART-TIME FACULTY ASSOCIATION
(MPFA/CCA/CTA/NEA), 2022/2023

SYNOPSIS:

Initial Mendocino-Lake Community College District collective reopener bargaining contract proposals to the Mendocino Part-Time Faculty Association (2022/23)

RECOMMENDATION:

The Superintendent/President recommends that this item be approved as presented.

ANALYSIS:

In addition to the automatically reopened articles of: Article 16 (Salary) and 20 (Duration); The Mendocino-Lake Community College District proposes to reopen the following articles:

Article 8 (Personnel Files); Article 18 (Workload); and Article 12 (Professional Development)

Any related public comments will be accepted by the Superintendent/President prior to the May Board meeting and after that time negotiations may commence.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2022/23 reopener collective bargaining proposal from Mendocino-Lake Community College District and directs the Superintendent/President to receive related public comments prior to the May Board meeting.

SUBJECT: ONE-TIME, OFF-SCHEDULE STIPEND – MENDOCINO PART-TIME
FACULTY ASSOCIATION (CCA/CTA/NEA) (“MPFA”)

SYNOPSIS:

Agreement with Part-Time Faculty Unit to receive a one-time off-schedule stipend of \$500.00.

RECOMMENDATION:

The Superintendent/President recommends approval of this Board item.

ANALYSIS:

In consideration of the ongoing impacts of the COVID-19 pandemic on the jobs of unit members, eligible unit members will receive a stipend to support the District’s efforts of remote work and forward processing of innovation, above and beyond their normal workload. The District acknowledges that unit members have made and continue to make efforts in transitioning to and from remote instruction, including but not limited to developing curriculum, establishing and developing new communication methods for peers and students, preparing their physical and electronic work spaces, and attending meetings and/or trainings.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby agree to and authorize the signing of the attached agreement with the Part-Time Faculty employee unit, MPFA, regarding one-time, off-schedule stipend compensation in the amount of \$500.00.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

One Time Agreement between Mendocino-Lake Community College District and Mendocino Part-Time Faculty Association

Regarding: New innovations and techniques in remote working environment

This Agreement is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practices or intent of the Parties or meaning or application of the collective bargaining agreement. The terms of this Agreement are not grievable.

The Mendocino Lake Community College District (herein referred to as “the District” and Mendocino Part-Time Faculty Association (herein referred to as “MPFA”) have mutually agreed to the following one-time, off schedule stipend compensation in the amount of \$500.00.

In consideration of the ongoing impacts of the COVID-19 pandemic on the jobs of unit members, eligible* unit members will receive a stipend to support the District’s efforts of remote work and forward processing of innovation, above and beyond their normal workload. The District acknowledges that unit members have made and continue to make efforts in transitioning to and from remote instruction, including but not limited to developing curriculum, establishing and developing new communication methods for peers and students, preparing their physical and electronic work spaces, and attending meetings and/or trainings.

The unit member will have an affirmative obligation to opt-out of the receipt of this stipend. If no such notice is received by the District by April 30, 2021; the District will presume that the employee has agreed to accept the stipend if no opt-out notice is received.

Taxes will be calculated according to law. One time bonuses are generally not pensionable. However, whether this stipend is pensionable is determined by STRS/PERS rules and the law. **

*Eligibility is defined as: all part-faculty who have received an assignment in Fall 2020 or Spring 2021. Load amount does not impact eligibility.

** STRS/PERS retirees should contact the pension plan to determine any retirement implications specific to their circumstance.

Date Agreed Upon:

April 7, 2021

For MPFA:



Stuart Campbell

For the District:



Nicole Marin, Director of Human Resources

SUBJECT: ONE-TIME, OFF-SCHEDULE STIPEND – SERVICE EMPLOYEES
INTERNATIONAL UNION LOCAL 1021 (“SEIU”)

SYNOPSIS:

Agreement with Classified Unit to receive a one-time off-schedule stipend of \$500.00.

RECOMMENDATION:

The Superintendent/President recommends approval of this Board item.

ANALYSIS:

In consideration of the ongoing impacts of the COVID-19 pandemic on the jobs of unit members, eligible unit members will receive a stipend to support the District’s efforts of remote work and forward processing of innovation; above and beyond their normal workload. The District acknowledges that unit members have made and continue to make efforts in transitioning to and from remote work, including but not limited to developing working techniques, establishing and developing new communication methods for peers and students, preparing their physical and electronic work spaces, and attending meetings and/or trainings.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby agree to and authorize the signing of the attached agreement with the Classified employee unit, SEIU, regarding one-time, off-schedule stipend compensation in the amount of \$500.00.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

One Time Agreement between Mendocino-Lake Community College District and Service Employees International Union 1021

Regarding: New innovations and techniques in remote working environment

This Agreement is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practices or intent of the Parties or meaning or application of the collective bargaining agreement. The terms of this Agreement are not grievable.

The Mendocino Lake Community College District (herein referred to as “the District” and Service Employees International Union (herein referred to as “SEIU”) have mutually agreed to the following one-time, off schedule stipend compensation in the amount of \$500.00.

In consideration of the ongoing impacts of the COVID-19 pandemic on the jobs of unit members, eligible* unit members will receive a stipend to support the District’s efforts of remote work and forward processing of innovation; above and beyond their normal workload. The District acknowledges that unit members have made and continue to make efforts in transitioning to and from remote work, including but not limited to developing working techniques, establishing and developing new communication methods for peers and students, preparing their physical and electronic work spaces, and attending meetings and/or trainings.

The unit member will have an affirmative obligation to opt-out of the receipt of this stipend. If no such notice is received by the District by April 30, 2021; the District will presume that the employee has agreed to accept the stipend if no opt-out notice is received.

Taxes will be calculated according to law. One time bonuses are generally not pensionable. However, whether this stipend is pensionable is determined by STRS/PERS rules and the law. **

*** Eligibility:**

Classified – all full time Classified staff hired prior to March 1, 2021 and currently employed as of April 30, 2021.

STNCs— all STNCS who have worked within one or more of the last three months (defined as December, January, or February) AND have worked a total of 40 hours or more since July 1, 2020.

** STRS/PERS retirees should contact the pension plan to determine any retirement implications specific to their circumstance.

Date Agreed Upon: 4/7/21

For SEIU:

Leslie O'Rourke Beronica Leon [Signature] [Signature]

For the District:

[Signature]

Nicole Marin, Director of Human Resources

SUBJECT: ONE-TIME, OFF-SCHEDULE STIPEND – THE MANAGEMENT TEAM OF
MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
(MANAGERS/SUPERVISORS/CONFIDENTIAL)

SYNOPSIS:

Agreement with the Management Team to receive a one-time off-schedule stipend of \$500.00.

RECOMMENDATION:

The Superintendent/President recommends approval of this Board item.

ANALYSIS:

In consideration of the ongoing impacts of the COVID-19 pandemic on the jobs of management team members, eligible unit members will receive a stipend to support the District's efforts of remote work and forward processing of innovation; above and beyond their normal workload. The District acknowledges that team members have made and continue to make efforts in transitioning to and from remote work, including but not limited to developing working techniques, establishing and developing new communication methods for peers and students, preparing their physical and electronic work spaces, and attending meetings and/or trainings.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby agree to and authorize the signing of the attached agreement with the Management Team employee unit, regarding one-time, off-schedule stipend compensation in the amount of \$500.00.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

**One Time Agreement between Mendocino-Lake Community College District and
The Management Team of Mendocino-Lake Community College District
(Managers/Supervisors/Confidential)**

Regarding: New innovations and techniques in remote working environment

This Agreement is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practices or intent of the Parties or meaning or application of the meet and confer agreement. The terms of this Agreement are not grievable.

The Mendocino Lake Community College District (herein referred to as “the District”) and the Management Team of Mendocino-Lake Community College District (herein referred to as “The Management Team”) have mutually agreed to the following one-time, off schedule stipend compensation in the amount of \$500.00.

In consideration of the ongoing impacts of the COVID-19 pandemic on the jobs of management team members, eligible* unit members will receive a stipend to support the District’s efforts of remote work and forward processing of innovation; above and beyond their normal workload. The District acknowledges that team members have made and continue to make efforts in transitioning to and from remote work, including but not limited to developing working techniques, establishing and developing new communication methods for peers and students, preparing their physical and electronic work spaces, and attending meetings and/or trainings.

The unit member will have an affirmative obligation to opt-out of the receipt of this stipend. If no such notice is received by the District by April 30, 2021; the District will presume that the employee has agreed to accept the stipend if no opt-out notice is received.

Taxes will be calculated according to law. One time bonuses are generally not pensionable. However, whether this stipend is pensionable is determined by STRS/PERS rules and the law. **

*** Eligibility:**

All full time Management Team members hired prior to March 1, 2021 and currently employed as of April 30, 2021.

** STRS/PERS retirees should contact the pension plan to determine any retirement implications specific to their circumstance.

Date Agreed Upon:

4-7-21

For Management Team:

Janelle Meyers Bird

For the District:

N. Marin

Nicole Marin, Director of Human Resources

SUBJECT: ONE-TIME, OFF-SCHEDULE STIPEND – INDEPENDENTLY ADJUSTED
CONTRACT EMPLOYEES (PRESIDENT AND VICE PRESIDENTS)

SYNOPSIS:

Agreement for the President and Vice Presidents to receive a one-time off-schedule stipend of \$500.00.

RECOMMENDATION:

The Superintendent/President recommends approval of this Board item.

ANALYSIS:

In consideration of the ongoing impacts of the COVID-19 pandemic on the jobs of the President and Vice Presidents, they will receive a stipend to support the District's efforts of remote work and forward processing of innovation; above and beyond their normal workload. The District acknowledges that the President and Vice Presidents have made and continue to make efforts in transitioning to and from remote work, including but not limited to developing working techniques, establishing and developing new communication methods for peers and students, preparing their physical and electronic work spaces, and attending meetings and/or trainings.

The Independently Adjusted Contract employees are defined as:

Tim Karas, Superintendent President
\$500.00

Eileen Cichocki, Assistant Superintendent/President; VP of Administrative Services
\$500.00

Debra Polak, VP of Academic Affairs
\$500.00

Ulises Velasco, VP of Student Services
\$500.00

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby agree to and authorize the one-time, off-schedule stipend compensation to the President and Vice Presidents in the amount of \$500.00.

SUBJECT: ONE-TIME, OFF-SCHEDULE STIPEND – MENDOCINO COLLEGE
FEDERATION OF TEACHERS (AFT/CFT) (“MCFT”)

SYNOPSIS:

Agreement with Full-Time Faculty Unit to receive a one-time off-schedule stipend of \$500.00.

RECOMMENDATION:

The Superintendent/President recommends approval of this Board item.

ANALYSIS:

In consideration of the ongoing impacts of the COVID-19 pandemic on the jobs of unit members, unit members will receive a stipend to support the District’s efforts of remote work and forward processing of innovation, above and beyond their normal workload. The District acknowledges that unit members have made and continue to make efforts in transitioning to and from remote instruction, including but not limited to developing curriculum, establishing and developing new communication methods for peers and students, preparing their physical and electronic work spaces, and attending meetings and/or trainings.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby agree to and authorize the signing of the attached agreement with the Full-Time Faculty employee unit, MCFT, regarding one-time, off-schedule stipend compensation in the amount of \$500.00.



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

One Time Agreement between Mendocino-Lake Community College District and Mendocino College Federation of Teachers

Regarding: New innovations and techniques in remote working environment

This Agreement is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practices or intent of the Parties or meaning or application of the collective bargaining agreement. The terms of this Agreement are not grievable.

The Mendocino Lake Community College District (herein referred to as “the District” and Mendocino College Federation of Teachers (herein referred to as “MCFT”) have mutually agreed to the following one-time, off schedule stipend in the amount of \$500.00 for all unit members who are active members as of April 30, 2021.

In consideration of the ongoing impacts of the COVID-19 pandemic on the jobs of unit members, unit members will receive a stipend to support the District’s efforts of remote work and forward processing of innovation, above and beyond their normal workload. The District acknowledges that unit members have made and continue to make efforts in transitioning to and from remote instruction, including but not limited to developing curriculum, establishing and developing new communication methods for peers and students, preparing their physical and electronic work spaces, and attending meetings and/or trainings.

The unit member will have an affirmative obligation to opt-out of the receipt of this stipend. If no such notice is received by the District by April 30, 2021; the District will presume that the employee has agreed to accept the stipend if no opt-out notice is received.

Taxes will be calculated according to law. One time bonuses are generally not pensionable. However, whether this stipend is pensionable is determined by STRS/PERS rules and the law. **

** STRS/PERS retirees should contact the pension plan to determine any retirement implications specific to their circumstance.

Date Agreed Upon: 4/8/2021

For MCFT:

A handwritten signature in black ink, appearing to read 'Bart Rawlinson', written above a horizontal line.

Bart Rawlinson, MCFT President

For the District:

A handwritten signature in black ink, appearing to read 'N. Marin', written above a horizontal line.

Nicole Marin, Director of Human Resources

SUBJECT: FISCAL REPORT AS OF FEBRUARY 28, 2021

SYNOPSIS:

A report on District fiscal data as of February 28, 2021

RECOMMENDATION:

The Superintendent/President recommends this item be approved as presented.

ANALYSIS:

The fiscal report as of February 28, 2021 is submitted as information. The Board of Trustees is requested to accept the report.

