

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

December 15, 2021 – 4:00 PM

Mendocino College – 1000 Hensley Creek Road – Room 4210 – Ukiah, CA 95482

Zoom meeting information: [December 15, 2021, zoom meeting link](#)

Or by telephone phone dial: +1 669 900 9128

Meeting ID: 983 9902 6688

CALL TO ORDER

1. APPROVAL OF AGENDA AND MINUTES

1.1 Agenda Approval

1.2 Approval of Minutes of the regular meeting held on November 10, 2021.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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

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

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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. ANNUAL ORGANIZATIONAL MEETING

3.1 Election of Officers

The Board of Trustees will elect the officers for the 2022 year

3.2 Meeting Dates and Times

The Board of Trustees will establish their meeting dates and times for the 2022 year

4. PRESIDENT AND ADMINISTRATION REPORT

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

CONSENT AGENDA

5. Personnel

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

Recommendation to approve the list of short-term non-continuing personnel as presented

5.2 Consideration to approve Personnel List – Part-Time Faculty

Recommendation to approve the list of part-time faculty as presented

5.3 Consideration to approve Employment - Classified

Recommendation to approve the employment of the classified personnel as presented

5.4 Consideration to approve Employment – Educational Administrator

Recommendation to approve the employment of the Educational Administrator as presented

5.5 Consideration to approve Transfer – Classified

Recommendation to approve the transfer of the classified personnel as presented

5.6 Consideration to ratify Resignation – Classified

Recommendation to ratify the resignation of the classified personnel as presented

5.7 Consideration to ratify Resignation – Educational Administrator

Recommendation to ratify the resignation of the Educational Administrator as presented

5.8 Consideration to approve the Working Out of Classification Compensation

Recommendation to approve the working out of classification compensation as presented

6. Other Items

6.1 Fiscal Report as of October 31, 2021

Recommendation to accept the report as presented

6.2 Authorization for Remote Teleconference Meetings – Resolution #12-21-01

Recommendation to adopt Resolution 12-21-01 as presented

7. ACTION ITEMS

7.1 2020/2021 Audit Report

Recommendation to receive the audit report presented for the year ended June 30, 2021

7.2 Coast Center Attendance Allowance Request Due to Emergency Conditions – Resolution 12-21-02

Recommendation to approve Resolution 12-21-03 for the Coast Center Attendance Allowance Request as presented

7.3 Board Policy Additions and Revisions – Second Reading

Recommendation to approve the board policy additions and revisions as presented

7.4 Board Policy Deletion – Second Reading

Recommendation to approve the board policy deletion as presented

7.5 College and Careers Access Pathways (CCAP) Partnership Agreement – Second Reading

Recommendation to approve the College and Careers Access Pathways Partnership Agreement as presented.

8. INFORMATIONAL ITEMS AND REPORTS

- 8.1 Mendocino College Foundation, Inc.
 - 8.1.A Mendocino College Foundation informational report
 - 8.1.B Friends of the Mendocino College Coastal Field Station and Natural Sciences affiliate report
- 8.2 **Constituent Group Reports**
 - Reports from constituent groups are presented as information
- 8.3 **Board Policy Additions and Revisions – First Reading**
 - Revisions and additions to Board policies are presented for information and review
- 8.4 **Decennial Redistricting**
 - An update on the district’s decennial process is presented as information for review
- 8.5 **College and Careers Access Pathways (CCAP) Partnership Agreement – First Reading**
 - The CCAP partnership agreement is presented for information and review

9. TRUSTEE COMMUNICATIONS

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

10. ADJOURNMENT

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

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

Future Board Meetings:

- *Special Meeting/Board Study Session – Wednesday, January 26, 2022, 4:00 PM, Room 4210 and available via ZOOM*
- *Regular meeting – to be determined*

**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, November 10, 2021, at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA and also using ZOOM remote meeting technology.

GENERAL MATTERS

Call to Order Trustee Pinoli, Board President, called the meeting to order at 4:00 PM.

<i>Board Members</i>	President	Robert Jason Pinoli	present
	Vice President	Marie L. Myers	present
	Trustee	Ed Nickerman	present
	Clerk	Xochilt Martinez	Arrived at 4:24 pm
	Trustee	John Tomkins	present
	Trustee	TeMashio Anderson	present
	Trustee	Noel O’Neill	present
	Student Trustee	Leonardo Rodriguez	Arrived at 4:06 PM

Secretary Timothy Karas, Superintendent/President (present)

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

Staff Representatives Eileen Cichocki, Assistant Superintendent/Vice President of Administrative Services (absent)
 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	Lauren Simmonds, President (present)
	Management Team	Janet Daugherty, President (present)

Agenda Approval M/S (Tomkins/Nickerman) to approve the agenda as presented. The matter was approved via the following vote:

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

Approval of Minutes M/S (Tomkins/Nickerman) to approve the minutes of the regular board meeting held on October 13, 2021, as presented. The matter was approved with the following vote:

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

Public Comment on Closed Session Items There were no comments made on closed session items.

CLOSED SESSION

The Board President Pinoli announced there would be no closed session discussions held this evening.

Public Comments There were no comments from the public

PRESIDENT AND ADMINISTRATION REPORT

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

Over the weekend, the Mendocino College Repertory Dance Company performed for an outdoor audience on the Ukiah campus.

Superintendent/President Karas informed the board he recently had the privilege of giving the welcome for the Native American Heritage Month kick-off event where Trustee Anderson performed the Native blessing.

He also had the opportunity to meet with several of our faculty members at the local AAUW meeting last evening in Ukiah.

The men’s and women’s soccer and women’s volleyball seasons have now completed and we are starting the men’s and women’s basketball season.

We recently reviewed the student trustee privileges which were granted by the Board in May 2021. Upon review, we realized the board has awarded our student trustee with the highest level of privileges which can be granted.

