

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

Aug 11, 2021 – 4:30 PM

Zoom meeting information: [August 11, 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 June 9, 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 – Existing 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. PRESIDENT AND ADMINISTRATION REPORT

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

CONSENT AGENDA

4. Personnel

- 4.1 **Consideration to approve Personnel List – Short Term Non-Continuing Employees**
Recommendation to approve the list of short-term non-continuing personnel as presented
- 4.2 **Consideration to approve Personnel List – Part-Time Faculty**
Recommendation to approve the list of part-time faculty as presented
- 4.3 **Consideration to approve List of Volunteers**
Recommendation to approve the list of volunteers as presented
- 4.4 **Consideration to approve Employment – Classified**
Recommendation to approve the employment of classified personnel as presented
- 4.5 **Consideration to approve Employment – Full-Time Faculty**
Recommendation to approve the full-time faculty contracts as presented
- 4.6 **Consideration to approve Classified Transfer**
Recommendation to approve the classified transfer as presented
- 4.7 **Consideration to approve Working Out of Class Compensation**
Recommendation to approve working out of class compensation as presented
- 4.8 **Consideration to approve the Mendocino-Lake Community College Part-Time Faculty Bargaining Unit/MPFA2021/24 Tentative Agreement**
Recommendation to approve the 2021/24 tentative agreement as presented

5. Other Items

- 5.1 **Fiscal Report as of June 30, 2021**
Recommendation to accept the report as presented
- 5.2 **Donation**
Recommendation to accept the donated item as presented
- 5.3 **2021/2022 Mendocino College Catalog Addendum**
Recommendation to approve the 2021/2022 catalog addendum as presented

6. ACTION ITEMS

- 6.1 **Contracts and Agreements – Quarterly Ratification**
Recommendation to ratify the contracts and agreements as presented
- 6.2 **2021-2022 Appropriation Limit – Resolution 08-21-01**
Recommendation to adopt resolution 08-20-01 and establish the District's 2021-22 appropriation limit as presented
- 6.3 **Child Development Center Contract – Resolution 08-21-02**
Recommendation to adopt resolution 08-21-02 as presented
- 6.4 **Child Development Center Contract – Resolution 08-21-03**
Recommendation to adopt resolution 08-21-03 as presented
- 6.5 **Board Policy Deletion – Second Reading**
Recommendation to approve the board policy deletion as presented

7. INFORMATIONAL ITEMS AND REPORTS

- 7.1 **Mendocino College Foundation, Inc.**
Mendocino College Foundation informational report
- 7.2 **Constituent Group Reports**
Reports from constituent groups are presented as information

8. TRUSTEE COMMUNICATIONS

- 8.1 **Establishment of Board Policies and Procedures Ad-Hoc Committee**
Appointment of an ad-hoc committee to review policies and procedures in section two
- 8.2 **Trustee Decorum**
Board President will lead discussion on decorum
- 8.3 **Trustee Reports**
Written and oral reports from Trustees are presented as information

8.4 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, September 8, 2021, 4:00 PM, Room 4210 and available 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, June 9, 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 | present |
| | Trustee | TeMashio Anderson | present |
| | Trustee | Noel O’Neill | present |
| | Student Trustee | Leonardo Rodriguez | present |

Secretary Timothy Karas, Superintendent/President

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

| | |
|------------------------------|---|
| <i>Staff Representatives</i> | 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/Martinez) to approve the agenda as amended. The amendment being item #4.10 pulled from the consent agenda for discussion and approval. The matter was approved via the following vote:

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

Approval of Minutes M/S Nickerman/Martinez) to approve the minutes of the regular board meeting held on May 12, 2021 as presented. The matter was approved with the following vote:

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

*Public Comment on
Closed Session Items*

There were no comments made on closed session items.

CLOSED SESSION

The Board adjourned to Closed Session at 4:35 PM with Board President Pinoli stating only items 2.1, 2.3 and 2.4 would be discussed in closed session.

OPEN SESSION

*Report of Action
Taken in Closed
Session*

The Board returned to open session at 5:30 PM with Board President Pinoli reporting there was no action taken in closed session.

Board President Pinoli did report the board successfully completed the evaluation of the Superintendent/President which was discussed under item #2.4.

Public Comments

There were several comments made by members of the public at this time.

C.J. Olson submitted a written comment advocating for telecommuting by college staff members. Each of the trustees received a copy of his comments. In addition, they were posted on the college website for the public to review.

Toni Fort addressed the board regarding a telecommuting policy. She advocated for the trustees to include an option for employees to be able to telecommute as we move forward to returning to the campus.

Tony Novelli addressed the board regarding the elimination of board policy 718 regarding Teaching by Staff members. He also addressed the issue of college employees being able to telecommute as well.

OATH OF OFFICE

The Oath of Office was administered to newly elected Student Trustee Leonardo Rodriguez by Board President Pinoli. Upon completion of the oath, Mr. Rodriguez assumed his duties as Student Trustee.

PRESIDENT AND ADMINISTRATION REPORT

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

Superintendent/President Karas welcomed the new Student Trustee Leonardo Rodriguez.

He stated the enrollment snapshot included in the packet is a little outdated. Summer school began this last Monday with a few classes being offered on ground. Enrollment is looking like it will be meeting out three-year average. Currently, we are working to remove some fraudulent enrollments which will result in some lower enrollment numbers as we move forward. He added he will have an updated full report in August.

He informed the board he traveled to Round Valley yesterday where he met for three hours with the District Superintendent and the Principal from Round Valley High School. He will be returning sometime in the fall to meet with them again.

Superintendent/President Karas shared more information about the Blue Zone on the Coast in response to Trustee Myers question. Regarding the Construction Grant, the deliverables included in the grant did not include working with high school students. The monies are being used mostly to hire the full-time faculty member and other faculty in support of the program.

CONSENT AGENDA

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

| | |
|---------------|--|
| Ayes | Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins, Anderson, and Pinoli |
| Noes | None |
| Abstentions | None |
| Absent | None |
| Advisory Vote | Rodriguez - aye |

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 personnel List – Part-Time Faculty

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

Consideration to approve Employment – Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Mayra Sanchez, effective July 1, 2021; pending receipt of all necessary employment eligibility requirements.

Consideration to approve Employment – Full-Time Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Apryl Guisasola as a tenure-track full-time Equity Counselor effective July 1, 2021; Mr. Kurt Voigt as a tenure-track full-time instructor in Agriculture effective August 13, 2021; and Mr. Jose Hernandez Venegas as a temporary, categorical full-time instructor as CAMP Counselor

effective July 1 2021, pending receipt of all necessary employment eligibility requirements.

Consideration to approve

Employment – Confidential

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Janet Jones, effective July 1, 2021; pending receipt of all necessary employment eligibility requirements.

Consideration to approve

Employment – Educational

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Monica Flores, Director of Lake Center, effective: July 1, 2021, pending receipt of all necessary employment eligibility requirements.

Administrator

Consideration to approve

Categorically-Funded Faculty

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the three-month categorically funded faculty contract for Brenda Estrada, FYI Counselor effective July 1, 2021 through September 30, 2021 as presented.

Contracts

Consideration to approve Classified

Administrator Contracts

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the classified administrator contract for Mariana Garcia Martinez, Program Manager, CAMP (Categorical) effective July 1, 2021 through June 30, 2022 as presented.

Consideration to ratify Resignation - Classified

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Marianna Cooper, Admissions and Records Specialist effective July 8, 2021.

Consideration to approve the Vice President Salary Schedule 2021/22

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2021/22 salary schedule adjustment between the Mendocino-Lake Community College District and the Vice Presidents.

Other Items

Fiscal Report as of April 30, 2021

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accept the fiscal report as of April 30, 2021 as presented.

Donation

*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the donation to Mendocino College by Parducci Cellars/Mendocino Wine Company.

ACTION ITEM:

Consideration to approve Mendocino-Lake Community College Management Team 2021/22 Tentative Agreement

After reviewing the information provided, the board took the following action:

M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2021/22 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino-Lake Community College Management Team.

Ayes

Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins, Anderson, and Pinoli

| | |
|---------------|-----------------|
| Noes | None |
| Abstentions | None |
| Absent | None |
| Advisory Vote | Rodriguez – aye |

*Big Picture -
Diversity, Equity
and Inclusion – The
Faculty Response*

A presentation on Diversity, Equity and Inclusion was made by Catherine Indermill, Academic Senate President, Tascha Whetzel, Curriculum Committee Chair; Fernando Calderon and Emily Hashemian, Counseling Faculty; and Ginny Buccelli, Academic Senate Vice President.

Three specific activities were highlighted as part of the presentation.

Tascha Whetzel outlined the activities completed in developing a cultural audit of curriculum. There were three questions developed for each area.

Counselors Fernando Calderon and Emily Hashemian outlined the various items which were important in maintaining a FERPA and ADA compliant platform in Cranium Café.

It is crucial that students in the various areas of our district were able to access and use the tools available.

Though enrollment is down across all areas, counseling attendance has improved. Scheduling is being moved from SARS to Cranium Café with self-scheduling also being explored.

Ginny Buccelli discussed the issue of Credit for Prior Learning. Regulation 55050 changed from Credit by Examination to Credit for Prior Learning.