Reference Board Policy 6300, Fiscal Management

MOTION/ACTION:

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

Mendocino-Lake Community College District
General Fund
2020/21 Fiscal Report as of February 28, 2021

		2020/21 Working Budget	Year-to-date Actuals	Balance	% Rec/Exp
REVENUE					
	Beginning Fund Balance	\$6,742,255			
FEDERAL	Federal Forest Reserve	\$30,000	\$0	\$30,000	0%
	Federal Work Study	120,000	14,280	105,720	0%
	CAMP	547,391	244,991	302,400	45%
	PELL Grant Administration	7,500	675	6,825	9%
	HEP	398,348	115,540	282,808	29%
	HSI	541,215	211,241	329,974	39%
	CTEA	150,264	0	150,264	0%
	CARES Act	564,410	357,541	206,869	63%
	Other Federal Revenue	67,052	16,512	50,540	25%
	TOTAL FEDERAL SOURCES	\$2,426,180	\$960,780	\$1,465,400	40%
STATE	State General Apportionment	\$9,194,733	\$5,207,386	\$3,987,347	57%
	Education Protection Account	3,012,483	1,504,762	1,507,721	50%
	Board of Governors Grant	37,352	37,352	0	100%
	Student Equity and Achievement	1,964,366	688,095	1,276,271	35%
	Part-time Faculty Office Hours	9,000	0	9,000	0%
	FT Faculty Hiring	109,098	109,098	0	100%
	Part-time Faculty Compensation	109,002	109,002	0	100%
	AEBG Adult Education Block Grant	2,060,787	1,406,558	654,229	68%
	CTE Strong Workforce Program	3,136,318	2,526,381	609,937	81%
	Construction State Grant	1,000,000	1,000,000	0	100%
	Other Categorical Apportionments	448,658	428,685	19,973	96%
	TANF	45,040	0	45,040	0%
	DSPS	421,734	396,010	25,724	94%
	CALWORKS	244,259	230,906	13,353	95%
	BFAP	166,279	166,279	0	100%
	EOPS	671,662	671,662	0	100%
	EOPS CARE	78,560	78,560	0	100%
	MESA	33,237	0	33,237	0%
	Other Categorical Program Allowances	346,102	333,708	12,394	96%
	State Subventions	211,829	112,736	99,093	53%
	Lottery	591,011	126,833	464,178	21%
	Mandated Cost Reimbursements	73,473	79,250	-5,777	108%
	Other State Revenue	492,052	270,909	221,143	55%
	TOTAL STATE SOURCES	\$24,457,035	\$15,484,172	\$8,972,863	63%
LOCAL	Property Taxes	\$10,386,326	\$6,039,570	\$4,346,756	58%
	Local Contributions/Grants/Donations	357,939	153,030	204,909	43%
	Contract Instructional Services	26,069	0	26,069	0%
	Rents/Leases (Facilities Use)	54,000	39,484	14,516	73%
	Interest	79,000	32,388	46,612	41%
	Community Extension	6,000	0	6,000	0%
	Student Fees	1,163,000	1,246,998	-83,998	107%
	Other Local Revenue	328,095	299,122	28,973	91%
	TOTAL LOCAL SOURCES	\$12,400,429	\$7,810,592	\$4,589,837	63%
	TOTAL REVENUES	\$39,283,644	\$24,255,544	\$15,028,100	62%
TOTAL RESOURCES AVAILABLE		\$46,025,899			
EXPENDITURES					
	Certificated Salaries	\$12,643,171	\$7,349,278	\$5,293,893	58%
	Classified Salaries	6,765,896	4,098,127	2,667,769	61%
	Benefits	8,007,335	4,914,097	3,093,238	61%
	Subtotal Personnel Costs	\$27,416,402	\$16,361,502	\$11,054,900	60%
	Supplies	\$1,850,103	\$488,531	\$1,361,572	26%
	Services	6,456,892	2,097,056	4,359,836	32%
	Capital Outlay	1,036,367	179,323	857,044	17%
	Transfers/Other Outgo	2,400,524	1,238,976	1,161,548	52%
	TOTAL EXPENDITURES	\$39,160,288	\$20,365,388	\$18,794,900	52%
	Ending Fund Balance	\$6,865,611			
TOTAL EXPENDITURES/CONTINGENCY		\$46,025,899			

SUBJECT: DONATION

SYNOPSIS:

Acceptance of donation to Mendocino College as follows:

2010 Volkswagen donated by Sue Mason

RECOMMENDATION:

The Superintendent/President recommends acceptance of this donation.

ANALYSIS:

This vehicle is being donated to Mendocino College for the Auto Tech Club. It will be used for lab activities, components, or repaired and sold with proceeds going to the Auto Tech Club. Auto Tech Club funds are used for book scholarships for ongoing auto students and for purchase of automotive tools and supplies.

A thank you letter will be sent to the donor.

Reference Board Policy 609, Donations and Gifts

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the above donation to Mendocino College by Sue Mason.

SUBJECT: 2020/21 APRIL REVISED BUDGET

SYNOPSIS:

The 2020/21 April Revised Budget is presented for Board of Trustees adoption.

RECOMMENDATION:

On October 14, 2020, the Board of Trustees approved the 2020/21 Adopted Budget. All budgets presented here reflect information received and decisions made since the approval of the Adopted Budget. Highlights are discussed below:

UNRESTRICTED GENERAL FUND:

Beginning Balance: The beginning balance for the 2020/21 proposed April Revised Budget is \$6,465,652 based on the June 30, 2020 audited financial statements.

Revenue highlights include:

General Apportionment Revenue: Based on the First Principal Apportionment (P-1) documents and related information provided by the California Community Colleges Chancellor's Office (CCCCO), the proposed April Revised Budget includes an assumption that our General Apportionment funding will increase by \$601,976 from the Adopted Budget. The increase is the result of the final FTES the College reported for 2019/20. The Adopted Budget was based on FTES estimated at P-1 (2,741.44) and this April Revised Budget is based on the actual FTES at P-final (3,119.82) which is an increase of 378 FTES. One significant reason for the increase was the FTES of K-12 students, which increased from 187.67 to 398.06 between P-1 and P-final. Another reason for the increase was reporting Summer 2020 FTES in 2019/20. Total Computational Revenue (TCR) for 2020/21 General Apportionment is \$24,525,225. This increase in funding brought the District out of the hold harmless provision of the new Student Centered Funding Formula (SCFF). This means that the District now earns more TCR under the SCFF than it did under the prior SB361 formula. This should make estimating TCR more predictable in future fiscal years.

There is currently a shortage of funding at the State level which is resulting in a 2.3826% deficit factor on apportionment. However, this deficit generally becomes less as property tax and enrollment fee revenues are better known. Therefore, this April Revised Budget is based on a 1.5% deficit factor which computes to a \$367,878 reduction to TCR. When this deficit factor is considered, General Apportionment is reduced to an estimated \$24,157,347 for 2020/21. The final deficit factor and total funding will not be known until February 2022.

Prior Year Recalculation/One-time Revenue: The District received the final calculation for 2019/20 apportionment from the CCCCCO via the Recalculation Apportionment in February 2021.

The Recalculation for 2019/20 was \$865,796 more than the amount calculated when the books were closed in October 2020. Final TCR for 2019/20 was \$24,525,225. The reason for this increase is the same as indicated above for 2020/21 General Apportionment, an increase in FTES of K-12 students and the reporting of Summer 2020 FTES in 2019/20. The recalculated revenue for 2019/20 had a final deficit fact of 0.4243% which computes to a \$104,058 reduction to TCR. When this deficit factor is considered, General Apportionment is reduced to a final figure of \$24,421,167.

This \$865,796 increase between estimated and actual is a one-time increase to revenue and to be consistent with the Board Budget Parameters should only be used for one-time expenditures.

Expenditure highlights include:

Salaries, Wages and Benefits:

Costs for all currently authorized positions are included in this budget based on projected actual costs for 2020/21. Collective bargaining agreements with all employee groups have been settled for 2020/21 and all associated costs are included in this budget.

It is important to note that there are many vacant positions, currently being recruited, that are not included in this budget because they are not anticipated to begin before June 30, 2021. Those positions will be budgeted in 2021/22.

Uncollected Student Receivables:

This budget includes writing off \$124,000 of the student accounts receivable balance that has been determined uncollectible. This is debt incurred by students from 7/1/2015 to 6/30/2016 which remains unpaid to date and is largely due to financial aid due back from students who dropped classes after receiving the financial aid. The debt will remain on the student's account even after being written off and the District intends to remain active in pursuing the uncollected student accounts receivable.

COVID-19 Pandemic Related Budget Concerns:

While the budget presented here for 2020/21 is very positive, there are a number of expenditures that will return as the operations of the College return to normal post-pandemic. The Planning and Budgeting Committee (PBC) has discussed the uncertainty caused by the pandemic and made certain recommendations to reduce expenditures, such as reducing supplies and services budgets and putting a hold on recruiting for permanent positions. Additionally, the pandemic resulted in a passive reduction in expenditures in some areas, such as a lower cost of instruction due to fewer class sections, lower utility costs, and lower sign language interpreting costs. The deliberate budget reductions combined with the passive expenditure reductions total \$2.7 million. These expenditures will need to be included in the budget as it is developed for 2021/22.

- \$750,000 – fewer class sections due to a class schedule primarily online
- \$929,000 – permanent positions approved for recruiting (salaries and benefits)
- \$300,000 - \$400,000 – sign language interpreting
- \$265,000 – 25% reduction to supplies and services budgets
- \$200,000 – hiring fewer temporary employees
- \$175,000 – increase to unemployment rate
- \$50,000 – utility savings

The above items total \$2.7 million in expenditure increases that will come next fiscal year.

BOARD BUDGET PARAMETERS:

1. General Fund Budget Parameters:

1.1 Unrestricted Ending Balance -The targeted ending fund balance in the General Fund shall be 15% of total unrestricted expenditures. At no time shall the ending balance go below a minimum of 5%. - **MET**

1.2 Balanced Budget

1.2.1 The General Fund shall have a balanced budget with total ongoing expenditures and transfers not exceeding total ongoing revenues. - **MET**

1.2.2 One-time revenues and reserves shall not be used to fund ongoing expenditures but may be considered for current year expenditures that do not create obligations in future years. - **MET**

2. Health Fund Budget Parameter:

2.1 The Health Benefit contribution rate shall be set for the next fiscal year so that total annual contributions equal or exceed projected total health care costs as determined by an analysis of historical trends. - **MET**

Unrestricted Ending Balance:

The April Revised Budget as presented adds \$1,972,698 to the unrestricted reserves of the General Fund. This a great improvement over the Adopted Budget which was essentially balanced, in that it reflected a small \$1,025 use of reserves. As stated earlier, \$865,796 of this increase in reserves is a one-time occurrence due to the recalculation of 2019/20 General Apportionment.

The budgeted ending fund balance is \$8,438,350, which is 33.83% of expenditures. The Board has directed administration to set aside the amount estimated to cover future year increases to PERS/STRS rates through 2023/24. Therefore, \$467,000 has been set aside in the Unrestricted General Fund reserve, which results in a remaining fund balance of \$7,971,350 or 31.96%.

The projected reserves percentage of 31.96% is in excess of the 15% target set by the Board, however also per the Budget Parameters set by the Board, reserves shall not be used to fund ongoing expenditures, but may be used for one-time purposes that do not create obligations in future years.

These figures assume that all revenues and expenditures will materialize at 100% of budgeted amounts. Past experience suggests that some budgeted expenditures could be unspent at year end which would increase the ending balance.

Cautionary note for 2021/22:

There is no question that this budget for 2020/21 is a very good one, it is balanced, adds a considerable amount to reserves, and projects a strong ending fund balance of 31.96%. However, the position will change substantially in 2021/22. The budget will likely be out of balance, will

show a use of reserves, and will result in a lower percentage of reserves. The following table shows a summary of how the fiscal position of the college will change next year:

Current year revenue over expenditures (surplus)	\$1,972,698
Current year one-time revenue	(\$865,796)
Surplus when one-time revenue removed	\$1,106,920
Next year expenditure increases	\$2,769,000
Next year expenditures over revenue (deficit)	(\$1,662,080)

OTHER FUNDS:

Restricted General Fund (Attachment A-2), includes all funds that come from categorical and grant sources. Approximately 60 unique funding sources are accounted for in this fund and come from local, state, and federal sources.

The District has received substantial funding from Federal Stimulus programs to address the economic impacts of COVID-19. These Higher Education Economic Relief Funds (HEERF) are to be used in direct financial aid to students and by the institution to fund expenses that address the impacts COVID-19 has had on the operations of the college. A summary of HEERF allocations is below:

Phase	Approved	Student Aid	Institutional	HSI	Total
HEERF I	March 2020	\$655,000	\$655,000	\$86,000	\$1,396,000
HEERF II	December 2020	\$655,000	\$2,788,000	\$192,000	\$3,635,000
HEERF III	March 2021	\$3,036,500	\$3,036,500	\$200,000	\$6,273,000
		\$4,346,500	\$6,479,500	\$478,000	\$11,304,000

The Debt Services Fund Budget (Attachment B), includes the debt service payment on the Solar Field Project. A portion of the Solar Field Project was funded by municipal lease bonds. The debt service will be offset by the energy savings from the solar field and PG&E incentives, both of which are highly dependent upon weather conditions. The solar Field Project will be paid off in 2021.

The Child Care Fund Budget (Attachment C), was revised to reflect salary, benefit, supply, and service expenditure revisions made since the adoption of the budget in October. The proposed April Revised Budget includes a General Fund subsidy of \$124,286, a small increase of \$2,691 over the Adopted Budget.

The Capital Projects Fund Budget (Attachment D), reflects budgets similar to those presented in the Adopted Budget.