CONSENT AGENDA

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

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

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

Personnel

<i>Consideration to approve Personnel List – Short Term Non-Continuing Employees</i>	*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.
<i>Consideration to approve Employment – Classified</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Jennifer Lombardi as Accounting Specialist effective November 15, 2021; Samantha Barrera-Stanford as Human Resources Technician effective December 1, 2021; Bonnie Lockhart as Student Equity and Achievement Specialist, effective January 21, 2022; and Augusto Calderon as Programmer Analyst, Sr., effective January 1, 2022; pending receipt of all necessary employment eligibility requirements.
<i>Consideration to approve Employment – Full-Time Temporary Faculty</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Debra Summit, Full-Time Temporary Faculty, Nursing, effective January 14, 2022; pending receipt of all necessary employment eligibility requirements.
<i>Consideration to approve Employment – Temporary Classified Administrator</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the employment of Alyson Bailey-Blair, Temporary Director of COVID-19 Response, effective November 1, 2021.
<i>Consideration of Transfer – Classified</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the transfer of Manuel Galicia, Outreach and Support Specialist (HEP), effective January 1, 2022.
<i>Consideration to approve Working Out Of Class Compensation</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working Out of Class Compensation for Jana Rauch as presented.
<i>Consideration of the Mendocino-Lake Community College District Reopens to Mendocino-Lake Community College Classified Bargaining Unit/SEIU, Local 1021 (MLCCCBU) 2022/23</i>	*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby receives the initial 2022/23 collective bargaining proposal from Mendocino-Lake Community College District and directs the Superintendent/President to receive related public comments prior to the December Board meeting.

Other Items

Fiscal Report as of *RESOLVED, That the Mendocino-Lake Community College District Board

September 30, 2021 of Trustees hereby accepts the fiscal report as of September 30, 2021, as presented.

Quarterly Fiscal Status Report – AB2910 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the Quarterly Fiscal Status Report as presented.

Authorization for Remote Teleconference Meetings – Resolution 11-21-01 *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopt Resolution #11-21-01 and authorizes the continuation of virtual meetings pursuant to the conditions outlined in Assembly Bill 361 as presented.

Sale of Surplus Property *RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize the sale of the surplus property as listed on Attachment A and further authorizes staff to dispose of property with an insufficient value to defray the costs of arranging a sale in a manner consistent with the College’s commitment to recycling.

ACTION ITEMS

Award of Contract – North County Center HVAC Project After reviewing the information presented and subsequent discussion, the board took the following action:

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby award the contract for the North County Center HVAC Project to Matrix HG, Inc. for \$92,244 with the following vote:

Ayes	Anderson, Myers, Nickerman, O’Neill, Tomkins, and Pinoli
Noes	None
Abstentions	None
Absent	Martinez
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 (Nickerman/O’Neill) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt Board Policy 2010- Board Membership; Board Policy 2200 – Board Duties and Responsibility; Board Policy 2431 – Superintendent/President Selection and Board Policy 2432 – Superintendent/President Succession as presented with the following vote:

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

Big Picture A presentation entitled “Big Picture/Big Projects at MLCCD” was made by

Director of Facilities Lojowsky.

Every June, the 5-year plan comes before the board for approval. We have now begun making some movement on those projects.

The District Priorities established by the Board of Trustees in October 2021 includes a priority which states “Demonstrate purposeful allocation of resources, make strategic investments in technology, infrastructure, facilities, and strengthen sustainable and resilient practices to create a supportive and collaborative 21st Century learning environment.” Some of the projects currently in the works include the following:

Self-Generation Incentive Program (SGIP) – This is a \$1.5 million dollar grant project which utilizes a battery storage system to capture excess electrical production during peak daylight times and deploys the production back to the District during times of peak electrical demand. Sunpower was awarded this project which includes a guaranteed savings of \$145,000 pr year for 15 years and is currently scheduled for installation in August 2022.

Emergency Access Road – Hensley Creek Road has one-way in and one-way out. The College Foundation began purchasing neighboring properties in 2015 with the goal of establishing an emergency access road. Establishment of an access road was a primary recommendation which came out of the active shooter drill held in conjunction with the Mendocino County Sheriff’s Department in 2016. With this in mind, we applied for the Community Foundation of Mendocino County resiliency Grant to help fund this project. Currently 30% of the plans are complete with a ROM estimate at \$1.5 million. Anticipated construction is slated for summer 2022.

North County Center Phase 2 – We submitted our initial project proposal in 2017 based on our enrollments at that time. We scored well at that time. The ACBO facilities task force changed the scoring metrics to align with Visions for Success from the Chancellor’s Office in 2019-20. With this change in mind, we resubmitted our proposal in 2020 and scored even better than our previous submission. We are now working on a Formal Project Proposal for submission in July 2022. The proposal would add an additional 12,000-15,000 square feet of space to the Center and the district would need to pay 50% of the total cost of the project. If approved, the additional space would open to students in the fall 2028.

Fine Woodworking at the Coast – This program is currently housed in an old warehouse building built in early 1980s. It is approximately 4,000 square feet in size and is located four miles away from the Coast Center campus. Our plan would be to move the Fine Woodworking program to the Coast Center which would create flexible maker space and would bring the woodworking students to the Coast Center and its culture.

Lake Center Parking Lots – Phase 2 – The parking lots need resurfacing. Phase 2 has not yet defined but enrollments are not yet ready to support the expansion. A 2018 study determined a 160 kWh solar carport system was

feasible.

Ukiah Campus – The parking lots are in worse shape than the Lake Center and are deteriorating. Currently, it is estimated there are 5-10 years useful life remaining. Current costs would equate to approximately \$1-\$2 million and no State funding can be used. We may need to possibly consider a parking fee in the future to cover these costs.

Trustee Anderson asked about the possibility of a microgrid as part of the SGIP project. Director Lojowsky stated we are definitely interested but when we applied for it as part of the grant, we did not get that portion. Trustee Anderson added the Lake Center also only has one-way in and one-way out. Director Lojowsky replied the Lake Center does not currently have the enrollments to support an alternative plan. Trustee Anderson then asked about the plan to increase enrollments. Vice President Polak addressed the enrollment question by stating enrollments began to decline with the fires in Lake County and was exacerbated with the COVID pandemic but we are currently working with dual enrollment as well as mapping a 4-year plan so students can see a pathway to meet their educational goals.

Trustee Myers asked about the access road and whether the neighbors are in agreement with this? Director Lojowsky stated he has spoken with the neighbor closest to the college and he agrees. He added there will be no additional traffic or congestion as the access road will be blocked by gates and will be used for emergencies access only.

Trustee Nickerman stated the construction program in Fort Bragg should build their own building.

Trustee O'Neill stated he is in support of all the projects and finds the upcoming changes very exciting.

Trustee Tomkins asked which of these projects is the most important? Director Lojowsky stated each project has its own benefits and all of the projects are important and have all gone through the participatory governance process.

Student Trustee Rodriguez added that all of these are great projects and we should look at matching the human infrastructure with the facilities.

Trustee Pinoli thanked Director Lojowsky for the information and the presentation. He added he would like to see the Superintendent/President draft a capital budget and bring to the board as an action item that could be used to fund some of these projects. This draft would then become part of the board budget priorities in the spring.