Credit for Prior Learning can help students to access their life experiences for college credit. Knowledge and experience might be gained through

- Military training
- Industry training
- State/federal government training
- Apprenticeships, internships, work-based learning, etc.
- Validated volunteer and civic activities such as the Peace Corps

There are many benefits of Credit for Prior Learning. Students who completed degrees with Credit for Prior Learning, completed their degrees at twice the rate of students with no Credit for Prior Learning credits. Students completing their degrees sooner equate to an increase in monies to the institution through the Student-Centered Funding Formula (SCFF).

Discussion during the fall inservice will include the next steps which will include faculty development of evaluation tools, rubrics, etc.

ACTION ITEMS

*2021/22 Tentative
Budget*

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

M/S (Nickerman/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the proposed 2021/22 Tentative Budget as presented and shown on Attachments A-1 through I with the following vote:

| | |
|---------------|--|
| Ayes | Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins, Anderson, and Pinoli |
| Noes | None |
| Abstentions | None |
| Absent | None |
| Advisory Vote | Rodriguez - aye |

District Order of Priorities for Five-Year Capital Outlay Plan 2023/2027

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

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the District Order of Priorities for Five-Year Capital Outlay Plan 2023/2027 with the following vote:

| | |
|---------------|--|
| Ayes | Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins, Anderson, and Pinoli |
| Noes | None |
| Abstentions | None |
| Absent | None |
| Advisory Vote | Rodriguez - aye |

Classified Professionals Week – Resolution 06-21-01

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

M/S (Myers/Nickerman) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 06-21-01 in honor of Classified Professionals with the following vote:

| | |
|---------------|--|
| Ayes | Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins, Anderson, and Pinoli |
| Noes | None |
| Abstentions | None |
| Absent | None |
| Advisory Vote | Rodriguez - aye |

Board Policy Additions and Revisions – Second Reading

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

M/S (Martinez/Anderson) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt the additions and/or revisions to Board Policy 5010, Board Policy 5020, Board Policy 5300, Board Policy 5800, Board Policy 7230, Board Policy 7260, Board Policy 7300, Board Policy 7310; Board Policy 7365, Board Policy 7370, Board Policy 7400 and Board Policy 7500 as presented with the following vote:

| | |
|---------------|--|
| Ayes | Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins, Anderson, and Pinoli |
| Noes | None |
| Abstentions | None |
| Absent | None |
| Advisory Vote | Rodriguez – aye |

College and Career Pathways (CCAP) Partnership Agreement – Second Reading After reviewing the information presented and subsequent discussion, the board took the following action:

M/S (Myers/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby approve the College and Career Pathways (CCAP) Partnership agreement with Point Arena Unified School District with the following vote:

| | |
|---------------|--|
| Ayes | Martinez, Nickerman, Myers, Anderson, O’Neill, Tomkins, Anderson, and Pinoli |
| Noes | None |
| Abstentions | None |
| Absent | None |
| Advisory Vote | Rodriguez – aye |

INFORMATIONAL REPORTS

Mendocino College Foundation, Inc. A written report was submitted by the Mendocino College Foundation staff. Joe Atherton, Director of Fiscal Services stated he had nothing to add.

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 added she has enjoyed being the Management Team President and this will be her last meeting serving in this capacity.

Board Policy Deletions – First Reading Lois O’Rourke addressed the board on this item and urged the board to reject this policy deletion.

Board policy 718 – Teaching Assignments for Staff is presented for deletion. Discussion and/or deletion of this policy will take place at the August 2021 board meeting.

TRUSTEE COMMUNICATION

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Anderson thanked everyone for their continued hard work and congratulated all the students who completed their course work this spring. He expressed his concern regarding the weeds around the buildings at the Lake Center and making sure we have a defensible space in place.

Trustee Martinez expressed her thanks to everyone for their continued work.

Trustee Myers she stated she watched graduation and hopes we will be able to be back on campus soon. She also expressed her thanks for the security training taking place.

Trustee Nickerman thanked Superintendent/President Karas for his work on the Covelo issue and thanked the staff for their work.

Trustee O'Neill stated graduation was amazing and thanked everyone including the students who graduated.

Trustee Tomkins expressed the faculty did a wonderful job of working on behalf of our students.

Trustee Pinoli stated the Governor's Executive Order to continue holding these meetings in a virtual form will be ending this fall. Our goal is to hold our meeting in September in the board room with any others joining the meetings via zoom.

He would also like the Trustees to think ahead about conducting a workshop for dates in September or early October.

Student Trustee Rodriguez stated the student senate has been focusing on activities for students which most likely won't happen before we are all able to be back on campus.

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 similar to the presentation with the Lake County Superintendent of Schools.

- Site visits at all the sites including courses offered and equipment available.

Adjournment

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 7:02 PM.

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

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

The start of a new academic year and semester is always a busy time for everyone. Classes begin on Monday, August 16th. This year has been particularly busy with the countless hours of planning to re-open campus more broadly than before. We learnt much from the limited departments (instruction/student service) that maintained on-ground teaching and services throughout the pandemic.

Beginning August 2, we began a general return to campus. Employees are working a minimum 50% on site and 50% remotely until October. After October, the percentage of on-site hours will increase. Most student will continue to take on-line courses during the fall semester. A full return of student is planned for Spring 2021.

Even with the best planning efforts, aspects will change based on guidance received from County Health Departments, Cal/OSHA, and the CDC. Given the rise in positive COVID-19 cases in our counties, updated guidance may come multiple times in the coming weeks.

It was very interesting for me on August 2 to come to the Ukiah campus, see more cars in the parking lot, and to meet people “in-person” for the first time. It felt strange to have people around and to have an in-person meeting for the first time in a year. I look forward to re-acquainting myself with people. Returning causes stress and life outside of work can be a rollercoaster. We can approach everyone (employees/students/community) with kindness, openness, and patience.

White House COVID-19 College Vaccination Challenge

Mendocino College has accepted the White House COVID-19 College Vaccine Challenge! We have joined colleges and universities across the country to help reduce the spread of COVID-19. More information about specific details will be emailed to students and posted on the college webpage. Please note, Mendocino College is NOT requiring students to be fully vaccinated to return to campus.

Vaccination Clinic At Ukiah Campus

Mendocino College will be hosting a vaccination clinic during our “Week of Welcome” on August 19 from 10am to 1pm. Vaccines are available to all eligible individuals 12 years and older. We want to thank Mendocino County for collaborating with us and administering the clinic. We are working to have vaccination clinics at the Coast Center, North County Center, and Lake Center.

Inside Education

On KZYX Radio Minerva Flores (Research Director), Leonardo Rodriguez (MC Student Trustee), and John Rall (English Instructor) were interviewed on Inside Education hosted by MCOE Superintendent Hutchins. The focus was highlighting Mendocino College and the progress we have made concerning equity and addressing gaps in student completion.

Lake County Health Services

Through an introduction by Trustee Anderson, I was able to meet with the Lake County Health Programs Coordinator. We met at our Lake County Center. We discussed how our two agencies could work together to increase awareness on many health issues facing Lake County.

Fall 2021 Enrollment

Fall 2021 is trending slightly below Fall 2020. Most of the difference is stemming from fewer new students registering for classes and registered students taking less units. The pandemic and the increasing COVID numbers in Lake and Mendocino Counties is probably a major factor in people electing to take fewer courses or not to begin college.

| Semester | Day | Active Students | Number of Sections | TOTAL FTES |
|-----------|-----|-----------------|--------------------|------------|
| FALL 2021 | -15 | 2084 | 724 | 641.54 |
| FALL 2020 | -15 | 2013 | 532 | 683.75 |
| FALL 2019 | -15 | 2500 | 794 | 757.3 |
| FALL 2018 | -15 | 2399 | 751 | 731.21 |

Covelo and Round Valley High School

I had the pleasure in early June to make my first journey to Covelo/Round Valley. It was impactful to visit the community and spend time in the area. A highlight was spending the morning with Round Valley High School Principal Mark Smith and Round Valley Superintendent Mike Gorman. We had an in-depth discussion on the power of education at all levels and the achievements we have accomplished. We brainstormed potential opportunities to further our partnership. Many people mention our education site located in Covelo and the significance it has to the community. I look forward to visiting the area again this fall.

Paramedic Program

In August 25 students began their paramedics program at Mendocino College. This is an innovative partnership between Mendocino College and College of the Siskiyous to offer a workforce program serving multiple counties. I believe the partnership developed will be a model statewide to deliver career and workforce education. Many of our workforce education needs can be met regionally through collaboration and cost sharing.

Construction

In early August instruction began for our new short-term construction certificate program. The program offers people a pathway to gain skills valued in the construction trades. The non-credit courses have no enrollment fees. This is part of the strategic makeover of the Sustainable Construction program. The dedicated leadership of Dean Aseltyne, VPI Polak, and faculty coordinator Woodhouse have delivered a rejuvenated instructional program.



Dual/Concurrent Enrollment Process

Our district has had great success in the past few years building our dual/concurrent enrollment opportunities throughout our district. It has taken time to strengthen our collaborative partnerships with the many K-12 districts in our service area. Each partnership is unique. Many individuals may be interested about this program. On our webpage we maintain a dedicated page on this topic <https://www.mendocino.edu/admissions/k-12-students>.