The Special Reserve Fund Budget (Attachment E), includes the reserves for accrued vacations, load banking and self-insurance needs (active/retiree health plans, property, liability, workers' compensation). Accrued vacation and load banking are both reserved at 25% of the total value projected as of June 30, 2020. The District moved off self-funded health benefits to purchasing an

insured plan July 1, 2020. Most claims from the previous plan have been paid and the remaining balance of the Health Fund is estimated to total \$250,000. These funds will be transferred into the Special Reserve Fund. A Health Fund Reserve will be kept in the Special Reserve fund to allow time to address future increases to our health premiums through the collective bargaining process. The line item for Incurred But Not Recorded (IBNR) health benefit claims is no longer necessary and has been removed. The GASB 75 Reserve begins to address the need to fund the future liability of retiree health benefits: reflecting approximately 30% of the GASB 75 OPEB liability. The OPEB liability is calculated in the actuarial study dated August 24, 2020. The Self Insurance Reserve is set aside to address other unforeseen costs associated with the District being self-insured for property, liability, and workers' compensation.

The Health Fund Budget (Attachment F), identifies those monies set aside for payment of plan participant medical claims incurred prior to June 30, 2020. As of July 1, 2020, the District has been purchasing an insured plan in lieu of self-funding for health benefits. Most claims from the previous plan have been paid and the remaining balance of the Health Fund is estimated to total \$250,000. These funds will be transferred into the Special Reserve Fund and this Health Benefits Fund will be closed. A Health Fund Reserve will be kept in the Special Reserve Fund to allow time to address any future increases to our health premiums through the collective bargaining process.

The Student Representation Fee Fund Budget (Attachment G), was included to reflect the \$2 per semester that each student pays to support student government here at the College and state-wide.

The Student Center Fee Fund Budget (Attachment H), was included to reflect the \$1 per unit per semester to a maximum of \$5 that each student pays for equipment and improvements in the Student Centers.

The Student Financial Aid Award Projections (Attachment I), includes projected revenues and expenditures in direct financial aid to students.

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the proposed 2020/21 April Revised Budget as presented and shown on Attachments A-1 through I:

Attachment A-1	April Revised Unrestricted General Fund Budget, 2020/21
Attachment A-2	April Revised Restricted General Fund Budget, 2020/21
Attachment B	April Revised Debt Service Fund Budget, 2020/21
Attachment C	April Revised Child Care Fund Budget, 2020/21
Attachment D	April Revised Capital Projects Fund Budget, 2020/21
Attachment E	April Revised Special Reserve Fund Budget, 2020/21
Attachment F	April Revised Health Fund Budget, 2020/21
Attachment G	April Revised Student Representation Fee Fund Budget, 2020/21
Attachment H	April Revised Student Center Fee Fund Budget, 2020/21
Attachment I	April Revised Student Financial Aid Award Projections, 2020/21

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2020/21**

	2020/21 ADOPTED BUDGET FUND 11		2020/21 REVISED BUDGET FUND 11	
BEGINNING FUND BALANCE	\$ 6,465,652		\$ 6,465,652	
<u>REVENUE:</u>				
A. Federal	37,500		37,500	
B. State	13,219,020		15,197,359	
C. Local	12,126,431		11,668,446	
D. Transfer in (COVID-19)	-		14,600	
TOTAL REVENUE	<u>\$ 25,382,951</u>		<u>\$ 26,917,905</u>	
<u>EXPENDITURES:</u>				
A. Certificated Salaries and Wages	\$ 10,380,519		\$ 9,929,838	
Classified Salaries and Wages	4,976,806		4,929,574	
Subtotal Salaries and Wages	<u>15,357,325</u>		<u>14,859,412</u>	
Fringe Benefits	6,486,011		6,391,933	
Total Personnel Costs	<u>21,843,336</u>		<u>21,251,345</u>	
B. Supplies	458,152		609,619	
C. Contractual Services	2,517,647		2,428,680	
D. Capital Outlay	20,154		107,710	
E. Transfers				
To Child Care Fund	141,595		144,286	
To Debt Service Fund	278,092		278,567	
To Capital Project Fund	125,000		125,000	
	<u>544,687</u>		<u>547,853</u>	
TOTAL EXPENDITURES AND TRANSFERS	<u>\$ 25,383,976</u>		<u>\$ 24,945,207</u>	
<u>FUND BALANCE:</u>				
A. Designated (PERS/STRS)	467,000		467,000	
B. Undesignated	<u>5,997,627</u>	23.63%	<u>7,971,350</u>	31.96%
TOTAL ENDING FUND BALANCE	6,464,627	25.47%	8,438,350	33.83%
CHANGE IN RESERVES	<u>\$ (1,025)</u>		<u>\$ 1,972,698</u>	

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
RESTRICTED GENERAL FUND
2020/21**

	2020/2021 ADOPTED BUDGET FUND 12	2020/2021 REVISED BUDGET FUND 12
BEGINNING FUND BALANCE	\$ 276,603	\$ 276,603
<u>REVENUE:</u>		
A. Federal	2,321,628	5,454,724
B. State	11,235,767	11,270,708
C. Local	130,229	249,705
TOTAL REVENUE	<u>\$ 13,687,624</u>	<u>\$ 16,975,137</u>
<u>EXPENDITURES:</u>		
A. Certificated Salaries and Wages	\$ 2,360,754	\$ 2,711,864
Classified Salaries and Wages	1,812,083	1,872,928
Subtotal Salaries and Wages	<u>4,172,837</u>	<u>4,584,792</u>
Fringe Benefits	1,697,921	1,689,733
Total Personnel Costs	<u>5,870,758</u>	<u>6,274,525</u>
B. Supplies	1,332,789	1,461,175
C. Contractual Services	3,488,350	3,679,966
D. Capital Outlay	1,343,708	3,671,833
E. Transfers to Student Financial Aid Fund and to Other Funds and Other Payments To/For Students and Payments Directly to AEBG Consortium Members	<u>1,663,160</u>	<u>1,898,275</u>
TOTAL EXPENDITURES AND TRANSFERS	<u>\$ 13,698,765</u>	<u>\$ 16,985,774</u>
ENDING FUND BALANCE	265,462	265,966
CHANGE IN RESERVES	<u>\$ (11,141)</u>	<u>\$ (10,637)</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
DEBT SERVICE FUND
2020/21**

	2020/21 ADOPTED BUDGET FUND 29	2020/21 REVISED BUDGET FUND 29
BEGINNING FUND BALANCE	\$ -	\$ -
<u>REVENUE:</u>		
A. Interest	(2,000)	(750)
B. Transfer from General Fund - Solar	278,092	278,567
TOTAL FUNDS AVAILABLE	<u>\$ 276,092</u>	<u>\$ 277,817</u>
<u>EXPENDITURES:</u>		
A. Solar debt service payments	\$ 276,092	\$ 277,817
RESERVES	-	-
TOTAL EXPENDITURES AND RESERVES	<u>\$ 276,092</u>	<u>\$ 277,817</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
CHILD CARE FUND
2020/21**

	2020/21 ADOPTED BUDGET FUND 33	2020/21 REVISED BUDGET FUND 33
REVENUE:		
Federal		
A. Food Program	\$ 24,000	\$ 20,000
State		
B. CA State Preschool Program	249,209	249,815
C. Food Program	1,300	1,000
D. General Contract	223,908	224,925
Local		
E. Parent Fees - Certified/Subsidized	-	-
F. Parent Fees - Non-Certified/Full Fee	52,000	48,000
Transfers		
G. General Fund Subsidy	121,595	124,286
H. Employee Child Care Benefit	20,000	20,000
J. Other Transfers in (COVID-19)	25,000	43,000
TOTAL REVENUE	\$ 717,012	\$ 731,026
EXPENDITURES:		
A. Personnel Costs		
1. Salary and Wages		
Classified Regular	\$ 259,895	\$ 259,895
Classified Hourly	200,698	193,738
	460,593	453,633
2. Benefits	197,595	206,579
Total Personnel Costs	658,188	660,212
B. Supplies	39,450	51,100
C. Contractual Services	19,374	19,714
TOTAL EXPENDITURES	\$ 717,012	\$ 731,026

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
CAPITAL PROJECTS FUND
2020/21**

	2020/21 ADOPTED BUDGET FUND 41	2020/21 REVISED BUDGET FUND 41
BEGINNING FUND BALANCE		
Unrestricted	\$ 562,163	\$ 562,163
TOTAL BEGINNING FUND BALANCE	562,163	562,163
<u>REVENUE:</u>		
A. Interest	10,000	4,800
B. Physical Plant Block Grant	4,451	4,451
C. Redevelopment Agency On-Going	150,000	150,000
D. NCCCSIA Safety Credit	17,000	17,000
E. Retro-Commissioning Rebate	-	44,218
F. Other Local Grants	17,500	17,500
G. Transfer From General Fund	125,000	125,000
TOTAL REVENUES	323,951	362,969
 TOTAL FUNDS AVAILABLE	 \$ 886,114	 \$ 925,132
<u>EXPENDITURES AND TRANSFERS:</u>		
A. MacMillan Chiller	\$ 160,000	\$ 160,000
B. HVAC Upgrades	20,000	20,000
C. Fire Alarm Battery Backup	20,000	20,000
D. Access Road Study	17,500	18,800
E. Campus Signs	7,500	7,500
F. Disabled Access Improvements	50,000	50,000
G. Technology Master Planning	2,500	2,500
H. Network Upgrades	62,500	62,500
I. Safety Improvements	40,000	40,000
J. Other Capital Projects	80,000	78,700
TOTAL EXPENDITURES	460,000	460,000
 RESERVES	 426,114	 465,132
 TOTAL EXPENDITURES AND RESERVES	 \$ 886,114	 \$ 925,132

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
SPECIAL RESERVE FUND
2020/21**

	2020/21 ADOPTED BUDGET FUND 61	2020/21 REVISED BUDGET FUND 61
BEGINNING FUND BALANCE	\$ 2,306,316	\$ 2,306,316
<u>REVENUE:</u>		
A. Interest	40,000	17,000
B. Transfer from Health Fund	-	250,000
TOTAL FUNDS AVAILABLE	<u>\$ 2,346,316</u>	<u>\$ 2,573,316</u>
<u>EXPENDITURES AND TRANSFERS:</u>		
A. Self Insurance Claim	<u>\$ -</u>	<u>\$ -</u>
<u>RESERVES:</u>		
A. Accrued Vacation Reserve	185,010	185,010
B. Load Banking Reserve	100,896	100,896
C. Health Fund Reserve	275,000	525,000
D. Incurred But Not Recorded (IBNR) Health Benefits	180,000	-
E. GASB 75 Reserve	1,500,218 *	1,662,410 *
F. Self Insurance Reserve	105,192	100,000
TOTAL RESERVES	<u>2,346,316</u>	<u>2,573,316</u>
TOTAL EXPENDITURES AND RESERVES	<u>\$ 2,346,316</u>	<u>\$ 2,573,316</u>

*Total GASB 75 liability per actuarial study dated August 24, 2020 is \$5,570,101.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
HEALTH FUND
2020/21**

	2020/21 ADOPTED BUDGET FUND 62	2020/21 REVISED BUDGET FUND 62
BEGINNING FUND BALANCE	\$ 491,221	\$ 491,221
<u>REVENUE:</u>		
A. Contribution from Other Funds	-	-
B. Employee Contributions	-	-
C. Interest	-	-
TOTAL REVENUE	-	-
TOTAL FUNDS AVAILABLE	<u>\$ 491,221</u>	<u>\$ 491,221</u>
<u>EXPENDITURES:</u>		
A. Health Care Services	\$ 491,221	\$ 241,221
B. Transfer to Special Reserve Fund	-	250,000
TOTAL EXPENDITURES	491,221	491,221
RESERVES	-	-
TOTAL EXPENDITURES AND RESERVES	<u>\$ 491,221</u>	<u>\$ 491,221</u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT REPRESENTATION FEE FUND
2020/21**

	2020/21 ADOPTED BUDGET FUND 72	2020/21 REVISED BUDGET FUND 72
BEGINNING FUND BALANCE	\$ 51,230	\$ 51,230
<u>REVENUE:</u>		
A. Student Representation Fees	11,000	8,500
B. State Portion of Representation Fees	11,000	8,500
C. Interest	650	550
TOTAL REVENUE	<u>22,650</u>	<u>17,550</u>
TOTAL FUNDS AVAILABLE	<u><u>\$ 73,880</u></u>	<u><u>\$ 68,780</u></u>
<u>EXPENDITURES:</u>		
A. Services (Travel)	\$ 11,650	\$ -
B. Other Outgo (State Portion of Rep Fee)	11,000	8,500
TOTAL EXPENDITURES	<u>22,650</u>	<u>8,500</u>
RESERVES	<u>51,230</u>	<u>60,280</u>
TOTAL EXPENDITURES AND RESERVES	<u><u>\$ 73,880</u></u>	<u><u>\$ 68,780</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT CENTER FEE FUND
2020/21**

	2020/21 ADOPTED BUDGET FUND 73	2020/21 REVISED BUDGET FUND 73
BEGINNING FUND BALANCE	\$ 328,495	\$ 328,495
<u>REVENUE:</u>		
A. Student Center Fees	34,000	28,000
B. Charging Station Revenue	25,000	1,000
C. Interest	4,500	3,000
D. Other Transfers In (COVID-19)	-	24,000
TOTAL REVENUE	<u>63,500</u>	<u>56,000</u>
TOTAL FUNDS AVAILABLE	<u><u>\$ 391,995</u></u>	<u><u>\$ 384,495</u></u>
<u>EXPENDITURES:</u>		
A. Student Salary & Benefits	\$ 19,500	\$ 1,020
B. Supplies	6,000	1,000
C. Services	4,500	1,000
D. Equipment	25,000	25,000
TOTAL EXPENDITURES	<u>55,000</u>	<u>28,020</u>
RESERVES	<u>336,995</u>	<u>356,475</u>
TOTAL EXPENDITURES AND RESERVES	<u><u>\$ 391,995</u></u>	<u><u>\$ 384,495</u></u>