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 Lauren Simmonds who stated she had nothing to add.

Management Team

A written report was submitted by Management Team President Janet Daugherty who stated she had nothing to add.

TRUSTEE COMMUNICATION

*Board Policies
Additions and
Revisions – First
Reading*

Board policy 2015 – Student Member; Board Policy 2110 – Vacancies on the Board; Administrative Procedure 2110.1 – Vacancies on the Board; Board Policy 2305 – Annual Organizational Meeting; Board Policy 2310 – Regular Meetings of the Board; Board Policy 2315 – Closed Sessions; Board Policy 2320 – Special and Emergency Meetings; Administrative Procedure 2320.1 – Special and Emergency Meetings; Board Policy 2330 – Quorum and Voting; Board Policy 2340 – Agendas and Board Policy 2360 - Minutes were presented for review and discussion. Additional discussion and/or adoption of these policies will take place at the December 2021 board meeting.

*Board Policy
Deletion – First
Reading*

Board Policy 317 – Political Activity on Campus is presented for deletion. Additional discussion and/or action on this policy will take place at the December 2021 board meeting.

*College and Careers
Access Pathways
(CCAP) Partnership
Agreement – First
Reading*

A copy of a new College and Careers Access Pathways (CCAP) partnership agreement with the Leggett Valley Unified School District is presented as information for review. This agreement will be presented at the December 2021 board meeting for further discussion and action by the Board of Trustees

Trustee Reports

Trustees commented orally on their recent college-related activities.

Trustee Anderson informed the board he met with Lake Center Director Flores and Dean Xu regarding input he had received from the communities in Lake County regarding the college.

Trustee Martinez stated she had nothing to report

Trustee Myers informed the board she was able to attend the plant sale and met the new Agriculture instructor Kurt Voigt. She added the Classified FunRaiser is always a great event and encouraged the other trustees to participate.

Trustee Nickerman stated he had nothing to report.

Trustee O'Neill informed the other board members his participation on the Board Policy ad-hoc committee has been and continues to be very informative.

Trustee Tomkins stated he had nothing to add.

Student Trustee Rodriguez stated he is excited to be back on campus next spring and is wondering about any welcome back events. He added the ASMC would be anxious to participate and help in any way they can.

Trustee Pinoli informed the board about the possibility of holding a joint meeting with the Foundation during a meeting in January. He also added that trustees need to be thinking about who they would like to see as officers for the next year as the elections will be taking place at the December meeting.

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 – move to try and find a date for a workshop – wants to wait a little longer in order to have outside presenters, etc.
- 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.
- Board workshop for board members regarding the process and how we handle the public as a board
- An ongoing conversation about the role Student Trustees can have in their individual districts. Discussion would include what it would mean for the board. Trustee Martinez would also like to have more information about the role of the student trustee.

Adjournment With agenda business concluded, Board President Pinoli declared the meeting adjourned at 5:00 PM.

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

SUBJECT: ANNUAL ORGANIZATIONAL MEETING - ELECTION OF OFFICERS

SYNOPSIS:

The annual organizational meeting of the Board of Trustees includes selection of President, Vice-President and Clerk from among its members.

ANALYSIS:

In accordance with Education Code Section 35143, the annual organizational meeting of the Board of Trustees must be held within 15 days that commences with the second Friday in December.

Included in the organizational meeting is the election of a President, Vice President and Clerk of the Board from its members. The Superintendent/President serves as Secretary to the Board.

A history of past officers includes:

Officers who served in 2018:

Dave Geck, President
Marie Myers, Vice President
Robert Jason Pinoli, Clerk
J. Arturo Reyes, Secretary

Officers who served in 2019:

Robert Jason Pinoli, President
Marie Myers, Vice President
Phillip (Ed) Nickerman, Clerk
J. Arturo Reyes, Secretary
Eileen Cichocki, Secretary

Officers who served in 2020:

Robert Jason Pinoli, President
Marie Myers, Vice President
Xochilt Martinez, Clerk
Eileen Cichocki, Secretary
Timothy Karas, Secretary

Officers who served in 2021:

Robert Jason Pinoli, President
Marie Myers, Vice President
Xochilt Martinez, Clerk
Timothy Karas, Secretary

Upon conclusion of the November 2021 Board meeting, Trustees were requested to share their interest in serving as an officer with the Superintendent/President prior to the December 2021 meeting.

The vote shall take place sequentially by officer position. The President shall be elected first, followed by the Vice President, then the Clerk.

MOTION/ACTION:

To be determined at the meeting.

SUBJECT: ANNUAL ORGANIZATIONAL MEETING - MEETING DATES AND TIMES

SYNOPSIS:

The annual organizational meeting of the Board of Trustees includes selection of day and time of the Board of Trustee meetings.

In accordance with Education Code Section 35143, the annual organizational meeting of the Board of Trustees must be held within 15 days that commences with the second Friday in December.

Included in the organizational meeting is the setting of the day and time of the Board's monthly meetings for 2022.

In 2016, the Board set the second Wednesday of each month at the hour of 4:00 PM for its regular meetings, unless the second Wednesday conflicted with college holidays/breaks. Historically, the Board has met in Room 1060, MacMillan Hall, Ukiah Campus, 1000 Hensley Creek Road, Ukiah, with one meeting held yearly at each of the college center locations (Willits, Lakeport and Fort Bragg).

We are proposing setting the regular Board meetings for the second Wednesday of each month at the time of 4:00 PM. The April meeting would be held at the North County Center, the June meeting at the Lake Center and the September meeting at the Coast Center.

As we have done the past few years, we are proposing not holding a regular meeting in the month of July. After polling several community colleges across the state, we have found there to be many Boards who follow this schedule with no meeting during the month of July. We are also proposing to not hold a regular meeting in the month of January as the timing of the holidays and winter break will generate few if any items for the board to act upon. Any items brought forward during this time would be presented for consideration at the February 2022 meeting. There will be a special meeting/study session which will take place in the month of January.

Suggested dates for the 2022 meetings:

January 26, 2022**	February 9, 2022	March 9, 2022	April 6, 2022
May 11, 2022	June 8, 2022	August 10, 2022	September 14, 2022
October 12, 2022	November 9, 2022	December 14, 2022	

**Special meeting and/or study session

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the meeting dates and times as presented and/or as revised at the meeting.

SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

As the semester winds down and the festive season is in full swing. I want to say a joyous and heartfelt "thank you" to each of you for being part of this thriving, warm, generous and extraordinarily capable campus community, each working fearlessly toward the goal of making this world better for all.