In general, below are some significant items to keep in mind about the process when advocating for the program:

- A required special admissions form needs to be signed prior to registering at the college. High-school students are required to receive permission from their high school principal and parent/guardian. There are specific legal requirements for this action.
- These are high-school students choosing to take college-level courses.
- If permission is obtained, the student can begin the college registration process.
- Enrollment fees are waived for dual/concurrent enrollment students; however, students are required to pay \$12-\$16 in other mandated fees.

2021/22 State Enacted Budget

The Governor signed the 2021 State Budget Act on July 12, 2021. State revenues are robust and continue to exceed estimates. The budget at the state level focuses on pandemic relief and recovery for Californians, including:

- Significant deposits to protect the state from future economic downturns, including the Budget Stabilization Account (rainy day fund) and Public School System Stabilization Account.
- Direct payments to individuals and small businesses. Investments in childcare, food, homelessness, and anti-poverty programs.

The Community College budget in particular focuses on Equity and Success. The budget includes significant investments in California Community Colleges, \$3.5 billion in total:

- \$765 million ongoing funding
- \$1.2 billion in one-time funding
- \$1.5 billion to payoff cash deferrals
- \$250 million in Federal funds

COLA of 5.07% on apportionment comprised of the following:

- 2.31% to catch up for unfunded COLA in 2020/21
- 1.7% COLA for 2021/22
- 1.0% COLA additional, beyond the statutorily required amount

The COLA on categorical programs varies by program from 1.7% to 5%.

The SCFF Hold Harmless has been extended through 2024/25.

There are around 35 different programs and initiatives being funded, including:

- \$511 million for deferred maintenance and instructional equipment (\$1 million to MLCCD)
- Faculty
 - Full time faculty hiring
 - Part time faculty office hours
- Basic Needs/College Affordability
 - Cal Grant modernization
 - Emergency grants to students
 - Food and Housing insecurity
 - Basic needs center at each college
 - Mental health
 - Zero cost textbooks
 - Housing - \$2 billion over 3 years, CC, CSU, and UC
- Employment
 - Learning aligned employment, students work in field of study
 - Regional collaboratives for career pathways
 - Guided Pathways
 - Strong Workforce
- Diversity, Equity, and Inclusion
 - Anti-racism activities (CCCCO)
 - EEO best practices
 - CC Registry improvements
 - LGTBQ+ services
 - Enrollment, Outreach, and Re-engagement

This is just a partial list of all new and enhanced initiatives and programs. The details of these budget initiatives will continue to be refined in the coming weeks and the board will be presented with a budget for consideration of adoption at its September meeting.

Facility Improvements

The team in Maintenance and Operations is to be commended for the tremendous amount of work they have done during the pandemic as well as the work done to make our campus and centers safe. Their positive attitude and collective sustained spirit to do the work necessary to get our campus in order has been remarkable. Below is a partial list of accomplishments:

- Deep cleaning of all District facilities, including mechanical rooms/air intake systems
- District-wide air filter change out to fresh MERV 13 as of 7/26/2021
- Re-programming of building automation systems to bring in 100% outside air as much as possible
- Bi-polar Ionization systems have been installed in all feasible HVAC systems; final buildings scheduled to be complete by August 16
- Strategic deployment of free-standing air purification systems
- Additional outdoor furniture has been installed around campus to provide outdoor meeting/instruction options
- Changed out all hand-operated sinks and toilets with touchless systems (touchless paper towel dispensers coming soon)
- New health signage around District buildings
- Re-scheduled custodial staff to provide more frequent cleaning of “high-touch surfaces” during business hours
- Disinfectant wipes deployed in all classrooms & offices
- Office/classroom spaces have been reconfigured (upon request)
- Additional Plexiglas barriers have been provided (upon request)
- Additional sanitizers, masks and other PPE available to all employees from M&O (upon request)

Information Technology

The team in Information Technology has been extremely busy throughout the pandemic. While they have been at the core of the transition to remote instruction and services, they have also accomplished some major long-term projects including upgrading the network and servers used at the college.

The Information Technology Department worked over the summer with their vendor IT Management to migrate all three Center locations to the new network. Users at the centers have reported dramatic improvement in the speed and reliability of the expanded wireless network. Work continues at the Ukiah campus. To date, the science building, MacMillan Hall, and Lowery Student Center have been migrated. The team is scheduled to begin moving the CVPA soon. Over the fall semester, all buildings on the Ukiah campus will be able to take advantage of the new network. Work has also begun on bringing wireless access to the athletic fields to support video streaming of events as well as access for those attending in person when that is once again possible.

In addition to the new network, the Information Technology team has been busy with other big projects including implementing the PortalGuard single sign-on replacement to provide students with easier password recovery, migrating to a ConferZoom sub-account to improve the Canvas integration, preparing Hybrid Classroom carts, migrating to a new server infrastructure, and implementing 24/7 remote monitoring of the college’s network for cybersecurity attacks. They’ve had a busy summer and they’re looking forward to seeing people back on campus for the fall.

No Cost Extension for HSI Grant

Mendocino College was recently notified that our requested no-cost extension to the Hispanic Serving Institution (HSI) Grant has been granted. The HSI Grant funds helped us launch our First Year Institute (FYI) and with this approval, continuity of services will continue into the Spring semester. While the grant funding was vital for launching the program, FYI has helped our College identify effective student support methods to increase success. One of the ways in which we will continue with some of the valuable support structures established during the life of the successful FYI program is the implementation of support teams for students. Our Counseling Office has recently hired additional staff to replicate the structure of FYI. Now with the approval of the no-cost extension for the program, incoming students will continue to receive the support received by previous cohorts and allow for a more seamless transition of support for students as they start their education at Mendocino College.

New Student Welcome

Multiple programs and departments joined forces to host the annual New Student Welcome virtual event on August 5th and 6th. Newly appointed Lake Center Director Monica Flores led the organization efforts of the event, which was first held years ago as a way of creating a seamless transition to college for new students. In subsequent years, more programs and departments have been included to provide multiple tracks for student attendees. At this year's event, students will get assistance on registering for classes, completing the financial aid process, learning about the pathways available to them, and how to access valuable resources like our lending library, tutoring and IT support.

Student-Parents Are Reimagining CalWORKs (SPARC) Program

Mendocino College is one of 48 community colleges in the state that are participating in SPARC, which is intended to reduce poverty among families of parenting college students and increase transfers and degrees. Ultimately, this work has the potential to increase economic justice for California's families and to reduce the wage gap for women in California. The California Community Colleges CalWORKs Association implemented an exciting two-year project focused on addressing systemic inequities for parenting students in the welfare and community college system. This important work is funded through a generous grant from the Blue Shield of California Foundation. CalWORKs students attending a California Community College are being offered a work study opportunity to implement Human-Centered Design practices and conduct their own research regarding conditions and barriers within the public assistance and college systems. CalWORKs Specialist Rochelle Fink, with the support of Dean Antonio Lopez, spearheaded this endeavor so that we can offer this amazing opportunity to our students. Student Rachel Klena was selected to fill the SPARC position at Mendocino College.

CalFresh Update

On Thursday, July 22nd, Outreach Specialist Katherine Escobedo and Dean Lopez met with Alyson Wylie, Program Manager for CalFresh Outreach at the Center for Healthy Communities. Alyson is the grant monitor with our current project. This meeting was in preparation for our 3rd quarter report. In a communication after our meeting Alyson commented; *"There is much momentum for the program, even though you were not able to reach your application goals. You have posted the full time position for a Student Life Coordinator and I look forward to hearing more about your hire. The CalWORKs*

connection sounds very promising and limited in-person assistance will begin in fall, knowing that this will bring new challenges.”

The three-year grant will conclude at the end of September, however, we will be entering an additional three-year contract agreement to continue with CalFresh outreach. Despite the challenges caused by the pandemic and transitioning to remote services, we have maintained regular contact, communication and reported on our efforts to find workarounds to increase student enrollment in the CalFresh program and services. Due to our due diligence towards these efforts, we will receive extended funding, allowing us to offer a full-time Student Life Coordinator that will be funded through threaded funding, primarily through CalFresh.

Federal & State Financial Aid Updates

The Department of Education (ED) on July 13th announced that it would be making changes to the verification process for the 2021-22 award year as a means of providing relief to students financially challenged by the pandemic and aim to reduce barriers to enrollment for millions of low-income students to access financial aid. ED is waiving income verification requirements for most Free Application for Federal Student Aid (FAFSA) information. The California Student Aid Commission also announced that they will be following the ED guidance and waiving the income verification requirements for the California Dream Act Application. Additionally, the Selective Service and Drug Conviction Requirements for Title IV Eligibility were removed for the 2021-22 award year as part of the FAFSA Simplification Act. These changes will greatly benefit our students. Any additional barrier or documentation request placed on students limits their ability to start College in a smooth way. By removing these major hurdles, more students will be able to have access to financial aid funding.