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
STUDENT FINANCIAL AID AWARD PROJECTIONS
2020/21**

	2020/21 ESTIMATED AWARDS	2020/21 ESTIMATED AWARDS
<u>SOURCE OF FUNDS:</u>		
FEDERAL SOURCES		
A. PELL GRANT	\$ 5,000,000	\$ 5,000,000
B. FSEOG	189,400	225,400
C. BUREAU OF INDIAN AFFAIRS	4,500	4,500
D. DIRECT LOANS	800,000	800,000
E. AMERICORPS	30,000	30,000
F. FEDERAL WORK STUDY	61,000	25,000
G. HEERF II	-	654,919
TOTAL FEDERAL SOURCES	<u>6,084,900</u>	<u>6,739,819</u>
STATE SOURCES		
A. CAL GRANT	750,000	750,000
B. EOPS GRANT	160,000	160,000
C. CHAFEE GRANT	45,000	50,000
D. DISASTER RELIEF FUND	-	30,210
E. MENDOCINO COLLEGE PROMISE PROGRAM	-	58,051
F. STUDENT SUCCESS COMPLETION	500,000	537,515
TOTAL STATE SOURCES	<u>1,455,000</u>	<u>1,585,776</u>
LOCAL SOURCES		
A. SCHOLARSHIPS	250,000	461,778
TOTAL	<u>\$ 7,789,900</u>	<u>\$ 8,787,373</u>
<u>DISBURSEMENTS:</u>		
A. STUDENT FINANCIAL AID	<u>\$ 7,789,900</u>	<u>\$ 8,787,373</u>

SUBJECT: CONTRACTS AND AGREEMENTS – QUARTERLY RATIFICATION

SYNOPSIS:

Board of Trustees review and ratification of contracts and agreements for goods and services for the January 1, 2021 through March 31, 2021 quarter of fiscal year 2020/2021.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees review and ratify those 2020/2021 contracts and agreements which have been approved at the administrative level, as presented in the attached summary document.

ANALYSIS:

In accordance with Education Code Sections 85230-85233, the Board of Trustees may choose to delegate authority to sign contracts and agreements on behalf of the District. Historically the Mendocino-Lake Community College District Board of Trustees has delegated such authority to the Superintendent/President, the Assistant Superintendent/Vice President of Administrative Services, the Vice President of Academic Affairs, and the Vice President of Student Services by Board resolution. This agenda item provides, in summary form, a compilation of those contracts and agreements that have administrative approval for the current fiscal year.

Reference Board Policy 6340, Bids and Contracts

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as provided on the attached compilation.

Contract/Agreement	Income or <Expense>	Responsible VP
<u>Butte-Glenn CCD/Contract Education, Training and Development Department</u>	\$29,000	Debra Polak
March 1, 2021 through April 2, 2021		
<i>Pacific Gas & Electric Utility Line Clearance Arborist Training Project. This project's goal is to increase the availability of certified tree crew workers and standardize statewide delivered training to help PG&E and the State of California vegetation management-related wildfire risk mitigation efforts. The project will provide both classroom and in-the-field instruction focusing on safety, climbing, and line clearance qualifications to provide the skills and knowledge necessary to perform tree crew work safely and competently.</i>		
<u>Community College League of California</u>	<\$6,373>	Debra Polak
January 1, 2021 through December 31, 2023	year one fee	
<i>Institution Participation Agreement (IPA) for SaaS Alma library services platform and Primo discovery subscription services.</i>		
<u>Ford Street Project</u>	\$0	Debra Polak
February 2, 2021 until terminated		
<i>Clinical experience for Nursing students.</i>		
<u>Foundation for California Community Colleges</u>	\$128,000	Ulises Velasco

January 5, 2021 through June 30, 2021		
<i>CCC Finish Line Scholars Program to provide emergency financial aid for students to help them continue their educational journey during the various hardships facing students during the 2020/2021 academic year.</i>		
<u>Foundation for California Community Colleges</u>	\$5,000	Debra Polak
January 1, 2021 through June 30, 2021		
<i>Engagement of students in Guided Pathways efforts to complement the Vision for Success during the Spring 2021 semester.</i>		
<u>Keenan and Associates</u>	<\$6,720>	Eileen Cichocki
Spring 2021 Semester		
<i>Live training conducted on site in college work environment of Senate Bill 390 Employee Certification Course for California community college security staff.</i>		
<u>Mendocino County Law Library</u>	\$0	Debra Polak
March 22, 2021 to March 22, 2024		
<i>Mendocino County Law Library will house a computer terminal and subscription services for use by the public for legal research during normal library hours at the Coast Center in Fort Bragg.</i>		
<u>Strata Information Group, Inc.</u>	<\$25,600>	Ulises Velasco

December 14, 2020 to December 13, 2023		
<i>Provide a variety of consulting service resources as requested for functional, subject matter, and technical assistant with Student, Financial Aid, Self-Services and WebAdvisor, Workflow, Student Planning and Degree Audit, Portal, and Communication Management in COLLEAGUE system. Also for Ellucian Recruit system.</i>		

SUBJECT: AWARDING OF AUDIT CONTRACT FOR
FISCAL YEAR ENDING JUNE 30, 2021

SYNOPSIS:

Awarding the District's audit contract for the fiscal year ending June 30, 2021.

RECOMMENDATION:

The Superintendent/President recommends that this item be approved as presented.

ANALYSIS:

Cossolias, Wilson, Dominquez, Leavitt (CWDL) has been conducting the District's annual audit since 2018. The firm's services for the June 30, 2021 audit are offered for \$36,774/District and \$8,408/Foundation.

CWDL currently audits Lassen, Butte-Glenn, Siskiyou, San Jose/Evergreen, Yuba and Napa Valley community college districts.

Reference Board Policy 6400, Audits

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby award the audit contract for the fiscal year ending June 30, 2021 at a price of \$36,774/District and \$8,408/Foundation to the Certified Public Accounting firm Cossolias, Wilson, Dominquez, Leavitt (CWDL).

SUBJECT: BOARD POLICY ADDITIONS AND REVISIONS – SECOND READING

SYNOPSIS:

New and/or revised board policies are presented for adoption.

RECOMMENDATION:

The Superintendent/President recommends this item be approved as presented.

ANALYSIS:

As part of the ongoing effort to review all policies in the Board Policy Manual in a timely manner, the following Board policies are submitted for the Board's review. As part of the process, all Board Policies are being updated to reflect the standard numbering system used by Community Colleges throughout the state.

Board Policy 3433 – Prohibition of Sexual Harassment under Title IX – This new legally required board policy has been created using the League template as a guide and includes the legally required Title IX information updates. It has been properly vetted through the College's participatory governance process. The policy was first reviewed by the President's Policy Advisory Committee on January 22, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on February 26, 2021. A copy of the approved administrative procedure is included as information only.

Board Policy 7120 – Recruitment and Hiring – This legally required board policy was last revised in November 2015 and has been revised and updated under the direction of the Director of Human Resources. The policy was first reviewed by the President's Policy Advisory Committee on January 22, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on February 26, 2021. Copies of the approved administrative procedures are included as information only.

Board Policy 7250 – Educational Administrators – This legally required board policy has been developed under the direction of the Director of Human Resources using the League template as a guide. It was previously listed under Board Policy 705 (Administrator Min Quals and Equivalency) and Board Policy 720 (Administrator Retreat Rights) which are now incorporated into this board policy. The policy was first reviewed by the President's Policy Advisory Committee on December 11, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on February 26, 2021.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the additions and/or revisions to Board Policy 3433, Board Policy 7120 and Board Policy 7250 as presented.

**NEW****Prohibition of Sexual Harassment under Title IX**

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and the District will not tolerate sexual harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

The District seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The District will investigate all allegations of Title IX retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission who believes he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3434 Responding to Harassment Based on Sex under Title IX. The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the Superintendent/President shall ensure that the institution undertakes education and training activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define sexual harassment on campus. The Superintendent/President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and procedures to resolve complaints of sexual harassment in violation of this policy. State and federal law and

this policy prohibit retaliatory acts against all participants by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Volunteers or unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the volunteer assignment, internship, or other unpaid work experience program.

References: Title IX of the Education Amendments Act of 1972;
34 Code of Federal Regulations Part 106



ADMINISTRATIVE PROCEDURES

No. 3433.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

PROHIBITION OF SEXUAL HARASSMENT UNDER TITLE IX

The District is committed to providing an academic and work environment free of unlawful sex harassment under Title IX. This procedure defines sexual harassment on campus.

This procedure and the related policy protects students, employees, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

Definitions

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (*quid pro quo* harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, including the following:
 - **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **Rape** (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
 - **Sodomy.** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
 - **Sexual Assault with an Object.** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.
 - **Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
 - **Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.**

- **Incest.** Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape – Non-Forcible.** Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
- **Dating violence.** Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence.** Violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; or
 - By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.
- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

References: Title IX, Education Amendments of 1972; Title 5 Sections 59320 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e



RECRUITMENT AND HIRING

The Superintendent/President shall establish procedures for the recruitment, **hiring**, and selection of employees including, but not limited to, the following criteria:

An Equal Employment Opportunity Plan shall be implemented according to Title 5 and BP 3420 Equal Employment Opportunity.

Academic employees shall possess the minimum qualifications prescribed for their positions by the ~~Board of Governors~~ **Minimum Qualifications for Faculty and Administrators in California Community College Handbook.**

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the Classified Senate an opportunity to participate in the decisions under the Board's policies regarding local decision-making.

The Director of Human Resources as the designee of the Superintendent/President shall apply and enforce this policy and related administrative procedures.

References: Education Code Sections 70901.2, 70902 subdivisions (b)(7) & (d), 87100 et seq., and 87458;
Title 5 Sections 51023.5 and 53000 et seq.;
ACCJC Accreditation Standard III.A.1
Minimum Qualifications for Faculty and Administrators in California Community Colleges

Adopted: December 19, 1978

Revised: August 22, 1979

March 5, 1986

July 3, 1991

Revised by PPAC: February 10, 2009

Reviewed: August 18, 2010

Revised: February 5, 2014

November 10, 2015

January 22, 2021 (DRAFTED)



ADMINISTRATIVE PROCEDURES

No. 7120.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

FULL and PART TIME FACULTY HIRING

Full Time Faculty

The following screening process applies to open full-time tenure-track faculty; full-time temporary; and full-time categorically funded faculty positions.

Initiation of the Hiring Process

A selection process will be initiated by the Director of Human Resources when authorized by the Superintendent/President, following consideration by the Planning and Budgeting Committee.

Those parts of the selection process that normally require the participation of faculty will generally not be conducted during summer and winter breaks when faculty are off work, unless there are extenuating circumstances and compelling reasons as determined by the Superintendent/President and communicated to the Academic Senate. Extenuating circumstances include, but are not limited to, instances when a faculty member must be identified on short notice to fill an unexpected leave of absence or vacancy. In this situation, faculty will be compensated for participation on the Screening Committee per their Collective Bargaining Agreement.

Screening Committee Composition and Appointment

Full-time positions will be filled by utilizing participatory governance Screening Committees. When possible, the committee shall consist of 6 members: 3 full-time faculty one of whom should be from the same or related discipline whenever possible; with 3 additional members selected from each of the non-faculty constituent groups (Classified and Management).

The responsible Dean over the discipline will serve as Co-Chairs of the Screening Committee. If the responsible Dean is not available, the Superintendent/President will designate another Dean to serve as the Co-Chair.

For each vacancy, the Director of Human Resources or designee will contact constituent group leaders and ask that they request volunteers willing to serve on the Screening Committee.

Academic Senate will appoint three faculty representatives to serve on the Screening Committee and designate which of the appointed faculty will act as faculty co-chair. Faculty co-chairs shall be faculty within the discipline. When there is no full-time faculty in the discipline or one is not available to serve on the committee, faculty in a related discipline will be appointed as co-chair. If two or more faculty in the same discipline are being hired at the same time, a single hiring committee may be used. Classified Senate will appoint one classified representative to serve on the Screening Committee. The Management Team will appoint one manager to representative to serve on the Screening Committee.

*Dated: May 20, 1981
Revised: April 3, 1991
May 5, 1993
June 4, 1997
May 1, 2002*

*May 19, 2004
November 10, 2005
February 10, 2009
April 10, 2014
February 26, 2021*

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The Director of Human Resources will develop the recommended committee membership list from the names submitted by constituent group leaders considering diversity, employees who have knowledge related to the duties of the vacancy, and those who work closely with the position. The Director of Human Resources may request additional names to further diversify the committee composition.

The Co-Chairs and/or Director of Human Resources may add to the committee a student or an individual other than college staff to provide technical expertise.

The recommended committee membership list will be forwarded by the Director of Human Resources or designee to the Superintendent/President for final approval. Once approved by the Superintendent/President, the Director of Human Resources will notify the constituent group leaders and inform those not selected to serve.

Screening Committee Duties

All members of the Screening Committee will complete Equal Employment Opportunity and Bias Training-prior to participation on the Screening Committee. Sign a statement certifying that they have received training as required under Title 5, and agree to maintain confidentiality.