While this season represents different things for all of us, they are often a time for reflection and remembrance, gatherings with family and friends, caring, giving, tradition, and celebration. However, the festive season is also a time to look forward to the future, to rest and recharge, and to plan for better days ahead.

I was delighted to spend time in Lake County at the Lake County Tribal Health facilities. I was able to learn more about their services, workforce needs and professional development programs. This information contributes to our dialog to build links between our agencies to benefit the people in our region.

I was able to attend Senator McGuire's town hall meeting regarding the Great Redwood Trail master plan. It was very informative to learn about the master planning process that will begin in 2022.

I want to congratulate MLCCD Student Trustee Rodriguez on being appointed by Governor Newsom to the California Student Aid Commission (CSAC). The press release can be read at <https://www.mendocino.edu/article/mendocino-college-student-trustee-appointed-governor-newsom-ca-student-aid-commission>

We are at the close of the Fall 2021 semester. Overall, the number of students is 199 higher (6%) than last year (Fall 2020) and the total FTES is 67.7 less (7%) than last year (Fall 2020). Given the circumstances related to the pandemic these numbers are encouraging. It should be noted the number of students being served is 17% below pre-pandemic levels.

Semester	Active Students	Number of Sections	TOTAL FTES
FALL 2021	3502	662	951.38
FALL 2020	3303	497	1019.08
FALL 2019	4251	750	1072.63

Physical Therapy Assistant

On December 2, the College received notification from the Commission on Accreditation in Physical Therapy Education (CAPTE) that the Physical Therapy Assistant Program has been granted accreditation for five years. This notification comes just in time to announce it to our first graduating class, completing their coursework

on December 10, 2021. This is the culmination of many years of several years of work under the leadership of Dean Dennis Aseltyne and faculty members Sara Bogner and Joe Munoz.

Interim Executive Dean/Director of Nursing

Peggy Goebel has been filling the role of Interim Executive Dean/Director of Nursing for the past two years. Her position ends on January 20, 2022. Over the past two years, Dr. Goebel has led the Nursing department through its most difficult times. She shepherded the department through its accreditation process, mentored faculty into leadership positions, recruited and hired new and part-time faculty for the program, and saw the department through a staffing transition. These duties were already a considerable load to take on. However, the remarkable fact is that she did all of this successfully in the context of the COVID-19 pandemic. The challenge of maintaining a successful department from the onset of the pandemic to current times cannot be overstated. It required creativity, persistence and a deep care for the students and faculty in the program. The District thanks Dr. Goebel for stepping in these last two years. The department is on much more stable ground because of her work and leadership.

Emergency Egress Road

We continue to work with engineers to refine the plans for the emergency exit road from the Ukiah campus out to Orr Springs Road. The cost is currently estimated to be \$1.6 million, which is down from the prior estimate of \$2.4 million. This reduction was expected as more studies are completed which lowers the contingency set aside for unknowns. At the Adopted Budget, the project was budgeted to be funded with \$1.5 million of COVID-19 relief HEERF funds and \$900,000 of general fund reserves. Unfortunately, the Department of Education rejected our request to use HEERF funds for this purpose. With the lowered cost estimate of \$1.6 million and assuming \$900,000 paid for from reserves, this leaves \$700,000 in funding to be determined. College administration continues to explore alternative funding sources.

Employee Holiday Breakfast

On Thursday, December 9th, faculty and staff gathered at the Lowery Student Center to celebrate the holidays. Breakfast items were generously provided by President Karas, including coffee, juice, bagels, cookies, yogurt and fruit. Those in attendance also participated in an ornament exchange. 19 employees brought a wrapped ornament and exchanged them with other employees. Last year during the pandemic college employees participated in a holiday event via zoom, which included an ugly sweater contest. This year the contest was held in person and the winner was Director of Fiscal Services Joe Atherton. This event would not have been possible without the coordination of Kris Bartolomei, Mary Lamb and Janet Daugherty.

CAMP End of Semester Activities

The College Assistance Migrant Program (CAMP) has wrapped up the semester by collecting loaned Chromebooks and TI-calculators from students. CAMP scholars have also been meeting with CAMP Counselor Jose Hernandez to review and register for Spring 2022 classes. Additionally, CAMP hosted its last workshop of the semester – Mental Health and Yoga as Self Care hosted by Meztli Avina and Griselda Madrigal. Both come from migrant/agricultural backgrounds and have greatly contributed to the experience of our students.

Transfer Coordination

Transfer Counselor/Coordinator Mark Osea planned and scheduled a wide range of activities for students during the month of November. There have been 9 CSU and UC application workshops and 1 virtual workshop hosted by SSU in which a total of 36 students participated. On November 30th, the Counseling & Transfer Center hosted a last-minute drop-in application assistance, and it was co-facilitated by FYI Counselor Brenda Estrada. Counselor/Coordinator Osea is continuing to reach out to our university partners. Most recently he reached out to both Humboldt State University and Sonoma

State University to hopefully develop a 2+2 roadmap for the Computer Science Associate Degree for Transfer. Dean Amanda Xu has also connected with the Counseling & Transfer Center for some Spring semester events for the centers. The Counseling and Transfer Center will continue to develop consistent transfer services on the main campus as well as at our Centers.

In-Person Outreach Efforts

The Outreach Team has been gradually transitioning to more onsite and in-person services during their community outreach. They have established schedules with our Reg2Go high school partners. Most recently, on Thursday, December 2nd, the Outreach Team, including Equity Counselor Apryl Guisasola spent the day in Covelo assisting with Spring registration. Prior to the pandemic, the Outreach and Equity Counselor, were connecting with agency partners in the Covelo community to expand services to the community.

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. 7300.