Professional Development

The annual *CalFresh Outreach Higher Ed Summit 2021: Food is Power* was held on June 23rd & 24th from 8:30am-12:30pm. This annual Summit provides an opportunity for all our campus partners throughout the state to come together to discuss items around food insecurity, policy changes, health equity, in addition to how to support their team's mental health and wellness. This two-day virtual conference offered an in-depth perspective and understanding to a just & educational system, where every student has healthy food and support for graduation. CalFresh Outreach Specialist Katherine Escobedo was able to participate in this professional development opportunity.

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 |
|----------------------|-------------|--------------------------------|-----------------------|------------|------------|
| Caraballo | Anali | Program Specialist (ML ACE) | ML ACE | 6/21/2021 | 12/20/2021 |
| Escobedo | Katherine | Program Specialist (Cal Fresh) | Student Services | 7/12/2021 | 9/30/2021 |
| Feliciano | Diana | Program Specialist (ESL) | Learning Center | 6/29/2021 | 12/31/2021 |
| Grady | Michael | Lab Tech - Chemistry | Coast Center | 8/1/2021 | 12/17/2021 |
| Knutson | Robin | Professional Expert - Pianist | Coast Center | 8/16/2021 | 12/10/2021 |
| Lazaro | Caitlin | Program Specialist | Student Services | 8/1/2021 | 12/31/2021 |
| Ortega | Rebeca | Administrative Assistant I | Student Services | 8/1/2021 | 12/31/2021 |
| Perez de Bautista | Concepcion | Center Assistant | Lake Center | 6/14/2021 | 12/17/2021 |
| Ramirez | Cindyteresa | Center Assistant | Lake Center | 8/2/2021 | 12/17/2021 |
| Ratliff | Diana | Library Assistant | Library | 8/16/2021 | 12/10/2021 |
| Rodriguez- Zamora | Neydi | Center Assistant | Lake Center | 8/2/2021 | 12/17/2021 |
| Tassin | Saundra | Program Assistant | Physical Education | 8/16/2021 | 12/17/2021 |
| Thompson | Jessica | Lab Tech - Ceramics | Coast Center | 8/13/2021 | 12/17/2021 |
| Whipple | Monica | Program Specialist | Student Services | 8/1/2021 | 12/31/2021 |

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 |
|-----------|------------|------------------|------------|------------|------------|
| Klena | Rachel | Student Employee | CalWorks | 8/1/2021 | 12/31/2021 |
| Tipton | Caylin | Student Employee | Fiscal | 08/12/21 | 12/31/2021 |

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 |
|-----------|------------|----------|------------|------------|----------|
|-----------|------------|----------|------------|------------|----------|

SUBJECT: EMPLOYMENT – PART-TIME FACULTY

SYNOPSIS:

Employment of Part-Time Faculty for the Fall 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 Fall 2021 semester as presented pending receipt of all necessary employment eligibility requirements.

EMPLOYMENT – PART-TIME FACULTY FALL 2021 SEMESTER

| Name | Position | Location |
|-----------------------|---|----------------------------------|
| Aguirre, Larry | Health-Transfer Instructor / Biology Instructor | Online |
| Ahders, Heidi | Computer Science Instructor | Ukiah/Online |
| Albuquerque, Lilia | English as a Second Language Instructor | Online |
| Aleman, Myrna | Nursing - Registered Nursing Instructor | Ukiah |
| Arrington, Deborah | Health-Paramedic Instructor | Lake Center |
| Arthur, Lorraine | Art - Painting, Drawing Instructor | Lake Center |
| Avina, Meztli (maria) | Counselor, Part-Time Hourly | Online/Ukiah |
| Bailey, Aaron | English Instructor (Dual enrollment) | Lake Center |
| Bailey, Jeffrey | Business Instructor | Online |
| Bales, Alicia | Music Instructor | Ukiah |
| *Basile, Terry | Psychology Instructor | Fort Bragg |
| Bayer, Lucille | English Instructor | Ukiah |
| Beeken, Arthur | Sustainable Technologies Instructor | Ukiah |
| Bell, Joseph | History Instructor | Fort Bragg |
| Bell, Rose | History Instructor | Online |
| Benson-Martin, May | Astronomy Instructor | Fort Bragg/Online |
| Bentien, Marla | English As a Second Language Non-Credit | Ukiah |
| *Bhandari, Keshab | Computer Science Instructor | Online |
| Bianucci, Brian | Athletics / Head Coach - Men's Soccer | Ukiah |
| Bishop, Elaine | Computer Science Instructor | Lake Center/Ukiah/Willits |
| Bjur, Garrick | History Instructor (Dual enrollment) | Lake Center |
| Black Diemer, Susan | Health-Transfer Instructor | Fort Bragg/Online |
| Brown, Carolyn | Agriculture Instructor | Ukiah |
| Brunner, Jeffrey | English Instructor | Online |
| Bruton, Emily | Physical Therapy | Ukiah/Online |
| Budlong, James | Wood Instructor | Fort Bragg |
| Buffalo, Daniel | Business Instructor | Lake Center |
| Burokas, Nina | Business Instructor | Online |
| Buzzell, Nancy | Child Development Instructor | Online |
| Byrn, Karl | History Instructor | Online |
| Call, Jennifer | Nursing - Registered Nursing Instructor | Ukiah |
| Cannon, Taylor | Sociology Instructor | Online |
| Cantrell, Tatiana | Child Development Instructor | Ukiah |
| Carey, Jill | Child Development Instructor | Ukiah/Fort Bragg |
| Castillo, Guillermo | Education Instructor (Dual enrollment) | Online |
| Chaidez, Adan | Counselor (FYI) | Ukiah/Online |
| Clark, Jennifer | English Instructor | Online |
| Cohen, Mina | Art - Painting, Drawing Instructor | Fort Bragg/Online |
| Colt, Herbert | Chemistry Instructor | Lake Center |
| Corippo, John | Fire Science Instructor | Ukiah |
| Coryat, Diana | Communications Instructor | Fort Bragg |
| Cox, Kathleen | English as a Second Language Instructor | Online |
| Crowley, Jared | Biology Instructor | Online |
| Cuellar, Angela | Child Development Instructor | Lake Center |
| Dachani, Akanit | Digital Arts Media Instructor | Online |
| *Daitoku, Katie | History Instructor (Dual enrollment) | Lake Center |
| Davis, Daniel | Computer Science Instructor | Ukiah/Lake Center |
| Davis-Lawler, Rebecca | History Instructor (Dual enrollment) | Lake Center |
| Dawood, Noor | Basic Skills Instructor Non-Credit | Boonville/Anderson Valley/Online |

EMPLOYMENT – PART-TIME FACULTY FALL 2021 SEMESTER

| Name | Position | Location |
|---------------------------|---|--------------------------------|
| Dease, Melanie | Counselor | Online |
| De Grassi, Alexander | Music Instructor | Ukiah |
| Decker, Melinda | Business Instructor (Dual enrollment) | Ukiah |
| Dewey, Christopher | Administration of Justice Instructor | Online |
| Diaz Gutierrez, Salvador | History Instructor | Online |
| Dingman-Katz, Kathy | Theatre Arts - Technical Theater Instructor | Ukiah |
| Dominguez, Diana | Mathematics Instructor | Fort Bragg/Online |
| Dunn, Jonathan | Computer Science Instructor Non-Credit | Covelo/Round Valley/Fort Bragg |
| Duran, Carolina | Mathematics Instructor | Fort Bragg/Online |
| Dwyer, Molly | English Instructor | Fort Bragg |
| Ecsedy, Andrea | Physical Therapy | Online |
| Escobedo, Katherine | Athletics | Ukiah |
| Escobedo, Michael | Athletics | Ukiah |
| Esserman Melville, Sara | Learning Skills Instructor | Ukiah |
| Falandes, Helen | Alcohol and Other Drugs Instructor | Ukiah |
| Feigin, Kathryn | Human Services Instructor | Online |
| *Feliciano, Diana | English as a Second Language Instructor | Ukiah |
| Fenwick, Richard | Automotive Technology Instructor | Ukiah |
| Finch, Alison | Librarian, Part-Time Hourly | Ukiah |
| Fry, Joseph | Philosophy Instructor | Willits |
| Fuller, Kirk | Digital Arts Media Instructor | Online |
| Gallegos, Miriam | Basic Skills Instructor Non-Credit | Ukiah |
| Garcia, Alonso | Nursing - Registered Nursing Instructor | Ukiah |
| Gomez, Diana | Education Instructor (Dual enrollment) | Online |
| Gonsalvez, David | Counselor | Online |
| Gonzalez, Ignacio | Real Estate Instructor | Ukiah/Willits |
| Gowan, Theresa | Health-Transfer Instructor | Ukiah |
| Grady, Michael | Chemistry Instructor | Fort Bragg |
| Gray, Gary | Business Instructor | Online |
| Green, Tobias | History Instructor; Anthropology Instructor | Fort Bragg/Online |
| Halper, Pauline | Art Instructor | Willits |
| Hee-Chorley, Lorraine | Speech Instructor | Fort Bragg/Willits |
| Hellman, Steven | English Instructor | Lake Center/Willits/Online |
| Hendershot, Chelsea | Business Instructor | Online |
| Heston, Pamela | Administration of Justice Instructor | Ukiah/Online |
| Holl, Merie | Counselor (EOPS) | Online |
| Holl, Merie | Counselor | Online |
| Holt, Paul | Business Instructor (Dual enrollment) | Lake Center |
| Hoover, Megan | Nursing - Registered Nursing Instructor | Ukiah |
| Hult, Amanda | English Instructor (Dual enrollment) | Willits |
| Ives, Aeron | Mathematics-Basic Skills Instructor | Online |
| Jacobsen, Maria (feodora) | Nursing - Registered Nursing Instructor | Ukiah |
| Jayne, Candace | Nursing - Registered Nursing Instructor | Ukiah |
| Jenkins, Alese | Human Services Instructor | Online |