The Director of Human Resources will meet with the Screening Committee to provide training on the equal opportunity guidelines, confidentiality requirements and committee responsibilities.

- The training shall include the requirements of Title 5 of the California Code of Regulations, sections 53000 et. seq. and of state and federal nondiscrimination laws. The training shall also include the educational benefits of workforce diversity, inclusion, the elimination of bias in hiring decisions, and best practices for serving on a Screening Committee. The training shall include means for identifying and eliminating barriers to employment that are not job related.
- The training shall include the need for committees to assess whether candidates can demonstrate that they can infuse diversity and equity into their instruction and/or services to students and are committed to student success.

When the required training has been completed and verified by the Director of Human Resources, the Screening Committee, in consultation with the Director of Human Resources will:

- Review and revise the job announcement prepared by the Director of Human Resources in consultation with the Co-Chairs.
 - All job announcements will include requirements that the candidate is sensitive to, has an understanding of and ability to teach diverse students (including, but not limited to: academic, socio-economic, disability, sexual orientation, gender identity, ethnic and racial backgrounds).
- Develop paper screening rubric based on the specific requirements of the position addressed in the job description and announcement.
- Review all qualified applications and rank according to the paper screening rubric.
 - The committee will meet to review and discuss the rubric rankings to determine who will be interviewed.
 - The committee may recommend the deadline be extended or the position re-advertised if

Dated: May 20, 1981

May 19, 2004

Page 2 of 9

Revised: April 3, 1991

November 10, 2005

May 5, 1993

February 10, 2009

June 4, 1997

April 10, 2014

May 1, 2002

February 26, 2021

there is not an adequate and/or diversified applicant pool.

- Develop first level interview materials, including: interview questions; teaching/professional demonstration topics and requirements; written prompts; and other screening criteria.
 - Develop an interview rubric based on the specific requirements of the first level interview
 - This will include a means for assessing the candidates demonstrated ability infuse diversity, inclusion, and equity into their instruction and/or services to students and are committed to student success.
- Selection criteria at each stage of the selection process will include a sensitivity to, an understanding of and the ability to teach diverse backgrounds of community college students.
- Participate in interviews.
- Disqualify applicants and recommend finalists only on the basis of legitimate, job- related qualifications.
- The committee members will individually rank the candidates for both a paper screen and through the first level interview process.

In addition to the above stated, the Screening Committee Co-Chairs will:

- Coordinate meeting schedule with Human Resources.
- Co-chairs will review the most recent job description for currency and if it meets specific needs of the department that may exist.
- Provide leadership to the committee during the various phases of the selection procedure, including enforcing EEO practices and considerations.
- Provide recommendation to Human Resources on recruitment outlets.
- Facilitate and monitor the selection process, along with the Director of Human Resources, to ensure that it is followed and that any issues which arise are resolved.
- Oversee calculation of paper screen and post interview ranking.
- Participate in the second level interview with the Superintendent/President and responsible Vice President.
- The Co-Chairs will review the reference checks completed by the Dean, as the designee of the Superintendent/President.

Job Announcement Requirements

The Director of Human Resources, in consultation with the Screening Committee, will develop a job announcement for all full-time faculty positions filled pursuant to Title 5, the District EEO Plan.

The job announcement will include:

- Filing deadline date
- Job description and duties
- Minimum Qualifications
- Salary and benefits
- Application procedure, including the items that must be submitted for an individual to be considered for candidacy (e.g., resume, letter of interest, etc.)
- Information regarding the District
- Equal Opportunity Employer statement
- The requirement that faculty demonstrate a sensitivity to and understanding of the diverse

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academic, socioeconomic, cultural, disability, gender identity, sexual orientation ethnic and racial background of community college students.

- Each job announcement shall include language indicating that candidates are required to demonstrate that they can infuse diversity, inclusion, and equity into their instruction and/or services to students and are committed to student success.

The Director of Human Resources will review the job announcement in regard to equal opportunity guidelines and the District EEO Plan.

Recruitment

Human Resources will distribute copies of the job announcement to a variety of recruiting sources which shall include the California Community Colleges Registry, and may include state colleges and universities, private colleges and universities, referring agencies, organizations which support diversity, and other relevant recruiting sources.

Human Resources may place ads in publications which may include newspapers, the Chronicle of Higher Education, and other relevant sources.

The Director of Human Resources will coordinate other recruiting activities as appropriate to the vacancy such as the annual California Community College Job Fair or other job fairs or resources for advertising the District as a potential faculty employer.

Application Review and Selection of Interviewees

The Director of Human Resources and Co-Chairs shall monitor the application review and screening process to ensure compliance with Title 5, EEO requirements, and confidentiality.

The Director of Human Resources, or designee, shall assist Screening Committees as needed, schedule committee meetings, prepare screening materials, make other related arrangements, etc.

The Director of Human Resources and/or Co-Chairs will review the materials submitted by applicants. Only those persons who have provided all the required application items by the applicable deadline shall be retained in the process. The Director of Human Resources shall also review the applicant pool after the filing deadline date, along with the Co-Chairs, to determine if the filing period may need to be extended and/or the position re-advertised due to equal opportunity considerations, the number of applications received, etc.

The Director of Human Resources will provide qualified applications received to the Screening Committee for review. The Co-Chairs will review the applications to ensure State mandated Minimum Qualifications have been met. If this is not clear and/or if the Co-Chairs disagree, the Academic Senate will be asked to review the application to determine if the Minimum Qualifications have been met or if an Equivalency Committee need to be convened to make the determination.

Any applicant who holds a degree that departs from the State mandated minimum qualifications or

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the equivalent as defined by the *Minimum Qualifications for Faculty and Administrators in California Community College Handbook* and who submitted a request for equivalency through the application process will be evaluated for equivalency by the Academic Senate. Should any applicant requests for an equivalency be received; notification to the Academic Senate shall be provided as soon as possible in order to schedule an equivalency committee meeting within one week of position closure. All requests for equivalency for the position shall be completed simultaneously.

All applicants who meet the published State mandated minimum qualifications and all applicants who have been found to possess equivalencies to the applicable minimum qualifications will be available for all the Screening Committee member review during the agreed time period developed by the committee. All Screening Committee members will independently review the entire application packet and rank it according to the rubric developed by the Screening Committee (see above Screening Committee Duties). The rankings will be summarized by the Director of Human Resources, or designee. The Co-Chairs will consider the aggregate rankings and determine where there is a natural break in the rankings or where particular candidates are separated from the field of applicants.

The Screening Committee shall meet to review and discuss the findings of the paper screen rankings, as summarized by Human Resources and the Co-Chairs and determine who shall be offered an interview. The Co-Chairs shall notify the Director of Human Resources of selected candidates to offer a first level interview. Human Resources shall contact and schedule applicants within the prescribed schedule set by the Screening Committee.

First Level Interviews

Human Resources shall contact and schedule interviews for applicants within the prescribed schedule set by the Screening Committee. Human Resources will ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

First level interviews shall be conducted by the Screening Committee and consist of the following components:

- Written prompt completed within prescribed duration
- Oral interview based on set questions developed by the Screening Committee
- Teaching demonstration based on topic predetermined by Screening Committee

The interview process will include:

- Each of the Screening Committee members shall ask the same question(s) of all interviewees.
- The Screening committee shall rank each applicant based on the answer to each question, the writing prompt, and the teaching demonstration according to the rubric developed by the committee.
- Upon completion of the interviews, The Co-Chairs in coordination with Human Resources will compile the rankings. The co-chairs will present the entirety of the rankings for consideration of the committee, including the names of the candidates.
- The Screening Committee shall review and discuss the rankings to determine which candidates are selected for a second level interview. Only candidates that the Screening Committee

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determines to be acceptable for hiring will be recommended for a second-level interview with the Superintendent/President. The specific rankings will not be forwarded along with the recommendation, as at this point all candidates should be considered equal.

Second Level Interviews

Human Resources shall contact and schedule second-level interviews for applicants with the Superintendent/President and Co-Chairs according to the schedule set by the Screening Committee. Human Resources will ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

The Superintendent/President **or designee** will:

- Consult with the Director of Human Resources as needed regarding the screening process, equal opportunity guidelines. The Superintendent/President may defer completion of the process to verify that it reflects equal employment opportunity principles and District Board Policy and Administrative Procedure.
- Conduct second level interviews with the recommended applicants. The responsible Vice President, and the Screening Committee Co-Chairs will participate in second level interviews.
 - At the completion of the interviews the Superintendent/President will discuss the final candidates with the participants in the second level interviews before making a final hiring decision.
 - Will conduct reference checks from the list provided by the applicant,
 - Communicate with the Co-Chairs a hiring decision has been made, including which candidate will be recommended to the Board of Trustees
- If unable to choose any of the final candidates, meet with the Screening Committee to discuss these issues, concerns, and rationale for disagreement with the committee.
 - If issues cannot be resolved, the Screening Committee may determine if alternate candidates should be forwarded for consideration. If none are determined appropriate, the Screening Committee may request a new recruitment process be initiated
- Authorize the Director of Human resources to make an official offer of employment.
 - Forward the employment recommendation to the Board of Trustees, which will ratify the decision

Candidate Notification and Process

Upon notification of the selected candidate from the Superintendent/President the Director of Human Resources will contact the candidate to make the official offer of employment.

Upon verbal acceptance of offered position Human Resources will:

- Discussions with the final candidate regarding reasonable accommodation of a disability during employment will be conducted at this time by the Director of Human Resources and the responsible Dean.
- Prepare a Board agenda item concerning employment of the applicant. All offers of employment are conditional and made subject to formal approval of the Board of Trustees and background clearance. Hire dates will be effective on a date following Board action.

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- Prepare a letter of employment, contracts, etc., and meet with the successful applicant to complete the necessary employment paperwork.
 - Retain application and selection materials for the time prescribed by law.
- Send written or provide verbal notification to applicants concerning the outcome of the selection process.

If the candidate rejects the offer of employment, the procedure may be reinstated, modified, or postponed until a future date.

Part Time Faculty

The following screening process is applicable to part-time employment under Education Code 87482.5.

Initiation of the Hiring Process

The responsible Dean and/or the full time faculty in the discipline in coordination with the responsible Dean may request a specific discipline recruitment effort from Human Resources.

The Director of Human Resources shall coordinate with the responsible Dean and full time faculty in the discipline to develop the job announcement as it pertains to specific discipline recruitment.

Recruitment

Human Resources shall send copies of the part-time job announcement to the California Community Colleges Registry, and may send the announcement to other appropriate recruiting sources which may include: schools and universities, local agencies and organizations which are a potential source of applicants, and other entities as appropriate. Human Resources shall also participate in appropriate job fairs that may provide sources of faculty for part-time assignments.

Human Resources shall also place ads in local newspapers and other publications as appropriate.

Open recruitment applies to part-time faculty vacancies in accordance with Title 5 of the California Code of Regulations, section 53021. The District may recruit separately for each part-time position vacancy or may establish a pool of eligible part-time candidates.

Job Announcement Requirements

The Director of Human Resources, in consultation with the responsible Dean and at least one full time faculty in the discipline, or closely related discipline, will develop a job announcement for specific part-time faculty positions filled pursuant Title 5, the District EEO Plan., if there is not a comparable one available. The provisions for full-time faculty the job announcement will be applied to hiring part-time faculty.

Application Review and Selection of Interviewees

The Dean responsible for the discipline and at least one full-time faculty member from the discipline, or a closely related discipline, will review the application materials and determine those applicants to be interviewed. Full-time faculty in the discipline or a closely related discipline will

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participate in the interview process. The Dean shall serve as the committee Chair, in order to facilitate the interview process (scheduling meetings etc.).

The provisions of the Full-Time Faculty Procedures shall be applied to the hiring of part-time faculty hiring, these include:

- Committee training per the provisions of Title 5 of the California Code of Regulations, Equal Opportunity and Bias, and confidentiality
- Development of interview questions and other screening materials
- Reference checks
- Minimum Qualification and/or Equivalency determinations
- Accommodation for disabilities

Upon completion of the interviews, the Dean forward the names of those determined to be acceptable for hiring to Human Resources. The Superintendent/President will make the final decision for hiring part-time faculty. To do so, they may (or their designee) may conduct an additional interview (the full-time faculty in the discipline will participate in the second-level interview); select a candidate from the names advanced by the Director of Human Resources that were recommend by the responsible Dean and Full-time faculty member who conducted the interviews; or defer the selection of the part-time faculty member to the responsible Dean. Action by the Board of trustees applies to the hiring the part-time faculty under this provision.

Short Term Temporary and Substitute Faculty

Should circumstances arise that require the employment of day-to-day substitute faculty or short-term temporary faculty where temporary service is authorized in accordance with applicable law and such service is not otherwise addressed in these procedures, reasonable efforts shall be made to recruit qualified applicants. The screening of such temporary and substitute faculty shall be conducted by the academic Dean responsible for the department to which the individual will be assigned. Candidate names shall be forwarded for Board action as soon as reasonably possible.

Faculty Interns

The District may employ faculty interns under the provisions of Education Code section 87487 and Title 5 of the California Code of Regulations, sections 53500 et seq. The majority of the full-time faculty and/or the Dean of any division may propose a faculty internship opening for a participating department prior to the beginning of a semester.

Faculty interns who are students shall meet the minimum qualifications described in Title 5, section 53502. Faculty interns may also include persons who meet the regular faculty state-mandated minimum qualifications but who lack teaching experience.

Recruitment shall include sending announcements for the District's faculty internship program to all campuses of the University of California and the California State University as well as to other accredited institutions of higher education subject to Chapter 4 of Part 59 of the Education Code (beginning with section 94300).