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 7300, Employment/Termination of Short-Term and 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
Albuquerque	Lilia	Program Specialist	ESL	1/1/2022	6/19/2022
Allard-Wilcox Cabrera De	Monet	Agricultural Aid 2	Agriculture	1/1/2022	6/19/2022
Duenas	Marlene	Associate Teacher IV	Child Dev. Ctr.	1/1/2022	6/19/2022
Caraballo Morillo	Anali	Program Specialist	ML ACE	12/20/2021	6/19/2022
David	Erika	Professional Expert - Art Model	Instruction	1/1/2022	6/19/2022
DeFranco	Virginia	Custodian	Facilities	1/1/2022	6/19/2022
Delgado	Denise	Associate Teacher IV	Child Dev. Ctr. Student	1/1/2022	6/19/2022
Escobedo	Katherine	Program Specialist	Services Learning	1/1/2022	6/19/2022
Feliciano	Diana	Program Specialist (ESL)	Center	1/1/2022	6/19/2022
Ferrante	Bryce	Agricultural Aid 2	Agriculture	1/1/2022	6/19/2022
Fruge	Tawnie	Associate Teacher III Food Services Worker	Child Dev. Ctr.	1/1/2022	6/19/2022
Fruge	Tawnie	(Substitute)	Child Dev. Ctr.	1/1/2022	6/19/2022
Garcia	Adrian	Custodian	Facilities	1/1/2022	6/19/2022
Grady	Michael	Lab Tech - Chemistry	Centers (Coast)	1/1/2022	6/19/2022
Guhde	Margaret	Center Assistant	Centers (NCC)	1/1/2022	6/19/2022
Hill	Andy	Agricultural Aid 2	Agriculture	1/1/2022	6/19/2022
Hodgson	George	Agriculture Aide 1	Agriculture	1/1/2022	6/19/2022
Humphry	Alex	Security/Utility Worker	Facilities	1/1/2022	6/19/2021
Jamison-Collins	Rayonna	Professional Expert - Basketball	Athletics	12/15/2021	6/19/2022
Jones	Heather	Gallery Technician	Instruction	1/1/2022	6/19/2022
Kerr	Ingrid	Professional Expert - Art Model	Instruction	1/1/2022	6/19/2022
Knight	Gabriel	Professional Expert - Basketball	Athletics	12/1/2021	6/19/2022
Knutson	Robin	Professional Expert- Pianist	Centers (Coast)	1/18/2022	5/31/2022
Kuhn Fornari	Melissa	Program Assistant	Centers (Coast) Student	1/1/2022	6/19/2022
Lazaro	Caitlin	Program Specialist	Services	1/1/2022	6/19/2022
Luciani	Talya	Agricultural Aid 2	Agriculture	1/1/2022	6/19/2022
Macias	Avelino	Recycle Worker	Facilities	1/1/2022	6/19/2022
Magdaleno	Caiden	Agriculture Aide 1	Agriculture	1/1/2022	6/19/2022
Martinez	Julisa	Associate Teacher IV Food Services Worker	Child Dev. Ctr.	1/1/2022	6/19/2022
Medina	Obdulia	Substitute	Child Dev. Ctr.	1/1/2022	6/19/2022
Medina	Obdulia	Associate Teacher IV	Child Dev. Ctr.	1/1/2022	6/19/2022
Moreno Peredia	Oscar	Program Specialist	HEP	1/1/2022	6/19/2022
Moreno Peredia	Oscar	Test Proctor	HEP	1/1/2022	6/19/2022
Ortega	Rebeca	Administrative Assistant I	Student Svcs.	1/1/2022	6/19/2022
Pena	Fabiola	Associate Teacher IV	Child Dev. Ctr.	1/1/2022	6/19/2022
Postras	Grace	Agriculture Aide 1	Agriculture	1/1/2022	6/19/2022

Short Term Non-Continuing (STNC) Employees (continued)

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

Last Name	First Name	Position	Department	Start Date	End Date
Ramirez	Cindyteresa	Center Assistant	Centers (Lake)	1/1/2022	6/19/2022
Ramirez-Gonzalez	Andrea	Assistant Teacher	Child Dev. Ctr.	1/1/2022	6/19/2022
Ramirez-Gonzalez	Andrea	Food Services Worker (Substitute)	Child Dev. Ctr.	1/1/2022	6/19/2022
Rodriguez-Zamora	Neydi	Center Assistant	Centers (Lake)	1/1/2022	6/19/2022
Ruiz	Yarely	Assistant Teacher	Child Dev. Ctr.	1/1/2022	6/19/2022
Ruiz	Gubed	Instructional Aid	Auto	1/1/2022	6/19/2022
Ruiz	Guillermina	Custodian	Facilities	1/1/2022	6/19/2022
Saderland	Susan	Custodian	Facilities	1/1/2022	6/19/2022
Sorensen	Erik	Agricultural Aid 2	Agriculture	1/1/2022	6/19/2022
Stone	Amber	Center Assistant	Centers (NCC) Athletics	1/1/2022	6/19/2022
Tassin	Saundra	Program Assistant	(Adaptive PE)	1/1/2022	6/19/2022
Thompson	Jessica	Lab Tech - Ceramics	Centers (Coast)	1/1/2022	6/19/2022
Thompson	Christopher	Custodian	Facilities	1/1/2022	6/19/2022
Trejo	Maria Ma	Custodian	Facilities	1/1/2022	6/19/2022
Trejo	Concepcion	Custodian	Facilities	1/1/2022	6/19/2022
Vargas	Alyana	Assistant Teacher	Child Dev. Ctr.	12/10/2021	6/19/2022
Velasquez	Jordi	Agriculture Aide 1	Agriculture	1/1/2022	6/19/2022
Waddle	Diana	Library Assistant	Library Student	1/18/2022	5/20/2022
Whipple	Monica	Program Specialist	Services	1/1/2022	6/19/2022
Zuniga	Lucia	Custodian	Facilities	1/1/2022	6/19/2022

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
Alvarez	Kelly	Tutor	Tutor	1/1/2022	6/19/2022
Alvarez	Lisette	Assistant Teacher	CDV	1/1/2022	6/19/2022
Bailey	Matthew Anthony	Tutor	Tutor	1/1/2022	6/19/2022
Billy	Jordan	Tutor	Tutor	1/1/2022	6/19/2022
Bostick	Asierra	Assistant Teacher	CDV	1/1/2022	6/19/2022
Bray	Leland	Tutor	Tutor	1/1/2022	6/19/2022
Campbell	Stuart	Tutor	Tutor	1/1/2022	6/19/2022
Cavenay	Marisa	Tutor	Tutor	1/1/2022	6/19/2022
Ceja	Raul	Tutor	Tutor	1/1/2022	6/19/2022
Cisneros	Christoper	Tutor	Tutor	1/1/2022	6/19/2022
Cortes-Zepeda	Brian	Tutor	Tutor	1/1/2022	6/19/2022

Student Employees (continued)

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

Last Name	First Name	Position	Department	Start Date	End Date
Duong	Wesley	Tutor	Tutor	1/1/2022	6/19/2022
Gallegos	Carmen	Tutor	Tutor	1/1/2022	6/19/2022
Hernandez	Jorge	Tutor	Tutor	1/1/2022	6/19/2022
Peters	Charley	Tutor	Tutor	1/1/2022	6/19/2022
Smith	Yvonne	Tutor	Tutor	1/1/2022	6/19/2022
Walker	Rayna	Tutor	Tutor	1/1/2022	6/19/2022