EMPLOYMENT – PART-TIME FACULTY FALL 2021 SEMESTER

| Name | Position | Location |
|------------------------|--|---------------------------|
| Jensen, Zane | History Instructor | Lake Center |
| Jernigan, Jeremy | Music Instructor | Lake Center |
| Johnson, Cameron | English As a Second Language Non-Credit | Ukiah/Online |
| Johnson, Cassandra | Child Development Instructor | Online |
| Johnson, Deborah | Computer Science Instructor | Ukiah |
| Johnson, Shirley | Sustainable Technologies Instructor | Online |
| Jones, Elise | Psychology Instructor | Lake Center |
| Jones, Heather | Digital Arts Media Instructor | Lake Center |
| *Jones, Morgan | Geology Instructor; Physics Instructor | Lake Center/Online |
| Kanavle, Judith | Business Instructor | Laytonville |
| Kendl, Andrew | Administration of Justice Instructor | Fort Bragg |
| Kendrick, Maresa | Child Development Instructor | Ukiah/Covelo/Round Valley |
| Kerrigan, Trilby | Human Services Instructor | Ukiah |
| Killian, Rose | Clothing Instructor | Ukiah |
| Killops, Jessica | Nursing - Registered Nursing Instructor | Ukiah |
| Koch, Amanda | Mathematics Instructor (Dual enrollment) | Fort Bragg |
| Kuhn Fornari, Melissa | Computer Science Instructor; English as a Second Language Instructor | Fort Bragg/Online |
| Kyne, Lucy | Counselor | Online |
| Lam-Hansard, Katherine | Economics Instructor | Online |
| Larsen, Erick | Mathematics Instructor | Lake Center/Online |
| Lau, Alvin | American Sign Language Instructor | Ukiah/Willits |
| Law, Heather | Art - Ceramics Instructor | Ukiah |
| Liljeblad, Jonathan | Political Science Instructor | Online |
| Lukrich, Cathleen | Nursing - Registered Nursing Instructor | Online |
| MacDougall, Elizabeth | Music Instructor | Ukiah |
| Magann, Carl | Fire Science Instructor | Ukiah |
| Maglante, Ann | Art - Painting, Drawing Instructor | Willits |
| *Makdisi, Eve | Physical Therapy; Biology | Ukiah/Online |
| Martinez, Marcee | Physical Therapy | Online |
| McCallister, Donelle | Agriculture Instructor (Dual enrollment) | Lake Center |
| McCord, Kailyn | English Instructor | Fort Bragg |
| McIntire, Daniel | Real Estate Instructor | Ukiah |
| McKay, Carol | Child Development Instructor | Ukiah/Online |
| McKinney, William | Art - Ceramics Instructor | Lake Center |
| McNutt, Colleen | Business Instructor | Willits |
| Meier, Dustin | Physical Therapy | Ukiah |
| Melcher, Wendy | Nursing - Registered Nursing Instructor | Ukiah |
| Metzger, Angela | English Instructor | Lake Center |
| Molina, Michele | Spanish Instructor | Lake Center |
| Mondfrans, Wendy | Administration of Justice Instructor | Lake Center |
| Moore, Jazzminh | Art - Painting, Drawing Instructor | Ukiah |
| Morgan, Heidi | Psychology Instructor | Online |
| *Munoz, Lacey | Biology Instructor | Online |
| Myklebust, Martha | Child Development Instructor | Willits/Online |

EMPLOYMENT – PART-TIME FACULTY FALL 2021 SEMESTER

| Name | Position | Location |
|----------------------------------|---|----------------------------|
| Novak, John | Automotive Technology Instructor | Ukiah |
| O'mara, Steve | Business Instructor | Online |
| O'Meara, Melbourne | Mathematics Instructor | Lake Center |
| Obenyah, Christina | Nursing - Registered Nursing Instructor | Ukiah |
| Offill, William | Athletics | Ukiah |
| Olson, Menaka | Communications Instructor | Ukiah/Online |
| Orpustan-Love, Denise | Sociology Instructor | Online |
| *Ortiz, Xavier | Automotive Technology Instructor | Ukiah |
| Orvis, Dana | Nursing - Registered Nursing Instructor | Ukiah |
| Palmer, Jonathan | Art Instructor | Online |
| Pamintuan-Shepherd, Madeleine | Culinary Arts Mgmt - Culinary Instructor | Covelo/Round Valley |
| Penner, Elfriede | English as a Second Language Instructor | Lake Center |
| Pfitzner, Mark | Digital Arts Media Instructor | Fort Bragg |
| Prather, Douglas | Anthropology Instructor | Lake Center |
| Price, Jennifer | Anthropology Instructor | Online |
| Renderman, Kathryn | Mathematics Instructor | Online |
| Rickansrud-Young, Rebel | English Instructor | Online |
| Ringer, Bret | Athletics | Ukiah |
| Ritchley, Yuliya | Career and College Success (Dual enrollment) | Willits |
| Rodriguez, Teresa | Basic Skills Instructor Non-Credit | Fort Bragg |
| Rohlicek, Louis | Political Science Instructor | Online |
| Rojas, Ana | Spanish Instructor | Fort Bragg/Online |
| Rosales, Gladis | Basic Skills Instructor Non-Credit | Ukiah |
| Sabalone, Anna | Art Instructor | Lake Center |
| Samota, Susan | Counselor | Online |
| *Sarisky, Amy | English Instructor (Dual enrollment) | Fort Bragg |
| Schon-Brunner, Eryn | Theatre Arts - Dancing Instructor | Ukiah/Online |
| Schwartz, Larry | Physical Education - Fitness / Head Coach Women's Soccer | Ukiah |
| Scott, Melissa | Mathematics Instructor | Online |
| Scott, Remie | Chemistry Instructor | Ukiah |
| Sharrett, Zachary | Chemistry Instructor | Ukiah |
| Shaw, Joseph | Administration of Justice Instructor | Fort Bragg |
| Shepherd, Dennis | English Instructor | Covelo/Round Valley/Online |
| Shieh, Amanda | Mathematics Instructor | Online |
| Shirako, Anne | Librarian, Part-Time Hourly | Ukiah |
| Sholars, Teresa | Agriculture Instructor | Fort Bragg |
| Siderakis, Julia | Business Instructor | Online |
| Silva, Logan | History Instructor (Dual enrollment) | Ukiah |
| Simpson, Marilyn | Music Instructor | Ukiah/Willits/Online |
| Slocinski, Lech | Digital Arts Media Instructor (Dual enrollment) | Ukiah |
| Smith, Gregory | Wood Instructor | Fort Bragg |
| Snider, Michelle | Mathematics Instructor | Lake Center/Willits |
| Stump, Samuel | Career and College Success (Dual enrollment) | Fort Bragg |
| Summit, Debra | Nursing - Registered Nursing Instructor | Ukiah |

EMPLOYMENT – PART-TIME FACULTY FALL 2021 SEMESTER

| Name | Position | Location |
|---------------------|---|----------------------------|
| *Swanson, Catherine | English as a Second Language Instructor | Covelo/Round Valley |
| Taylor, Riba | Career and College Success | Online |
| Thomas, Alexander | History Instructor | Online |
| *Thomas, Shirlee | History Instructor | Lake Center/Online |
| Thompson, Jessica | Art - Ceramics Instructor | Fort Bragg |
| Thomsen, Kirk | Fire Science Instructor | Online |
| Timm, Janice | Music Instructor | Ukiah |
| Tiriboyi, Marilyn | Business Instructor | Fort Bragg |
| Todd, Krista | Nursing - Registered Nursing Instructor | Ukiah |
| Tomlinson, John | Theatre Arts - Acting Instructor | Lake Center |
| Tunzi, Megan | Agriculture Instructor | Fort Bragg |
| Turner, Kirsten | Theatre Arts - Dancing Instructor | Ukiah |
| Turner, Lisa | English Instructor | Lake Center/Online |
| Tyner, Kris | Mathematics Instructor | Online |
| Vaccaro, Erin | Biology Instructor | Online |
| Von Vogt, Margaret | English as a Second Language Instructor | Online |
| Wakefield, Jonah | English Instructor | Lake Center |
| Walker, Glenn | Agriculture Instructor | Ukiah |
| Wallace, Rebecca | Art Instructor | Ukiah/Fort Bragg |
| Wang, Yini | Chemistry Instructor | Ukiah |
| Watson-Krasts, Dena | Theatre Arts - Dancing Instructor; Communications Instructor | Ukiah/Online |
| Weber, David | Computer Science Instructor | Online |
| Weed, Ellen | Theatre Arts - Acting Instructor | Ukiah |
| *Welch, Diane | Psychology Instructor | Online |
| White, Jaime | Nursing - Registered Nursing Instructor | Ukiah |
| Windsor, Jenni | Music Instructor | Fort Bragg |
| Wingler, Douglas | Athletics | Ukiah |
| Woll, Lily | English as a Second Language Instructor | Lake Center |
| Woods, Denise | Biology Instructor | Lake Center |
| *Young, Rachel | Theatre Arts - Dancing Instructor | Ukiah |
| Zeni, Michael | Welding Instructor | Lake Center |
| Zepeda, Gayle | Human Services Instructor | Lake Center/Online |
| Zhang, Min | Mathematics Instructor | Online |
| Zotter, Frank | Business Instructor; Real Estate Instructor | Lake Center/Willits/Online |