The purposes of using faculty interns is to enhance the District's efforts at building a diverse

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faculty, to enhance the recruitment of qualified persons pursuing the master's or doctoral degrees, particularly in disciplines for which recruitment is difficult, for disciplines in which a shortage of qualified faculty is anticipated, and for which current industry experience is important.

References: Education Code Sections 87487, 87482.5 and 94300. et seq.
Title 5 of the California Code of Regulations, sections 53021 and 53500 et seq.

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ADMINISTRATIVE PROCEDURES

No. 7120.2

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

CLASSIFIED HIRING

This procedure applies to classified employees, excepting temporary, short-term, or substitutive classified employees. Classified administrators may alternatively be identified by contracting with a private organization or with individuals pursuant to Title 5 of the California Code of Regulations, section 53021(c)(7).

Initiation of Hiring Process

A hiring process will be initiated by the Director of Human Resources when authorized by the Superintendent/President, following consideration by the Planning and Budgeting Committee.

Those parts of the selection process that normally require the participation of Classified employees will generally not be conducted during summer and winter breaks when faculty are off work, unless there are extenuating circumstances and compelling reasons as determined by the Superintendent/President and communicated to the classified constituent group leaders. Extenuating circumstances include, but are not limited to, instances when a position must be filled on short notice.

Screening Committee Composition and Appointment

Full-time positions will be filled by utilizing participatory governance Screening Committees.

The immediate supervisor will serve as Chair of the Screening Committee or a Chair will be designated by the Superintendent/President if the supervisor is not available. When the position being filled is directly supervised by the Superintendent/President, they may designate a committee chair.

For each vacancy, the Director of Human Resources or designee will contact constituent group leaders and ask that they request volunteers willing to serve on the Screening Committee.

The Director of Human Resources will develop the recommended committee membership list from the names submitted by constituent group leaders, considering diversity, employees who have knowledge related to the duties of the vacancy, and those who work closely with the position. If two or more classified staff members in the same job classification are being hired at the same time, a single hiring committee may be used.

CLASSIFIED ADMINISTRATOR AND CONFIDENTIAL POSITIONS: A minimum of 6 members selected from the Vice-President, Management Team, Faculty, Classified, and Student groups (when possible).

NON-ADMINISTRATIVE CLASSIFIED POSITIONS: When possible, a minimum

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of 1 from each of the constituent groups and the balance from all groups depending on the nature of the position.

The Director of Human Resources may request additional names to expand the committee to further diversify the committee composition. The Chair or Director of Human Resources may add to the committee a student or an individual other than college staff to provide technical or other expertise related to the position.

The recommended committee membership list will be forwarded by the Director of Human Resources or designee to the Superintendent/President for final approval. Once approved by the Superintendent/President, the Director of Human Resources will notify the constituent group leaders and inform those not selected to serve.

Screening Committee Duties

All members of the Screening Committee will complete Equal Employment Opportunity and Bias Training-prior to participation on the Screening Committee. Sign a statement certifying that they have received training as required under Title 5, and agree to maintain confidentiality.

The Director of Human Resources will meet with the Screening Committee to provide training on the equal opportunity guidelines, confidentiality requirements and committee responsibilities.

- The training shall include the requirements of Title 5 of the California Code of Regulations, sections 53000 et. seq. and of state and federal nondiscrimination laws. The training shall also include the educational benefits of workforce diversity, inclusion, the elimination of bias in hiring decisions, and best practices for serving on a Screening Committee. The training shall include means for identifying and eliminating barriers to employment that are not job related.
- The training shall include the need for committees to assess whether candidates can demonstrate that they can infuse diversity and equity into their instruction and/or services to students and are committed to student success.

The Screening Committee will:

- Review applications, based the District's application review process, and determine those to be interviewed. The committee may also recommend that the application deadline date be extended and the position re-advertised.
- Selection criteria at each stage of the selection process will include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.
- Develop first level interview materials, including: interview questions; teaching/professional demonstration topics and requirements; written prompts; and other screening criteria.
- Develop an interview rubric based on the specific requirements of the first level interview
- This will include a means for assessing the candidates demonstrated ability infuse diversity, inclusion, and equity into their services.
- Participate in interviews
- Disqualify applicants and recommend finalists only on the basis of legitimate, job- related

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qualifications

- The committee members will individually rank the candidates for both a paper screen and through the first level interview process.
- Make hiring recommendations to the Superintendent/President. For classified management and confidential positions, the top two to four candidates will be recommended whenever possible. In appropriate circumstances, additional candidates may be recommended to the Superintendent/President for consideration.

In addition to the above stated, the Committee chair will:

- Review the job description to ensure its currency and need of the department
- Coordinate meeting schedule with Human Resources
- Provide leadership to the committee during the various phases of the selection procedure including enforcing EEO practices and considerations
- Provide recommendation to Human Resources on recruitment outlets
- Facilitate and monitor the selection process, along with the Director of Human Resources, to ensure that it is followed and that any issues which arise are resolved.
- Oversee calculation of paper screen and post interview ranking in coordination with Human Resources
- Participate in the second level interview with the Superintendent/President and responsible Vice President.
- Coordinate and/or complete reference checking as the designee of the Superintendent/President

Job Announcement Requirements

The Director of Human Resources, in consultation with the immediate supervisor will develop a job announcement for all classified positions filled pursuant to this procedure. The job announcement will include:

- Filing deadline date
- Job description and duties
- Minimum Qualifications
- Salary and benefits
- Application procedure, including the items that must be submitted for an individual to be considered for candidacy (e.g. resumé, letter of interest, etc.)
- Information regarding the District
- Equal Opportunity Employer statement
- The job announcement shall include the requirement that the applicant demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic and racial background of community college students.
- The applicant will demonstrate a sensitivity to the college's commitment to equity, inclusion and social justice.

The Director of Human Resources will review the job announcement in regard to equal opportunity

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guidelines and the District EEO Plan.

Recruitment

Human Resources will distribute copies of the job announcement to a variety of recruiting sources, which may include: The California Community Colleges Registry, state colleges and universities, private colleges and universities, referring agencies, organizations which support diversity, and other relevant recruiting sources.

Human Resources will place ads in publications which may include newspapers, the Chronicle of Higher Education, and other relevant sources.

The Director of Human Resources will coordinate other recruiting activities as appropriate to the vacancy such as the annual California Community College Job Fair, or other job fairs or resources for advertising the District as a potential employer.

The Director of Human Resources will ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

Application Review and Selection of Interviewees

The Director of Human Resources and Chair shall monitor the application review and screening process to ensure compliance with Title 5, EEO requirements, and confidentiality.

The Director of Human Resources or designee shall assist Selection Committees as needed, schedule interview appointments, prepare selection materials, make other related arrangements, etc.

The Director of Human Resources will review the materials submitted by applicants. Only those persons who have provided all the required application items by the applicable deadline shall be retained in the process. The Director of Human Resources shall also review the applicant pool after the filing deadline date, along with the co-chairpersons, to determine if the filing period may need to be extended and the position re- advertised due to equal opportunity considerations, the number of applications received, etc.

The Director of Human Resources will provide qualified applications received to the Screening Committee for review. The Director of Human Resources and the chairperson or a designated committee member may screen the applications to determine which applicants meet any applicable minimum qualifications for the position. Only those candidates who meet applicable minimum qualifications will be forwarded to the Screening Committee.

Each Screening Committee member review during the agreed time period developed by the committee. All Screening Committee members will independently review the entire application packet and rank it according to the rubric developed by the Screening Committee (see above Screening Committee Duties). The rankings will be summarized by the Director of Human

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Resources, or designee. The Chairs will consider the aggregate rankings and determine where there is a natural break in the rankings or where particular candidates are separated from the field of applicants.

The Screening Committee shall meet to review the findings of the paper screen rankings to discuss and determine who shall be offered an interview.

The chairs shall notify Human Resources of selected candidates to offer a first level interview. Human Resources shall contact and schedule applicants within the prescribed schedule set by the selection committee.

First Level Interviews

Human Resources shall contact and schedule interviews for applicants within the prescribed schedule set by the Screening Committee. Human Resources will ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

First level interviews shall consist of the following components:

- Written prompt completed within prescribed duration
- Oral interview based on set questions developed by the Screening Committee
- A presentation may be required as determined by Screening Committee

The interview process will include:

- Each of the Screening Committee members shall ask the same question(s) of all interviewees.
- The Screening committee shall rank each applicant based on the answer to each question, the writing prompt, and the teaching demonstration according to the rubric developed by the committee.
- Upon completion of the interviews, The Chair in coordination with Human Resources will compile the rankings. The Chair will present the entirety of the rankings for consideration of the committee, including the names of the candidates.
- The Screening Committee shall review and discuss the rankings to determine which candidates are selected for a second level interview. Only candidates that the Screening Committee determines to be acceptable for hiring will be recommended for a second-level interview with the Superintendent/President. The specific rankings will not be forwarded along with the recommendation, as at this point all candidates should be considered equal.

Upon completion of the interviews, the Director of Human Resources will transmit the findings and recommendations of the committee to the Superintendent/President.

Second Level Interviews

Human Resources shall contact and schedule second-level interviews for applicants with the Superintendent/President, Chair, and intervening supervisors according to the schedule set by the Screening Committee. Human Resources will ensure that reasonable accommodations for applicants

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with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

The Superintendent/President or designee will:

- Consult with the Director of Human Resources for the process as needed regarding the selection process and equal opportunity guidelines. The Superintendent/President or his/her designee may defer completion of the process to verify that the process reflects equal employment opportunity principles and consistent application of the District's hiring process.
- The Superintendent/President will conduct second level interviews with the recommended applicants. The responsible Vice President and Screening Committee chair will participate in second level interviews.
- Conduct reference checks.
- Authorize the Director of Human Resources to make an official offer of employment
- Communicate to the Selection Committee the candidate to be recommended to the Board of Trustees. If unable to choose any of the final candidates, meet with the Screening Committee to discuss these issues, concerns, and rationale for disagreement with the committee.
- If issues cannot be resolved, the Superintendent/President or his/her designee may discontinue the process, require corrective action to the process, request additional candidate names, or authorize a new recruitment process.

Candidate Notification and Processing

Upon notification of the selected candidate from the Superintendent/President the Director of Human Resources will contact the candidate to make the official offer of employment.

Upon verbal acceptance of offered position Human Resources will:

- Discussions with the final candidate regarding reasonable accommodation of a disability during employment will be conducted at this time by the Director of Human Resources and the immediate supervisor.
- Prepare a Board agenda item concerning employment of the applicant. All offers of employment are conditional and made subject to formal approval of the Board of Trustees and background clearance. Hire dates will be effective on a date following Board action.
- Send written or provide verbal notification to applicants concerning the outcome of the selection process.
- Prepare a letter of employment, contracts, etc., and meet with the successful applicant to complete the necessary employment paperwork.
- Retain application and selection materials for the time prescribed by law.

If an unsuccessful selection process occurs due to a candidate's withdrawal from the process, the selection procedure may be reinstated, modified, or postponed until a future date

Should Human Resources receive a request to fill the same position or another in the same job classification within one year of the filing deadline date, the Director of Human Resources, may

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supplement open recruiting by contacting previous applicants via email to notify them of the new vacancy so long as the job qualifications remain the same.

References: Title 5 of the California Code of Regulations, section 53021(c)(7).

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ADMINISTRATIVE PROCEDURES

No. 7120.3

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

EDUCATIONAL ADMINISTRATOR HIRING

This procedure applies to educational administrator positions, excepting the position of Superintendent/President. Educational administrators may alternatively be identified by contracting with a private organization or with individuals pursuant to Title 5 of the California Code of Regulations, section 53021(c)(7).

Initiation of Hiring Process

A hiring process will be initiated by the Director of Human Resources when authorized by the Superintendent/President, following consideration by the Planning and Budgeting Committee.

Those parts of the screening process that normally require the participation of other academic and classified employees will generally not be conducted during summer and winter breaks when academic employees and staff are off work, unless there are extenuating circumstances and compelling reasons as determined by the Superintendent/President and communicated to the constituent group leaders. Extenuating circumstances include, but are not limited to, instances when an educational administrator position must be filled on short notice.

Screening Committee Composition and Appointment

Positions will be filled by utilizing participatory governance Screening Committees.

The immediate supervisor will serve as Chair of the Screening Committee or a Chair will be designated by the Superintendent/President if the supervisor is not available. When the position being filled is directly supervised by the Superintendent/President, they may designate a committee chair.

For each vacancy, the Director of Human Resources or designee will contact constituent group leaders and ask that they request volunteers willing to serve on the Screening Committee.

The Director of Human Resources will develop the recommended committee membership list from the names submitted by constituent group leaders, considering diversity, employees who have knowledge related to the duties of the vacancy, and those who work closely with the position.

- A minimum of 6 members selected from the Vice-President, Management Team, Faculty, Classified, and Student groups (when available).
- When possible, a minimum of 1 from each of the constituent groups and the balance from all groups depending on the nature of the position.

The Director of Human Resources may request additional names to expand the committee to further diversify the committee composition. The chairperson or Director of Human Resources

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may add to the committee a student or an individual other than college staff to provide technical or other expertise related to the position.

The recommended committee membership list will be forwarded by the Director of Human Resources or designee to the Superintendent/President or designee for final approval. Once approved by the Superintendent/President, the Director of Human Resources will notify the constituent group leaders and inform those not selected to serve.

Screening Committee Duties

All members of the Screening Committee will complete Equal Employment Opportunity and Bias Training prior to participation on the Screening Committee and sign a statement certifying that they have received training as required under Title 5, and agree to maintain confidentiality.