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
Altamirano	Ricardo	Tutor	Learning Ctr.	1/1/2022	6/19/2022
Barnard	Joshua	Tutor	Learning Ctr.	1/1/2022	6/19/2022
Cruz Casanova	Gabriel	Tutor	HEP/MLACE	1/1/2022	6/19/2022
Gallegos	Carmen	Tutor	Learning Ctr.	1/1/2022	6/19/2022
Gallegos Ruiz	Miriam	Tutor	HEP/MLACE	1/1/2022	6/19/2022
Holden	Robyn	Tutor	Learning Ctr.	1/1/2022	6/19/2022
Jaurez	Sandra	Tutor	Learning Ctr.	1/1/2022	6/19/2022
Lauderdale	Joshua	Tutor	Learning Ctr.	1/1/2022	6/19/2022
Parsons	Sofia	Tutor	Tutor	1/1/2022	6/19/2022
Perez	Nancy	Tutor	Learning Ctr.	1/1/2022	6/19/2022
Rodriguez	Teresa	Tutor	HEP/MLACE	1/1/2022	6/19/2022
Rosales	Gladis	Tutor	HEP/MLACE	1/1/2022	6/19/2022
Rystad	Connie	Tutor	Learning Ctr.	1/1/2022	6/19/2022
Sawley	Hannah	Tutor	Learning Ctr.	1/1/2022	6/19/2022
Schlerf	Haley	Tutor	MESA	1/1/2022	6/19/2022
Tyner	Christopher	Tutor	MESA	1/1/2022	6/19/2022
Urzua	Luis	Tutor	MESA	1/1/2022	6/19/2022
Vivas Navarro	Monica	Tutor	HEP/MLACE	1/1/2022	6/19/2022

ITEM NO: 5.2
DATE: December 15, 2021

SUBJECT: EMPLOYMENT – PART-TIME FACULTY

SYNOPSIS:

Employment of Part-Time Faculty for the Spring 2022 semester.

RECOMMENDATION:

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

ANALYSIS:

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

Reference Board Policy 7120, Recruitment and Hiring

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the employment of the Part-Time Faculty for the Spring 2022 semester as presented pending receipt of all necessary employment eligibility requirements.

EMPLOYMENT – PART-TIME FACULTY SPPRING 2022 SEMESTER

Name	Position	Location
Adams, Alicia	Administration of Justice Instructor	Lake Center
Ahders, Heidi	Mathematics Instructor	Online
Albuquerque, Lilia	English as a Second Language Instructor	Online
Arreguin, Daniel	Spanish Instructor	Fort Bragg
Arrington, Deborah	Health-Paramedic Instructor	Lake Center
Arthur, Lorraine	Art - Painting, Drawing Instructor	Lake Center
Bach, Craig	Sustainable Technologies Instructor	Ukiah
Bailey, Aaron	English Instructor	Lake Center
Bailey, Jeffrey	Art Instructor	Online
Bales, Alicia	Music Instructor	Ukiah
Barrett, Jennifer	Business Office Technology Instructor	Willits
Bayer, Lucille	English Instructor	Ukiah
Beeken, Arthur	Sustainable Technologies Instructor	Ukiah
Bell, Joseph	History Instructor	Fort Bragg
Bell, Rose	History Instructor	Online
Beloshapko, Anastasia	Psychology Instructor	Online
Benson-Martin, May	Astronomy Instructor	Online/Fort Bragg
Bentien, Marla	English As a Second Language Non-Credit	Ukiah
*Bhandari, Keshab	Computer Science Instructor	Online
Bishop, Elaine	Computer Science Instructor	Lake Center/Ukiah
Bjur, Garrick	History Instructor	Lake Center
Boswell, Glen	Automotive Technology Instructor	Ukiah
Britton, Kelda	Career and College Success	Covelo/Round Valley
Brown, Carolyn	Agriculture Instructor	Ukiah
Brunner, Jeffrey	English Instructor	Online
Bruton, Emily	Biology Instructor	Online/Ukiah
Budlong, James	Wood Instructor	Fort Bragg
Buffalo, Daniel	Business Instructor	Online/Lake Center
Burke, Nicole	Counselor, Part-Time Hourly	Online/Ukiah
Burokas, Nina	Business Instructor	Online
Buzzell, Nancy	Child Development Instructor	Online
Byrn, Karl	History Instructor	Online
Cannon, Taylor	Sociology Instructor	Online
Cantrell, Tatiana	Child Development Instructor	Ukiah
Carey, Jill	Child Development Instructor	Ukiah
Carlson, Casey	Career and College Success	Lake Center
Castillo, Guillermo	Education Instructor	Online
Chaidez, Adan	Counselor, Part-Time Hourly	Online/Ukiah
Chaidez, Nayeli	Counselor, Part-Time Hourly	Online/Ukiah
Clark, Jennifer	English Instructor	Online
Cloonan, Linda	Clothing Instructor/Art Instructor - Non-Credit	Online/Coast Center
Cohen, Mina	Art - Painting, Drawing Instructor	Online
Cox, Kathleen	Spanish Instructor	Boonville/Anderson Valley
Crabtree, Michael	Fire Science Instructor	Willits
Crowley, Jared	Biology Instructor	Fort Bragg
Cuellar, Angela	Child Development Instructor	Fort Bragg/Lake/Willits
Cunningham, Sarah	Music Instructor	Lake Center
Dachani, Akanit	Digital Arts Media Instructor	Online
*Daitoku, Katie	History Instructor	Lake Center