***Met minimum qualifications through equivalency process.**

SUBJECT: VOLUNTEERS

SYNOPSIS:

Approval of volunteers

RECOMMENDATION:

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

ANALYSIS:

Individuals may volunteer their services to the District, but only authorized volunteers approved by the administration and the Governing Board are entitled to workers' compensation benefits. No volunteers are agents of the District. (Labor Code 3364.5; Board Policy No. 702) The following volunteers approved by the administration are recommended for Board approval:

| <i>Name</i> | <i>Assignment</i> | <i>Assignment Dates</i> |
|--------------|---|-------------------------|
| Sadie Parker | Assistant coach, women's soccer program | 7/15/2021 - 12/10/2021 |
| Doug Boswell | Automotive Technology classroom volunteer | 7/19/2021-06/30/2022 |
| Gabe Knight | Assistant coach, basketball program | 8/15/2021-06/30/2022 |

Reference Board Policy 702, Volunteers

MOTION/ACTION:

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

SUBJECT: EMPLOYMENT – CLASSIFIED

SYNOPSIS:

Employment of an Instructional Technology Specialist and Learning Center Assistant

RECOMMENDATION:

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

ANALYSIS:

Nicholas Orloff

Instructional Technology Specialist
Range 28/Step 1

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

Amber Shrum

Learning Center Assistant
Range 23/Step 1

Effective: September 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 Nicholas Orloff as Instructional Technology Specialist, effective August 1, 2021; and Amber Shrum as Learning Center Assistant, effective September 1, 2021 pending receipt of all necessary employment eligibility requirements.

SUBJECT: EMPLOYMENT – FULL-TIME FACULTY

SYNOPSIS:

Employment of one (1) full-time faculty in Automotive Technology and one (1) full-time counselor in EOPS/CARE.

RECOMMENDATION:

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

ANALYSIS:

Employ Faculty Under First One-Year Contract

Faculty, Tenure Track - Full Time – Automotive Technology
Michael Pratt
Effective: August 13, 2021

Mr. Pratt has provided adjunct instruction for the last two (2) years with the Mendocino College Automotive Technology Program. He is currently certified through the National Institute for Automotive Service Excellence (ASE), is a licensed Emissions Technician, and has worked at BMW of North America in various positions, including a Technical Support Engineer, over the last 20 years. He earned his Associate’s Degree in Automotive Service Management from the Sequoia Institute and completed the BMW Service Technical Education Program.

Counselor, Tenure Track – Full-Time – EOPS/CARE
Maria (Meztli) Avina Patino, MFT
Effective: September 1, 2021

Ms. Avina Patina has worked with Mendocino College over the past two years as both an FYI and CAMP Counselor, recently transitioning to an adjunct counselor while pursuing her licensure as an MFT. She has provided instruction as an adjunct professor at Sonoma State University and provided mental health services with Sonoma Office of Education and the Roseland School District. She has worked for over 25 years in various roles providing instruction and counseling to students, families, and special populations. She received her Master of Arts in Counseling from Sonoma State University and holds a Bilingual Teaching Credential.

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Mr. Michael Pratt as a tenure-track full-time instructor in Automotive Technology effective August 13, 2021; and Maria (Meztli) Avina Patino as a tenure-track full-time counselor

in EOPS/CARE effective September 1, 2021, pending receipt of all necessary employment eligibility requirements.

SUBJECT: TRANSFER – CLASSIFIED

SYNOPSIS:

Transfer to Administrative Assistant II (Career Technical Education)

RECOMMENDATION:

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

ANALYSIS:

Beatriz Sanchez, currently a Human Resources Technician for the District, applied for a transfer to the vacant Administrative Assistant II in the Career Technical Education Department.

A transfer/promotion/reassignment process was followed and Ms. Sanchez was the successful candidate selected for the position.

Effective August 1, 2021-September 30, 2021

Ms. Sanchez shall work 50% in the Human Resources Technician (Range 27/Step 4) position and 50% in the Administrative Assistant II (Range 25/Step 4) position.

Effective October 1, 2021

Ms. Sanchez shall transfer 100% to the Administrative Assistant II position, Range 25/Step 4.

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the transfer of Beatriz Sanchez, Administrative Assistant II, effective October 1, 2021.

SUBJECT: WORKING OUT OF CLASS COMPENSATION

SYNOPSIS:

Due to a position vacancy, Classified staff has 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:

Amy Nelson (Curriculum Technician)
Due to the Vacancy of: Articulation Officer
Period: 6/1/2021-Position is Filled
Compensation: 7% increase

Jana Rauch (Office Services Assistant)
Due to the Vacancy of: Accounting Specialist
Period: 8/1/2021-10/31/2021
Compensation: 5% increase

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working out of Class of: Amy Nelson and Jana Rauch.

ITEM NO: 4.8
DATE: August 11, 2021

SUBJECT: MENDOCINO-LAKE COMMUNITY COLLEGE PART TIME FACULTY
BARGAINING UNIT/MPFA 2021-24 TENTATIVE AGREEMENT

SYNOPSIS:

2021-2024 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino Part Time Faculty Association (CCA/CTA/NEA)

RECOMMENDATION:

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

ANALYSIS:

District and MPFA representatives recently reached a Tentative Agreement (TA) regarding 2021-2024 contract revisions. A copy of the TA is attached.

MOTION/ACTION:

RESOLVED, That the Board of Trustees hereby ratifies the 2021-2024 Tentative Agreement between the Mendocino-Lake Community College District and the Mendocino Part Time Faculty Association (MPFA).

ITEM NO: 5.1
DATE: August 11, 2021

SUBJECT: FISCAL REPORT AS OF JUNE 30, 2021

SYNOPSIS:

A report on District fiscal data as of June 30, 2021

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of June 30, 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.

SUBJECT: DONATION

SYNOPSIS:

Acceptance of donation to Mendocino College as follows:

2001 Chevy Astro Van donated by Dave and Lisa Williams

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 Dave and Lisa Williams.

SUBJECT: 2021/2022 MENDOCINO COLLEGE CATALOG ADDENDUM

SYNOPSIS:

Board of Trustees approval is requested for the 2021/2022 Mendocino College catalog addendum.

RECOMMENDATION:

The Superintendent/President recommends approval of the 2021/2022 Mendocino College catalog addendum as presented.

ANALYSIS:

The catalog reflects all course and program additions, modifications and revisions approved by the Curriculum Committee and effective Fall 2021. This document, along with the 2020/2022 Catalog, provide a full listing of courses and programs.

Reference Board Policy 2200, Board Duties and Responsibilities

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the 2021/2022 Mendocino College catalog addendum.

ITEM NO: 6.1
DATE: August 11, 2021

SUBJECT: CONTRACTS AND AGREEMENTS – QUARTERLY RATIFICATION

SYNOPSIS:

Board of Trustees review and ratification of contracts and agreements for goods and services for the April 1, 2021 through June 30, 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 Community College District</u> | \$529,072 | Debra Polak |
| July 1, 2021 through June 30, 2022 | | |
| <i>Career and Technical Education Department Strong Workforce Program.</i> | | |
| | | |
| <u>Environmental Systems, Inc.</u> | <\$13,200> | Eileen Cichocki |
| July 1, 2021 until terminated | annually | |
| <i>Quarterly on-site technical support for the operation and maintenance of the Delta Controls system.</i> | | |
| | | |
| <u>Interface Engineering</u> | <\$20,000> | Eileen Cichocki |
| June and July 2021 | | |
| <i>Replacement of two VRF condensing units at the North County Center.</i> | | |
| | | |
| <u>County of Mendocino</u> | \$25,000 | Debra Polak |
| June 30, 2021 to June 30, 2022 | | |
| <i>Contract Education training for Mendocino County Human Resources Department staff.</i> | | |
| | | |
| <u>Q Less</u> | <\$6,444> | Ulises Velasco |
| July 1, 2021 through June 30, 2022 | | |
| <i>Two-way SMS interactive queing for students and staff.</i> | | |
| | | |
| <u>Regents of the University of California</u> | \$30,000 in 21/22 | Debra Polak |

| | | |
|--|--------------------------|--------------------|
| April 1, 2021 through June 30, 2024 | \$15,000 in 22/23 | |
| <i>UC Berkeley's Center for Educational Partnerships Puente Project to increase the number of educationally disadvantaged students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors for future generations. The California Community Colleges and UC Berkeley have entered into an agreement which calls for increased transfers to the UC systems and expansion of the Puente Project.</i> | \$5,000 in 23/24 | |
| | | |
| <u>Siskiyou Joint Community College District</u> | \$0 | Debra Polak |
| July 1, 2021 through June 30, 2023 | | |
| <i>Collaboration to provide affiliated education courses for EMS Paramedic Program.</i> | | |
| | | |
| <u>Three Rivers Charter School</u> | \$44,000 | Debra Polak |
| July 1, 2021 through June 30, 2022 | | |
| <i>Leased space at Mendocino College Coast Center.</i> | | |
| | | |

SUBJECT: 2021/2022 APPROPRIATION LIMIT

SYNOPSIS:

Board of Trustees adoption of the 2021/2022 Appropriation Limit.