The Director of Human Resources will meet with the Screening Committee to provide training on the equal opportunity guidelines, confidentiality requirements and committee responsibilities.

- The training shall include the requirements of Title 5 of the California Code of Regulations, sections 53000 et. seq. and of state and federal nondiscrimination laws. The training shall also include the educational benefits of workforce diversity, inclusion, the elimination of bias in hiring decisions, and best practices for serving on a Screening Committee. The training shall include means for identifying and eliminating barriers to employment that are not job related.
- The training shall include the need for committees to assess whether candidates can demonstrate that they can infuse diversity and equity into their instruction and/or services to students and are committed to student success.

The Screening Committee will:

- Review applications, based the District's application review process, and determine those to be interviewed. The committee may also recommend that the application deadline date be extended and the position re-advertised.
- Develop screening criteria at each stage of the screening process will include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.
- Develop first level interview materials, including: interview questions; teaching/professional demonstration topics and requirements; written prompts; and other screening criteria.
- Develop an interview rubric based on the specific requirements of the first level interview
 - This will include a means for assessing the candidates demonstrated ability to infuse diversity, inclusion, and equity into their services.
- Participate in interviews
- Disqualify applicants and recommend finalists only on the basis of legitimate, job- related qualifications
- The committee members will individually rank the candidates for both a paper screen and through the first level interview process.

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- Make hiring recommendations to the Superintendent/President. The top two to four candidates will be recommended whenever possible. In appropriate circumstances, additional candidates may be recommended to the Superintendent/President for consideration.

In addition to the above stated, the Committee chair will:

- Coordinate meeting schedule with HR
- Meet with intervening supervisors to review the job description to ensure its currency and need of the department
- Provide leadership to the committee during the various phases of the screening procedure, including enforcing EEO practices and considerations
- Provide recommendation to Human Resources on recruitment outlets
- Facilitate and monitor the screening process, along with the Director of Human Resources, to ensure that it is followed and that any issues which arise are resolved.
- Oversee calculation of paper screen and post interview ranking in coordination with Human Resources
- Participate in the second level interview with the Superintendent/President and responsible Vice President.
- Coordinate and/or complete reference checking as the designee of the Superintendent/President

Job Announcement Requirements

The Director of Human Resources, in consultation with the Superintendent/President or their designee will develop a job announcement for all classified positions filled pursuant to this procedure. The job announcement will include:

- Filing deadline date
- Job description and duties
- Minimum Qualifications
- Salary and benefits
- Application procedure, including the items that must be submitted for an individual to be considered for candidacy (e.g. resumé, letter of interest, etc.)
- Information regarding the District
- Equal Opportunity Employer statement
- The requirement that educational administrators demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic and racial background of community college students.
- Each job announcement shall include language indicating that candidates are required to demonstrate that they support the infusion of diversity, inclusion, and equity in their areas of responsibility and are committed to student success.

The Director of Human Resources will review the job announcement in regard to equal opportunity guidelines.

Dated: May 20, 1981

Revised: July 3, 1991 November 10, 2005

May 5, 1993 February 10, 2009

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May 1, 2002 February 26, 2021

May 19, 2004

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Recruitment

Human Resources will distribute copies of the job announcement to a variety of recruiting sources which shall include the Registry, California Community Colleges, and may include state colleges and universities, private colleges and universities, referring agencies, organizations which support diversity, and other relevant recruiting sources.

Human Resources may place ads in publications which may include newspapers, the Chronicle of Higher Education, and other relevant sources.

The Director of Human Resources will coordinate other recruiting activities as appropriate to the vacancy such as the annual California Community College Job Fair or other job fairs or resources for advertising the District as a potential faculty employer.

The Director of Human Resources will ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

Application Review and Selection of Interviewees

The Director of Human Resources shall monitor the screening procedure, equal opportunity considerations, and confidentiality along with the Chair.

The Director of Human Resources shall assist Screening Committees as needed, schedule interview appointments, prepare selection materials, make other related arrangements, etc. Director of Human Resources may assign a designee.

The Director of Human Resources will review the materials submitted by applicants. Only those persons who have provided all the required application items by the applicable deadline shall be retained in the process. The Director of Human Resources shall also review the applicant pool after the filing deadline date, along with the co-chairpersons, to determine if the filing period may need to be extended and the position re- advertised due to equal opportunity considerations, the number of applications received, etc.

The Director of Human Resources will provide qualified applications received to the Screening Committee for review. The Director of Human Resources and the Chair or a designated committee member may screen the applications to determine which meet state-mandated minimum qualifications, and to address any applicant claims that they meet the minimum qualifications through equivalency. All applicants who meet the published state-mandated minimum qualifications and all applicants who have been found to possess equivalencies to the applicable minimum qualifications will be forwarded to the Screening Committee.

Any applicant who holds a degree that departs from the state-approved disciplines list and who submitted a request for equivalency through the application process will be evaluated for equivalency by the Superintendent/President.

Dated: May 20, 1981

Revised: July 3, 1991 November 10, 2005

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Should any applicant requests for an equivalency be received; notification to the Superintendent/President shall be provided as soon as possible in order to review any equivalency requests within one week of position closure. All requests for equivalency for the position shall be completed simultaneously.

All applicants who meet the published state-mandated minimum qualifications and all applicants who have been found to possess equivalencies to the applicable minimum qualifications will be forwarded to the Screening Committee.

Each Screening Committee member review during the agreed time period developed by the committee. All Screening Committee members will independently review the entire application packet and rank it according to the rubric developed by the Screening Committee (see above Screening Committee Duties). The rankings will be summarized by the Director of Human Resources, or designee. The Chair will consider the aggregate rankings and determine where there is a natural break in the rankings or where particular candidates are separated from the field of applicants.

The Screening Committee shall meet to review the findings of the paper screen rankings to discuss and determine who shall be offered an interview.
The chairs shall notify Human Resources of selected candidates to offer a first level interview.

Human Resources shall contact and schedule applicants within the prescribed schedule set by the selection committee.

First Level Interviews

Human Resources shall contact and schedule interviews for applicants within the prescribed schedule set by the Screening Committee. Human Resources will ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

First level interviews shall consist of the following components:

- Written prompt completed within prescribed duration
- Oral interview based on set questions developed by the Screening Committee
- A presentation as determined by Screening Committee

The interview process will include:

- Each of the Screening Committee members shall ask the same question(s) of all interviewees.
- The Screening committee shall rank each applicant based on the answer to each question, the writing prompt, and the teaching demonstration according to the rubric developed by the committee.
- Upon completion of the interviews, The Chair in coordination with Human Resources will compile the rankings. The Chair will present the entirety of the rankings for consideration of the committee, including the names of the candidates.

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- The Screening Committee shall review and discuss the rankings to determine which candidates are selected for a second level interview. Only candidates that the Screening Committee determines to be acceptable for hiring will be recommended for a second-level interview with the Superintendent/President. The specific rankings will not be forwarded along with the recommendation, as at this point all candidates should be considered equal.

Upon completion of the interviews, the Director of Human Resources will transmit the findings and recommendations of the committee to intervening supervisors and the Superintendent/President.

Second Level Interviews

Human Resources shall contact and schedule second-level interviews for applicants with the Superintendent/President, Chair, and intervening supervisors according to the schedule set by the Screening Committee. Human Resources will ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

The Superintendent/President or their designee will:

- Consult with the Director of Human Resources for the process as needed regarding the selection process and equal opportunity guidelines. The Superintendent/President or their designee may defer completion of the process to verify that the process reflects equal employment opportunity principles and consistent application of the District's hiring process.
- Conduct second level interviews with the recommended applicants.
- Conduct reference checks
- Authorize the Director of Human Resources to make an official offer of employment. Communicate to the Selection Committee the candidate to be recommended to the Board of Trustees. If unable to choose any of the final candidates, meet with the Screening Committee to discuss these issues, concerns, and rationale for disagreement with the committee.
- If issues cannot be resolved, the Superintendent/President or his/her designee may discontinue the process, require corrective action to the process, request additional candidate names, or authorize a new recruitment process.

Candidate Selection and Processing

Upon notification of the selected candidate from the Superintendent/President the Director of Human Resources will contact the candidate to make the official offer of employment.

Upon verbal acceptance of offered position Human Resources will:

- Hold discussions with the final candidate regarding reasonable accommodation of a disability during employment will be conducted at this time by the Director of Human Resources and the immediate supervisor.
- Prepare a Board agenda item concerning employment of the applicant. All offers of

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employment are conditional and made subject to formal approval of the Board of Trustees and background clearance. Hire dates will be effective on a date following Board action.

- If a candidate meets state-mandated minimum qualifications through the equivalency process, the Board agenda employing the individual shall reflect the criteria used by the Board of Trustees in making the determination that the individual possesses qualifications that are at least equivalent to state-mandated minimum qualifications.
- Send written or provide verbal notification to applicants concerning the outcome of the selection process.
- Prepare a letter of employment, contracts, etc., and meet with the successful applicant to complete the necessary employment paperwork.
- Retain application and selection materials for the time prescribed by law.

If an unsuccessful selection process occurs due to a candidate's withdrawal from the process, the selection procedure may be reinstated, modified, or postponed until a future date.

Should Human Resources receive a request to fill the same position or another in the same job classification within one year of the filing deadline date, the Director of Human Resources, may supplement open recruiting by contacting previous applicants via email to notify them of the new vacancy so long as the job qualifications remain the same.

References: Title 5 of the California Code of Regulations, section 53021(c)(7).

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Revised: July 3, 1991 November 10, 2005
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BOARD POLICY

No.

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

MINIMUM QUALIFICATIONS/EQUIVALENCY— EDUCATIONAL ADMINISTRATORS

An Educational Administrator is a person employed by the Board in a supervisors or management position as defined in Government Code Sections 3540 et seq. As a condition of employment with the Mendocino-Lake Community College District, Educational Administrators are required to meet state-mandated minimum qualifications or the equivalent. Educational Administrators are **those who exercise** ~~have~~ direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of ~~a college or the~~ District. Educational Administrators are designated as such by the Board.

In accordance with Minimum Qualifications for Faculty and Administrators in California Community Colleges, published by the Chancellor's Office minimum qualifications for Educational Administrators include a Master's Degree and one year of formal training, internship or leadership experience reasonably related to the assignment. Applicants for an Educational Administrator position who do not meet the state-mandated minimum qualifications are required to submit a written statement **and supportive documentation** explaining how their education and experience are equivalent.

Application materials for any applicant selected for an interview who claims equivalency, will be referred to the Superintendent/President by Human Resources for approval of equivalency before interviews are scheduled. Educational Administrators employed under equivalency will be so noted in the action of the Board of Trustees when employing that individual.

Educational Administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation of the Superintendent/President. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President. Educational Administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Board.

Every Educational Administrator shall be employed by an appointment or contract of up to, but not exceeding four years in duration.

The Board may, with the consent of the Educational Administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the Educational Administrator, and reemploy the Educational Administrator on any terms and conditions as may be mutually agreed upon by the Board and the Educational Administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

Adopted: July 11, 2007

Revised: May 54, 2011

December 11, 2020 (DRAFT)

If the Board determines that the Educational Administrator is not to be reemployed when their appointment or contract expires, notice to an Educational Administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

ADMINISTRATOR RETREAT RIGHTS

~~The Mendocino Lake Community College District recognizes Administrator retreat rights as delineated herein.~~

~~1.0 EDUCATIONAL ADMINISTRATORS EMPLOYED ON OR AFTER JULY 1, 1990~~

- ~~• An Educational Administrator employed on or after July 1, 1990, who has not previously acquired tenured status as a faculty member of the Mendocino Lake Community College District shall have any right of assignment as a first year probationary faculty member once his/her **their** administrative assignment ends, or if the Administrator's request for assignment is approved, if all of the following apply:~~
 - ~~○ The Administrator has completed as least two years of satisfactory District service, including any time previously served as a faculty member.~~
 - ~~○ The termination of the administrative assignment is for any reason other than dismissal for cause.~~
 - ~~○ There are sufficient assignments in the discipline or service currently held by temporary faculty to make a full time assignment for an additional faculty member.~~
 - ~~○ The assignments of the Administrator to a discipline(s) will be governed as follows:~~
 - ~~▪ The Administrator may only be assigned to a discipline in which he/she they holds a credential in the discipline of the assignment or meets the minimum qualifications.~~
 - ~~▪ The Academic Senate will determine that the Administrator possesses the appropriate credential or minimum qualifications for employment as a faculty member in conjunction with Personnel Services. **the Director of Human Resources.**~~
 - ~~▪ The Academic Senate may present its views on the assignment in writing to the Board of Trustees together with the recommendation presented to the Board by the Superintendent/President.~~
 - ~~▪ The written record of the decision, including the views of the Academic Senate, shall be available for review pursuant to Education Code 87358.~~

~~2. CERTIFICATED ADMINISTRATORS EMPLOYED PRIOR TO JULY 1, 1990:~~

Adopted: July 11, 2007

Revised: May 54, 2011

December 11, 2020 (DRAFT)

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~~Administrators employed prior to July 1, 1990, who acquired tenured status with the Mendocino-Lake Community College District shall retain their tenured status while employed by the District.~~

**References: Education Code Sections 66700, 70901, 72411 et seq., 87002 subdivision (b), 87356, and 87457-87460;
Government Code Section 3540.1 subdivisions (g) and (m)**

SUBJECT: BOARD POLICY DELETIONS – SECOND READING

SYNOPSIS:

Board policies are presented for review and possible deletion.

RECOMMENDATION:

Board policies are presented for review and possible deletion.