EMPLOYMENT – PART-TIME FACULTY SPRING 2022 SEMESTER

Name	Position	Location
Davis, Daniel	Computer Science Instructor	Online/Lake Center/Ukiah
Davis-Lawler, Rebecca	History Instructor	Lake Center
Dawood, Noor	Basic Skills Instructor Non-Credit	Online
De Grassi, Alexander	Music Instructor	Online/Ukiah
Dease, Melanie	Counselor, Part-Time Hourly	Online/Fort Bragg
Decker, Melinda	Business Instructor	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
Dursteler, Katrena	Child Development Instructor	Ukiah
Dwyer, Molly	English Instructor	Fort Bragg
Escobedo, Katherine	Athletics	Ukiah
Esserman Melville, Sara	Learning Skills Instructor	Ukiah
Eubank, Clay	Fire Science Instructor	Boonville/Anderson Valley
Fedorka, Magi	Nursing - Registered Nursing Instructor	Ukiah
Feigin, Kathryn	Human Services Instructor	Ukiah
*Feliciano, Diana	English as a Second Language Instructor	Ukiah
Fenwick, Richard	Automotive Technology Instructor	Ukiah
Franz, Connor	Athletics	Ukiah
Gallegos, Miriam	Basic Skills Instructor Non-Credit	Ukiah
Garcia, Alonso	Nursing - Registered Nursing Instructor	Ukiah
Gomez, Diana	Education Instructor	Online
Gonzalez, Ignacio	Real Estate Instructor	Ukiah
Gordon, Matt	Athletic Director	Ukiah
Gottlieb, Gary	Art Instructor	Lake Center
Gowan, Theresa	Health-Transfer Instructor	Ukiah
Grady, Michael	Chemistry Instructor	Fort Bragg
Gray, Gary	Business Instructor	Online
Green, Tobias	History Instructor	Fort Bragg
Halper, Pauline	Art Instructor	Willits
Hee-Chorley, Lorraine	Speech Instructor	Fort Bragg
Hellman, Steven	English Instructor	Online/Lake Center/Willits
Hendershot, Chelsea	Business Instructor	Online
Heston, Pamela	Administration of Justice Instructor	Ukiah/Willits
Hjorth-Westh, Ejler	Wood Instructor	Fort Bragg
Hoefler, Eric	Mesa/Stem Success Director	Ukiah
Holl, Merie	Counselor, Part-Time Hourly	Online/Ukiah
Holt, Paul	Business Instructor	Lake Center
Hoomalu, Michelle	Nursing - Registered Nursing Instructor	Ukiah
Hughes, Michael	Political Science Instructor	Covelo/Round Valley
Ineich, Chris	Biology Instructor	Ukiah
Iversen, Mary	Career and College Success	Fort Bragg
Ives, Aeron	Mathematics-Basic Skills Instructor	Online
Jacobsen, M. Feodora	Nursing - Registered Nursing Instructor	Ukiah
Jayne, Candace	Nursing - Registered Nursing Instructor	Ukiah
Jenkins, Alese	Human Services Instructor	Online
Jenkins, Daniel	Alcohol and Other Drugs Instructor	Online
Jensen, Zane	History Instructor	Lake Center

EMPLOYMENT – PART-TIME FACULTY SPPRING 2022 SEMESTER

Name	Position	Location
Jernigan, Jeremy	Music Instructor	Lake Center
Johnson, Cameron	English As a Second Language Non-Credit	Online/Ukiah
Johnson, Cassandra	Child Development Instructor	Online/Lake Center
Johnson, Deborah	Computer Science Instructor	Ukiah
Johnson, Shirley	Sustainable Technologies Instructor	Online
Jones, Elise	Psychology Instructor	Online
Jones, Heather	Digital Arts Media Instructor	Ukiah/Lake Center
*Jones, Morgan	Geology Instructor	Online/Ukiah
Kendl, Andrew	Administration of Justice Instructor	Online
Kendrick, Maresa	Child Development Instructor	Online/Covelo/ Round Valley
Kerrigan, Trilby	Human Services Instructor	Online
Kidwell, Suzanne	Computer Science Instructor	Willits
Killian, Rose	Clothing Instructor	Ukiah
Killops, Jessica	Nursing - Registered Nursing Instructor	Ukiah
Kuhn Fornari, Melissa	English as a Second Language Instructor	Fort Bragg
Lam-Hansard, Katherine	Economics Instructor	Online
Larkin, Emma	Nursing - Registered Nursing Instructor	Online/Ukiah
Larsen, Erick	Mathematics Instructor	Fort Bragg/Lake Center
Lau, Alvin	American Sign Language Instructor	Ukiah/Willits
Liljebblad, Jonathan	Political Science Instructor	Online
Lukrich, Cathleen	Nursing - Registered Nursing Instructor	Online
MacDougall, Elizabeth	Music Instructor	Online/Ukiah
Magann, Carl	Fire Science Instructor	Online/Ukiah/ Willits
Maglinte, Ann	Art - Painting, Drawing Instructor	Online/Willits
Makdisi, Eve	Physical Therapy	Online/Ukiah
Martinez, Chantell	Administration of Justice Instructor	Ukiah
Martinez, Marcee	Physical Therapy	Online
McCallister, Donelle	Agriculture Instructor	Lake Center
McCauley-Callagy, Susan	Kinesiology	Online
McCord, Kailyn	English Instructor	Fort Bragg
McCormick, Jeffery	Physical Therapy	Online
McIntire, Daniel	Real Estate Instructor	Ukiah
McKay, Carol	Child Development Instructor	Ukiah
McKinney, William	Art - Ceramics Instructor	Lake Center
McNutt, Colleen	Business Instructor	Ukiah
Meier, Dustin	Physical Therapy	Ukiah
Melcher, Wendy	Nursing - Registered Nursing Instructor	Ukiah
Merritt, Robert	Physical Therapy	Ukiah
Metzger, Angela	English Instructor	Lake Center
Miller, Collin	Physical Ed - General Instructor	Ukiah
Molina, Michele	English as a Second Language Instructor	Lake Center
Mondfrans, Wendy	Administration of Justice Instructor	Online/Lake Center
Moore, Jazzminh	Art - Painting, Drawing Instructor	Ukiah
Morgan, Heidi	Psychology Instructor	Online
Munoz, Lacey	Physical Therapy	Online
Myklebust, Martha	Child Development Instructor	Online/Willits
Novak, John	Automotive Technology Instructor	Ukiah
Obenyah, Christina	Nursing - Registered Nursing Instructor	Ukiah
Offill, William	Athletics	Ukiah