RECOMMENDATION:

The Superintendent/President recommends the adoption of the attached proposed Board Resolution No. 08-21-01, Appropriation Limit for 2021/2022.

ANALYSIS:

The District is required under Article XIII-B of the State Constitution and Government Code Section 7900 et seq. to compute an annual appropriation limit. Government Code Section 7908(c) requires each community college district to report to the Chancellor of the California Community Colleges at least annually this appropriation limit, appropriations subject to limit, the amount of state aid apportionments and subventions included within the proceeds of taxes of the district, and amounts excluded from the appropriations subject to limit.

All districts are required to calculate appropriate limits based on data supplied by the California Community Colleges Chancellor's Office. The 2021/2022 limit calculation is provided on the attached worksheet.

This limit is also commonly known as Proposition 4 or the Gann Limit. The appropriation limit for fiscal year 2021/2022 is \$27,000,243 and appropriations subject to limit is \$24,547,819.

Reference Board Policy 6200, Budget Preparation

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt attached Resolution No. 08-21-01 establishing the Mendocino-Lake Community College District's Appropriation Limit for fiscal year 2021/2022 at \$27,000,243.

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
Budget Year 2021-22

DISTRICT: **MENDOCINO-LAKE**
DATE: August 11, 2021

| | | | |
|--|---|-------------------|---------------|
| I. 2021-22 Appropriations Limit: | | | |
| A. | 2020-21 Appropriations Limit | | \$ 36,512,688 |
| B. | 2021-22 Price Factor: | <u>1.0573</u> | |
| C. | Population factor: | | |
| | 1 2019-20 Second Period Actual FTES ¹ | <u>2,725.3200</u> | |
| | 2 2020-21 Second Period Actual FTES ¹ | <u>1,906.1000</u> | |
| | 3 2021-22 Population Change Factor | <u>0.6994</u> | |
| | (C.2. divided by C.1.) | | |
| D. | 2020-21 Limit adjusted by inflation and population factors | | \$ 27,000,243 |
| | (line A multiplied by line B and line C.3.) | | |
| E. | Adjustments to increase limit: | | |
| | 1 Transfers in of financial responsibility | _____ | |
| | 2 Temporary voter approved increases | _____ | |
| | 3 Total adjustments - increase | | - |
| F. | Adjustments to decrease limit: | | |
| | 1 Transfers out of financial responsibility | _____ | |
| | 2 Temporary voter approved increases | _____ | |
| | 3 Total adjustments - decrease | | - |
| G. | 2021-22 Appropriations Limit | | \$ 27,000,243 |
| II. 2020-21 Appropriations Subject to Limit | | | |
| A. | State Aid ² | | \$ 13,949,664 |
| B. | State Subventions ³ | | 211,829 |
| C. | Local Property taxes | | 10,386,326 |
| D. | Estimated excess Debt Service taxes | | |
| E. | Estimated Parcel taxes, Square Foot taxes, etc. | | |
| F. | Interest on proceeds of taxes | | |
| G. | Less: Costs for Unreimbursed Mandates ⁴ | | |
| H. | 2021-22 Appropriations Subject to Limit | | \$ 24,547,819 |
| III. A. | District is within Appropriations Limit | | 2,452,424 |

¹Second period actual FTES corresponds to total resident FTES as reported on the second period CCFS-320 report.
² Includes Unrestricted General Apportionment, Apprenticeship Allowance, Prop 55 Education Protection Account tax revenue, Full-Time Faculty, Part-Time Faculty Compensation, Part-Time Health Benefits, Part-Time Faculty Office Hours
³ Home Owners Property Tax Relief, Timber Yield Tax, etc...
⁴ Local Appropriations for Unreimbursed State, Court, and Federal Mandates. This may include amounts of district money spent for unreimbursed mandates such as the federally-required Medicare payments and Social Security contributions for hourly, temporary, part-time, and student employees not covered by PERS or STRS.

RESOLUTION NO. 08-21-01
MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
APPROPRIATION LIMIT FOR 2021/2022

BE IT HEREBY RESOLVED that the Board of Trustees of the Mendocino-Lake Community College District, in compliance with Article XIII-B of the State Constitution and Government Code Section 7900 et seq. established its 2020/2021 Appropriation Limit to be \$27,000,243.

BE IT FURTHER RESOLVED that the actual appropriations for the 2021/2022 fiscal year does not exceed this limit, that supporting documentation will be made available to the public for its review, and that any action to set aside this action pursuant to Government Code Section 7910 shall be filed with the Superintendent/President of the District within 60 days of the adoption of the resolution.

ADOPTED this 11th day of August 2021.

AYES ____ NAYES _____ ABSENTIONS _____ ABSENT _____

Xochilt Martinez _____

Noel O'Neill _____

Marie Myers _____

Robert Jason Pinoli _____

Ed Nickerman _____

John Tomkins _____

TeMashio Anderson _____

Timothy Karas, Ed.D, Secretary
Board of Trustees

ITEM NO: 6.3
DATE: August 11, 2021

SUBJECT: CHILD DEVELOPMENT CENTER CONTRACT – RESOLUTON 08-21-02

SYNOPSIS:

The California Department of Education has provided a General Child Care & Development Program Contract (CCTR-0148), with a Maximum Reimbursable Amount of \$223,908.00.

RECOMMENDATION:

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

ANALYSIS:

Mendocino-Lake Community College District contracts with the California Department of Education, Child Care Division to provide subsidized childcare and education for children of students, staff and faculty, and community families at Mendocino College Child Development Center.

Reference Board Policy 6340, Bids and Contracts

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt Resolution 08-21-02, California Department of Education Contract Number CCTR-0148 in the amount of \$223,908.00.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

RESOLUTION 08-21-02

GENERAL CHILD CARE & DEVELOPMENT PROGRAM CONTRACT (CCTR-0148)

BE IT RESOLVED that the Board of Trustees of the Mendocino-Lake Community College District authorizes entering into local agreement number CCTR-0148 and that the persons who are listed below are authorized to sign the transaction for the Board of Trustees.

| <u>NAME</u> | <u>TITLE</u> | <u>SIGNATURE</u> |
|------------------------|--|------------------|
| <u>Timothy Karas</u> | <u>Superintendent/President</u> | _____ |
| <u>Eileen Cichocki</u> | <u>Vice President of Admin. Services</u> | _____ |

| | | | |
|---------------------|-------|------------------|-------|
| Ed Nickerman | _____ | Xochilt Martinez | _____ |
| Robert Jason Pinoli | _____ | John Tomkins | _____ |
| Marie Myers | _____ | Noel O'Neill | _____ |
| TeMashio Anderson | _____ | | |

Ayes _____ Noes _____ Abstain _____ Absent _____

PASSED AND ADOPTED THIS 11th day of August, 2021, by the Board of Trustees of the Mendocino-Lake Community College District of Mendocino and Lake Counties, California.

I, Xochilt Martinez, Clerk of the Board of Trustees of the Mendocino-Lake Community College District, of Mendocino and Lake Counties, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a Board meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

ITEM NO: 6.4
DATE: August 11, 2021

SUBJECT: CHILD DEVELOPMENT CENTER CONTRACT – RESOLUTON 08-21-03

SYNOPSIS:

The California Department of Education has provided a General Child Care & Development Program Contract (CCSP-1295), with a Maximum Reimbursable Amount of \$249,209.00.

RECOMMENDATION:

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

ANALYSIS:

Mendocino-Lake Community College District contracts with the California Department of Education, Child Care Division to provide subsidized childcare and education for children of students, staff and faculty, and community families at Mendocino College Child Development Center.

Reference Board Policy 6340, Bids and Contracts

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt Resolution 08-21-03, California Department of Education Contract Number CSPP-1295 in the amount of \$249,209.00.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

RESOLUTION 08-21-03

GENERAL CHILD CARE & DEVELOPMENT PROGRAM CONTRACT (CSPP-1295)

BE IT RESOLVED that the Board of Trustees of the Mendocino-Lake Community College District authorizes entering into local agreement number CSPP-1295 and that the persons who are listed below are authorized to sign the transaction for the Board of Trustees.

| <u>NAME</u> | <u>TITLE</u> | <u>SIGNATURE</u> |
|------------------------|--|------------------|
| <u>Timothy Karas</u> | <u>Superintendent/President</u> | _____ |
| <u>Eileen Cichocki</u> | <u>Vice President of Admin. Services</u> | _____ |

| | | | |
|---------------------|-------|------------------|-------|
| Ed Nickerman | _____ | Xochilt Martinez | _____ |
| Robert Jason Pinoli | _____ | John Tomkins | _____ |
| Marie Myers | _____ | Noel O'Neill | _____ |
| TeMashio Anderson | _____ | | |

Ayes _____ Noes _____ Abstain _____ Absent _____

PASSED AND ADOPTED THIS 11th day of August, 2021, by the Board of Trustees of the Mendocino-Lake Community College District of Mendocino and Lake Counties, California.