ANALYSIS:

As part of the ongoing effort to review all policies in the Board Policy Manual in a timely manner, the following Board policies are submitted for the Board's review. As part of the process, all Board Policies are being updated to reflect the standard numbering system used by Community Colleges throughout the state.

Board Policy 705 – Administrator Min Quals and Equivalency – The legally required information regarding this topic is now included in board policy 7250 currently before the board for approval. The policy deletion was first reviewed by the President's Policy Advisory Committee on December 11, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on February 26, 2021.

Board Policy 720 – Administrator Retreat Rights – The legally required information regarding this topic is now included in board policy 7250 currently before the board for approval. The policy deletion was first reviewed by the President's Policy Advisory Committee on December 11, 2020; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on February 26, 2021.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby approve deletion of Board Policy 705 and Board Policy 720 as presented.



BOARD POLICY

No. 705

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

MINIMUM QUALIFICATIONS/EQUIVALENCY – EDUCATIONAL ADMINISTRATORS

As a condition of employment with the Mendocino-Lake Community College District, Educational Administrators are required to meet state-mandated minimum qualifications or the equivalent. Educational Administrators have direct responsibility for supervising the operation of or formulating policy regarding the instruction or student services programs of a college or district. Educational Administrators are designated as such by the Board.

Minimum qualifications for Educational Administrators include a master's degree and one year of formal training, internship or leadership experience reasonably related to the assignment. Applicants for an Educational Administrator position who do not meet the state-mandated minimum qualifications are required to submit a written statement explaining how their education and experience are equivalent.

Application materials for any applicant selected for an interview who claims equivalency, will be referred to the Superintendent/President by Human Resources for approval of equivalency before interviews are scheduled. Educational Administrators employed under equivalency will be so noted in the action of the Board of Trustees when employing that individual.



BOARD POLICY

No. 720

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

ADMINISTRATOR RETREAT RIGHTS

The Mendocino-Lake Community College District recognizes administrator retreat rights as delineated herein.

1.0 EDUCATIONAL ADMINISTRATORS EMPLOYED ON OR AFTER JULY 1, 1990

1.1 An educational administrator employed on or after July 1, 1990, who has not previously acquired tenured status as a faculty member of the Mendocino-Lake Community College District shall have any right of assignment as a first-year probationary faculty member once his/her administrative assignment ends, or if the administrator's request for assignment is approved, if all of the following apply:

1.1.1 The administrator has completed as least two years of satisfactory District service, including any time previously served as a faculty member.

1.1.2 The termination of the administrative assignment is for any reason other than dismissal for cause.

1.1.3 There are sufficient assignments in the discipline or service currently held by temporary faculty to make a full-time assignment for an additional faculty member.

1.1.4 The assignments of the administrator to a discipline(s) will be governed as follows:

1.1.4.1 The administrator may only be assigned to a discipline in which he/she holds a credential in the discipline of the assignment or meets the minimum qualifications.

1.1.4.2 The Academic Senate will determine that the administrator possesses the appropriate credential or minimum qualifications for employment as a faculty member in conjunction with Personnel Services.

1.1.4.3 The Academic Senate may present its views on the assignment in writing to the Board of Trustees together with the recommendation presented to the Board by the Superintendent/President.

1.1.4.4 The written record of the decision, including the views of the Academic Senate, shall be available for review pursuant to Education Code 87358.

2. CERTIFICATED ADMINISTRATORS EMPLOYED PRIOR TO JULY 1, 1990:

Administrators employed prior to July 1, 1990, who acquired tenured status with the Mendocino-Lake Community College District shall retain their tenured status while employed by the District.

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

This is an informational report from the Mendocino College Foundation staff.

ANALYSIS:

The Foundation has awarded Excellence and Foote scholarships totaling over \$100,000. Students will receive their congratulatory letters in the mail this week. The next round of scholarship recipients will be awarded next week.

The 2021 AAFG adoptions to date are at 59 adoptions.

The Foundation Board has provided the district with \$7,000 to help with the costs of lawn signs and dinner vouchers for this year's commencement and recognition of 2021 MC graduates.

The Foundation Board has approved the job description for the Foundation Executive Director position.

The Friends of the Mendocino College Coast Center (FMCCC) have kicked off a major fundraising campaign to help with the one-time cost to equip a Physiology Lab classroom at the Coast Center. The FMCCC has kicked off the campaign with a donation of \$1,000 towards the goal of \$72,000. If successful, Physiology courses could begin at the Coast Center as early as Spring 2022.

The next Foundation Board meeting will be held on June 1 beginning at noon. The board will approve their 21/22 budget at that meeting.

Thanks to generous donors of the Friends of the Mendocino College Nursing program (FMCNP), 23 nursing graduates will receive \$350 checks to be used towards their licensing examination fees (NCLEX-RN).

The Lake County Friends of Mendocino College (LCFMC) are working to host their first ever AAFG and Scholarship Awards Ceremony via Zoom for recipients of Lake County. The ceremony will take place on Saturday, May 1st from 6pm-8pm. Invitations to follow.

SUBJECT: CONSTITUENT GROUP REPORTS

SYNOPSIS:

A report from the Constituent Groups to the Board of Trustees is submitted as information.

ANALYSIS:

Academic Senate:

The following report was submitted by Academic Senate President Catherine Indermill:

The Academic Senate continues to focus on and respond to the Chancellor's Office [Call to Action](#). One of the specific points addresses the need to review "police and first responder training and curriculum." Initially, I thought this might pose a problem for us as we don't have any full-time faculty in the Administration of Justice discipline. However, Pamela Heston-Bechtol (Part-time ADJ Instructor) has been working on the mandated five year review of courses and programs for the last few months and was able to incorporate the Call to Action requests in this process. Heston-Bechtol has been working with an Advisory Committee made up of various local agencies (including: Mendocino County Sheriff's Office, California Highway Patrol, Round Valley Tribal Members, Lakeport Police Department, Ukiah and Fort Bragg Unified School Districts, Lake Family Resource Center, ADJ graduates, other adjunct faculty in the discipline, Dean Dennis Aseltyne and Curriculum Committee Chair Tascha Whetzel).

Heston-Bechtol used the Cultural Audit resources created by the Curriculum Committee to do some of the work. Although the ADJ department is the first department to use the resources as part of the 5-year review process, all subsequent departments will also have access and will incorporate the resource as they create or modify courses.

A comprehensive review of the program has led to the integration of culturally relevant issues into each ADJ course. Courses will include instruction related to issues involved in social justice, training on implicit bias, the need for justice reforms. In addition, courses will include:

- instructional materials that will ensure all courses represent officers and offenders of all ethnic backgrounds
- the legal courses will include Public Law 280 (sovereignty of First Nations)
- proposed new courses in Victimology, Juvenile Justice, Corrections
- proposed inclusion of an additional support course for local law enforcement to deal with trauma
- identification of mental illness in suspects
- mental health aid for officers

Heston-Bechtol, with input from the advisory committee, is working on modifying the local degree and certificates to be more attractive to local employers and hopefully help with the recruitment and retention of officers in Lake and Mendocino Counties. Overall, a focus of all of the program revisions has been on equality, equity and inclusion in order to reach and engage

marginalized communities and to eliminate ethnic disparities in our local law enforcement agencies.

Classified Senate:

The following report was submitted by Classified Senate President Mayra Sanchez:

The Classified Senate is continuing to work on achieving our MendoCares commitments. Currently, the MendoCares group is working on holding virtual open houses, which will provide an opportunity for us to learn about each department at the college. Learning about the various departments on campus will provide our employees the knowledge needed to direct our students to the correct departments or staff when assistance is requested or needed. We are happy to announce our first virtual open house will be taking place on April 20, 2021.

Management/Supervisory/Confidential:

The following report was submitted by Management Team President Janelle Bird:

The Management Team has begun discussions about how our departments might be affected given the potential scale up return to campus office dates. While we are eager to return to campus and begin providing excellent on ground services to students again, we realize this is a complex situation and are working with the transition group to brainstorm the safest and most effective way to make this change.

At this month's Management Team meeting, we had a fantastic update from Janet Daugherty and Eric Hoefler about the amazing work MESA and the Learning Center have been doing over the past year, given the restrictions put in place due to COVID-19. We commend the resiliency of our tutors and employees in these areas for keeping things moving and continuing to provide students with the support they need to continue their educational goals remotely.

Oral reports by other constituent group leaders may be presented at the meeting.

SUBJECT: BOARD POLICY ADDITIONS AND REVISIONS – FIRST READING

SYNOPSIS:

New and revised Board policies are presented for review and discussion.

ANALYSIS:

As part of the ongoing effort to review all policies in the Board Policy Manual in a timely manner, the following Board policies are submitted for the Board's review. As part of the process, all Board Policies are being updated to reflect the standard numbering system used by Community Colleges throughout the state.

Board Policy 2355 – Decorum – This new legally advised board policy has been created using the League template as a guide. It has been properly vetted through the College's participatory governance process. The policy was first reviewed by the President's Policy Advisory Committee on February 26, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on March 26, 2021.

Board Policy 7110 – Delegation of Authority – This legally required board policy was last revised in September 2014 and has been revised and updated under the direction of the Director of Human Resources. The policy was first reviewed by the President's Policy Advisory Committee on February 26, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on March 26, 2021. A copy of the approved administrative procedure is included as information only.

Board Policy 7130 – Compensation – This new legally required board policy has been developed under the direction of the Director of Human Resources using the League template as a guide. The policy was first reviewed by the President's Policy Advisory Committee on February 26, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on March 26, 2021.

Board Policy 7140 – Collective Bargaining – This new legally required board policy has been developed under the direction of the Director of Human Resources using the League template as a guide. The policy was first reviewed by the President's Policy Advisory Committee on February 26, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on March 26, 2021.

Board Policy 7220 – Faculty Service Areas – This local board policy has been revised to reflect the updated numbering system. It was previously listed as board policy 722 and was last revised in August 2010. The policy was first reviewed by the President's Policy Advisory Committee on February 26, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on March 26, 2021.

Board members will review the policies and may offer suggestions for changes if deemed necessary. Discussion and/or adoption of the policies will take place at the May 2021 Board meeting.



BOARD POLICY

No. 2355

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

NEW

DECORUM

The following will be ruled out of order by the presiding officer.

- Disrupting, disturbing, or otherwise impeding the orderly conduct of the meeting.
- Physical violence or threats of physical violence directed toward any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the persons may be removed from the meeting room.

Speakers who engage in such conduct may be removed and denied the opportunity to speak to the Board for the duration of the meeting.

Before removal, a warning and a request that the persons curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the persons may be removed based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda.

Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

References: Education Code Section 72121.5;
Government Code Section 54954.3 subdivision (b)



BOARD POLICY

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

NO. 7110

DELEGATION OF AUTHORITY

The Board delegates authority to the Superintendent/President to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed subject to confirmation by the Board.

See Administrative Procedures AP 7110.1

Reference: Education Code 70902(d)



ADMINISTRATIVE PROCEDURES

No. 7110.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

DELEGATION OF AUTHORITY – HUMAN RESOURCES

The Director of Human Resources is delegated responsibility from the Superintendent/President to recommend employment, develop job responsibilities, and perform other personnel actions provided that all federal and state law and regulations, board policies, and administrative procedures are followed.

References: Educational Code Section 70902 subdivision (d);
ACCJC Accreditation Standard III.A.11

**COMPENSATION****NEW****General Provision**

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each administrator employed pursuant to a contract under Education Code Section 72411 shall be established by the Board.

Prohibition of Incentive Compensation

The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as “covered employees” for purposes of this policy.

References: Education Code Sections 70902 subdivision (b)(4), 72411, 87801, and 88160;
Government Code Section 53200;
34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)

**COLLECTIVE BARGAINING****NEW**

If eligible employees of the District select an employee organization as their exclusive representative, and if after recognition by the District or after a properly conducted election, an exclusive representative is certified as the representative of an appropriate unit of employees under the provisions of the Educational Employment Relations Act, Government Code Sections 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law.

References: Government Code Section 3540 et seq.



BOARD POLICY

No. 7220

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

FACULTY SERVICE AREAS

In consultation with the Academic Senate and administration, the Board of Trustees hereby establishes one (1) Faculty Service Area for the faculty of the Mendocino-Lake Community College District for the purpose of reduction-in-force (layoffs).

The competency criteria to serve in this Faculty Service Area shall either be a valid California Community College Credential or the ~~State mandated minimum qualifications~~ ***Minimum Qualifications for Faculty and Administrators in California Community Colleges***, published by the Chancellor's Office.

The Board shall make assignments and reassignments in a manner so that employees shall be retained to render any service which their seniority and qualifications entitle them to render.

Reference: Education Code 87743

ITEM NO: 9.1
DATE: April 14, 2021

SUBJECT: TRUSTEE REPORTS

SYNOPSIS:

Individual Trustees share their Board related activities with the full Board.

ANALYSIS:

Oral reports by Trustees may be presented at the meeting.

SUBJECT: FUTURE AGENDA ITEMS

SYNOPSIS:

Input and discussion by board members regarding items to be included on future agendas.

ANALYSIS:

Items currently on the list include:

- Diversity training for Board members – Trustee Martinez requested this item and feels it needs to be either a workshop or special meeting. It should not be a lecture but more of a reflection and participation by members of the board. For this reason, she feels it needs to be when we are once again able to meet in person.
- Essential needs for Trustee onboarding
- Outreach to the community and the various tribes
- A workshop or presentation on the next phase plans for the three centers
- A big picture presentation by the Lake County Superintendent of Schools similar to the presentation made by the Mendocino County Superintendent of Schools.