I, Xochilt Martinez, Clerk of the Board of Trustees of the Mendocino-Lake Community College District, of Mendocino and Lake Counties, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a Board meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

SUBJECT: BOARD POLICY DELETION – SECOND READING

SYNOPSIS:

Board policies are presented for deletion.

RECOMMENDATION:

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.

The District continues to recognize that all employees, regardless of constituent group, have valuable skills and knowledge outside their employment classification. Any of the units referenced in BP 718 can engage with the District through established human resource procedures to explore potential frameworks and agreements to allow employees hired in staff, management, or confidential positions to teach outside their employment classifications.

Board Policy 718 – Teaching Assignments for Staff – Board Policy 718 conflicts with District practice and does not conform to codes and regulations. Having a board policy that conflicts with District practices is not viable.

US Department of Labor Fair labor Act (FLSA) classified employees are categorized as non-exempt employees. As a non-exempt employee, workers are protected by federal and California labor laws. This includes minimum wage laws, required rest periods, meal breaks, and overtime pay. Faculty are categorized under federal and state laws as exempt employees. A full-time classified employee cannot work in a separate classification simultaneously.

The deletion of this policy does not affect part-time hourly employees (STNC) from accepting a separate instructional assignment. We support part-time employees leveraging multiple assignment options.

The policy deletion was first reviewed by the President's Policy Advisory Committee on April 23, 2021; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on May 21, 2021. As part of the review and discussion there were comments from classified employees requesting the policy not be deleted. There were no objections from the manager, supervisors or confidential employees also mentioned in the policy.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby approve deletion of Board Policy 718 as presented.

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

The annual AAFG flyer is currently in production and provides the following highlights: The program began in 2007 with 1 student; in 2021 there were 83 recipients; the program has been going for 14 years and in that timeframe we have awarded 735 children an incentive to graduate from high school and attend Mendocino College; over \$735,000 raised in scholarship funds.

The Governance Committee is actively recruiting new board members for the Foundation Board of Directors. Tom Herman, Land Committee chair and Mark DeMeulenaere, Finance Committee chair, have retired/resigned from the board. Thank you to both Tom Herman and Mark DeMeulenaere for your dedication to students and our community over the years!

During their June 1st Foundation Board of Directors meeting, the board approved the 2021/2022 budget and budget for the eleven affiliate organizations

The Foundation has received grant funding from Redwood Credit Union for Food Pantry services to students. The total grant amount totals \$15k - \$10k is allocated to Mendocino County and \$5k is allocated to Lake County. Thank you, Redwood Credit Union!

Projects under consideration for this Fall include: Fall Newsletter from the Foundation and Giving Tuesday campaign to support the Student Emergency Fund at Mendocino College.

The next Foundation Board of Directors meeting will be held on Tuesday, August 3rd via Zoom.

Special thanks to the following individuals, businesses, and service clubs for their recent donations and support in excess of \$500:

Redwood Credit Union - Food Pantry
Bradford Family Foundation- Scholarships
Katrina & Jonathan Frey – Adopt A Fifth Grader Program
John Tomkins – Lake County Friends of Mendocino College – Shakespeare at the Lake
Judy Conard – Lake County Friends of Mendocino College – Shakespeare at the Lake
Jonathon Middlebrook- Friends of the Theatre Arts – in Honor of Andrew Stein & Mary Lou Leonard

Our Mission: The Foundation supports Mendocino College in educating leaders, fostering intellectual growth and enriching lives by creating opportunities to invest in a better future for our students and communities.

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 summer months allow faculty to engage in varied activities, many teach summer classes, some are engaged in Professional Development activities and we are developing our Fall classes. This summer, two groups of faculty have been researching and developing materials to share with other faculty that will support equitable and inclusive classroom practices.

The cost of textbooks can be, and often is, a barrier for students. Some do not enroll in a class if it requires an expensive text, some do not purchase the text at all. A Mendocino College survey shows: 37% have gone without the required materials, 35% take fewer classes, 42% borrow materials, 17% did not register for a course, and 11% did not enroll for a semester. For a number of years, the Academic Senate for California Community Colleges (ASCCC) has encouraged faculty state-wide to use low-to-zero cost textbooks whenever possible. This can be difficult due to issues with copyright regulations, high-quality content, aligning information with the requirements of the Course Outline of Record, etc. The ASCCC Open Educational Resources Initiative (OERI) supports local OER implementation through professional development, technical support and resources. **Senator John Rall** (English) is our OERI Liaison. Under his leadership, a cadre of eight faculty have been researching, developing training materials and preparing an In Service Workshop related to the adoption of alternative educational materials. Ralls' summer cadre includes:

- Pamela Heston (Administration of Justice / PT Faculty)
- Lisa Rosenstreich (Art / FT Faculty)
- Alison Finch (Library / PT Faculty)
- Jennifer Justice (Alternative Media Technician)
- Melissa Nole (Child Development / FT Faculty)
- Anne Shirako (Library / PT Faculty)
- Robert Parmenter (Library / FT Faculty)
- Rebecca Montes (Dean of Instruction)

Student Learning Outcomes are not new, but the Student Learning Outcomes Team (SLOT) has been working to increase the frequency of Course-level Student Learning Outcome (CSLO) assessments to better evaluate equity-related data. The Academic Senate formally via Resolution supported the SLOT Plan to accomplish this. Slot Chair, **Neeka Aguirre** (History) and committee members developed a *Toolkit* available to all faculty. The toolkit includes support and instruction for faculty to help with writing, rewriting, and assessing SLOs as well as analyzing the data from SLO assessment. In addition, the Team has set up laboratory-style work sessions scheduled throughout the Fall semester to support faculty with all aspects of CSLO assessment.

The core theme of the materials is how to keep equity-mindedness in the forefront during all phases of the SLO process. Aguirre's Team includes:

- Greg Allen (Chemistry)
- Nicholas Petti (Culinary Arts)
- Vincent Poturica (English)
- Valentine Velazquez-Zvierkova (Spanish)
- Taylor Cannon (Sociology / PT Faculty)
- Brianna Zuber (Biology)
- Rebecca Montes (Dean of Instruction)

The efforts of these faculty will help provide additional tools for all faculty to continue supporting student success equitably and inclusively.

Classified Senate:

The following report was submitted by Classified Senate President Lauren Simmonds:

The Classified Senate held elections in June for the 2021/2022 school year. Now serving the Classified Senate in the various capacities are:

| | |
|----------------------------|------------------------------|
| Lauren Simmonds, President | Isabel Lopez, Vice President |
| Nancy Heth, Secretary | Karen Cavanaugh, Treasurer |
| Tony Novelli, Senator | Naoto Horiguchi, Senator |
| Mayra Sanchez, Senator | Chenfei Xu, Senator |

Classified staff began the gradual return to working on campus over the summer on a part time basis and are now preparing to be on campus full time. We look forward to the fall semester and the increase of students on campus who will be attending some of the on-ground classes being offered. We are committed to maintaining the safety of staff and students through consistent sanitization, masks, social distancing, and hybrid student support services.

The Classified Mendo Cares Leadership Team has begun implementation of our commitments to creating and maintaining a supportive campus environment for students to feel welcomed and comfortable on our campus.

Some of the commitments accomplished by the Mendo Cares Team include:

1. Quarterly Newsletter to keep all staff/faculty informed and engaged
2. Distributing Branded Lanyards with ID Holders to all full time MC Staff/Faculty
3. Magnetized Name Tags for Full Time Staff/Faculty
4. Warm Referrals to ensure student satisfaction
5. Smiling During Phone Calls
6. Following the 10-foot rule of Greeting and Assisting Students

The Classified Elf Pack has already begun planning for the December 2, 2021 FunRaiser. We hope to see you there!

Management/Supervisory/Confidential:

The following report was submitted by Management Team President Janet Daugherty:

The Management Team met on July 28th to review and discuss the re-opening message which was later shared with the college employees and staff members.

With our phased-in approach to returning to work on campus, the Management Team looks forward to the start of the fall semester and the ability to once again provide our students with the one-on-one face-to-face service and assistance Mendocino College is famous for providing!

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

ITEM NO: 8.1
DATE: August 11, 2021

SUBJECT: ESTABLISHMENT OF BOARD POLICIES AND PROCEDURES AD-HOC
COMMITTEE

SYNOPSIS:

Board of Trustees Ad-Hoc committee for reviewing section #2 board policies and procedures.

ANALYSIS:

The Board of Trustees will establish an ad-hoc committee to review and present for adoption any suggested additions and/or revisions to the board policies and procedures in section two.

ITEM NO: 8.2
DATE: August 11, 2021

SUBJECT: TRUSTEE DECORUM

SYNOPSIS:

The President of the Board of Trustees members will lead the discussion.

ANALYSIS:

The President of the Board of Trustees will lead the discussion on Trustee Decorum.

ITEM NO: 8.3
DATE: August 11, 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.