EMPLOYMENT – PART-TIME FACULTY SPPRING 2022 SEMESTER

Name	Position	Location
Olson, Menaka	Communications Instructor	Online/Ukiah
Orpustan-Love, Denise	Sociology Instructor	Online
*Ortiz, Xavier	Automotive Technology Instructor	Ukiah
Orvis, Dana	Nursing - Registered Nursing Instructor	Ukiah
Palmer, Jonathan	Art Instructor	Fort Bragg
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/Willits
Prather, Douglas	Anthropology Instructor	Ukiah/Lake Center
Price, Christine	Alcohol and Other Drugs Instructor	Ukiah
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	Willits
Rodriguez, Teresa	Basic Skills Instructor Non-Credit	Fort Bragg
Rohlicek, Louis	History Instructor	Online
Rojas, Ana	Spanish Instructor	Online/Fort Bragg
Rosales, Gladis	Basic Skills Instructor Non-Credit	Ukiah
Samota, Sue	Counselor, Part-Time Hourly	Online/Lake Center
Schon-Brunner, Eryn	Theatre Arts - Dancing Instructor	Online/Ukiah
Schwartz, Larry	Physical Education - Fitness	Ukiah
Scott, Melissa	Mathematics Instructor	Ukiah
Scott, Remie	Chemistry Instructor	Ukiah
Seltzer, Charles	Human Services Instructor	Online/Ukiah
Sharrett, Zachary	Chemistry Instructor	Ukiah
Shaw, Joseph	Administration of Justice Instructor	Fort Bragg
Shepherd, Dennis	English Instructor	Online/Covelo/ Round Valley
Shieh, Amanda	Mathematics Instructor	Online
Sholars, Teresa	Agriculture Instructor	Fort Bragg
Siderakis, Julia	Culinary Arts Mgmt - Culinary Instructor	Online/Ukiah
Simpson, Marilyn	Music Instructor	Online/Ukiah/ Willits
Slocinski, Lech	Digital Arts Media Instructor	Ukiah
Smart, Tanya	Biology Instructor	Fort Bragg
Smith, Kenneth	Mathematics Instructor	Online/Willits
Snider, Michelle	Mathematics Instructor	Willits/Fort Bragg/Lake Center/Round Valley
Spence, Gordon	Health-Transfer Instructor	Willits
Stump, Samuel	Career and College Success	Fort Bragg
*Suarez, Ruby	Mathematics Instructor	Boonville/Anderson Valley
Summit, Debra	Nursing - Registered Nursing Instructor	Ukiah
*Swanson, Catherine	English as a Second Language Instructor	Covelo/Round Valley
Thomas, Alexander	Economics Instructor	Online/Ukiah
*Thomas, Shirlee	History Instructor	Online/Willits/ Covelo/Round Valley
Thompson, Jessica	Art - Ceramics Instructor	Fort Bragg
Thomsen, Kirk	Fire Science Instructor	Online
Tilton, Kathryn	Theatre Arts - Dancing Instructor	Willits

EMPLOYMENT – PART-TIME FACULTY SPPRING 2022 SEMESTER

Name	Position	Location
Timm, Janice	Music Instructor	Ukiah
Tiriboyi, Marilyn	Business Instructor	Fort Bragg/Willits
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
Tyner, Kris	Mathematics Instructor	Online
Vaccaro, Erin	Biology Instructor	Online
Vetzmadian, Shushan	English as a Second Language Instructor	Lake Center
Von Vogt, Margaret	Basic Skills Instructor Non-Credit	Online/ Boonville/ Anderson Valley
Wakefield, J. David	English Instructor	Lake Center
Walker, Glenn	Agriculture Instructor	Ukiah
Wallace, Rebecca	Art Instructor	Fort Bragg
Watson-Krasts, Dena	Theatre Arts - Dancing Instructor	Online/Ukiah
Weber, David	Computer Science Instructor	Online
Weiss, Elizabeth	Business Instructor and Counselor, Part-Time Hourly	Online/Lake Center
*Welch, Diane	Psychology Instructor	Online
Windsor, Jenni	Music Instructor	Fort Bragg
Wingler, Douglas	Athletics	Ukiah
Woods, Denise	Biology Instructor	Ukiah/Lake Center
Young, Rachel	Theatre Arts - Dancing Instructor and Counselor, Part-Time Hourly	Online/Ukiah
Zarate, Hilleary	Sociology/Ethnic Studies Instructor	Online/Ukiah
Zeni, Michael	Welding Instructor	Lake Center
Zepeda, Gayle	Human Services Instructor	Online/Ukiah/ Willits/Fort Bragg/Lake Center
Zhang, Min	Mathematics Instructor	Online
Zotter, Frank	Business Instructor	Online/Ukiah/ Lake Center

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

ITEM NO: 5.3
DATE: December 15, 2021

SUBJECT: EMPLOYMENT – CLASSIFIED

SYNOPSIS:

Employment of an Admissions and Records Specialist, Facilities Specialist, and Nursing Program Support Technician.

RECOMMENDATION:

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

ANALYSIS:

Mayra Benitez

Admissions and Records Specialist
Range 25/Step 1

Effective: January 1, 2022
12 month at 40 hours/week

Colin Freeman

Facilities Specialist
Range 21/Step 1

Effective Date: January 1, 2022
12 month at 40 hours/week

Sonji Griffith-Nnoli

Nursing Program Support Technician
Range 27/Step 1

Effective: January 1, 2022
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 Mayra Benitez as Admissions and Records Specialist, effective January 1, 2022; Colin Freeman as Facilities Specialist, effective January 1, 2022; and Sonji Griffith-Nnoli as Nursing Program Support Technician, effective January 1, 2022 pending receipt of all necessary employment eligibility requirements.

ITEM NO: 5.4
DATE: December 15, 2021

SUBJECT: EMPLOYMENT – EDUCATIONAL ADMINISTRATOR

SYNOPSIS:

Employment of Assistant Dean, Health Careers/Nursing Program Director

RECOMMENDATION:

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

ANALYSIS:

Suzanne Hewitt, DNP, MSN, FNP-C
Assistant Dean, Health Careers/Nursing Program Director
Effective: January 1, 2022
Contract Period: January 1, 2022-December 31, 2022
Range 40/Step 1

Dr. Hewitt earned her Doctor of Nursing Practice from California State University, Fresno and holds a Master of Science in Nursing from Baylor University. She is currently licensed as a Family Nurse Practitioner; most recently practicing at Mendocino Coast District Hospital and Ukiah Valley Medical Center. She has over 37 years of direct Nursing experience with over 10 years of Clinical mentorship. Dr. Hewitt has most recently taught as a full-time Nursing faculty for Mendocino College since January 2020 and as Assistant Nursing Program Director since January 2021.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Suzanne Hewitt, Assistant Dean, Health Careers/Nursing Program Director, effective January 1, 2022, pending receipt of all necessary employment eligibility requirements.

ITEM NO: 5.5
DATE: December 15, 2021

SUBJECT: TRANSFER - CLASSIFIED

SYNOPSIS:

Transfer from .5 FTE to 1.0 FTE for CAMP Assistant

RECOMMENDATION:

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

ANALYSIS:

Jessica Sanchez, a .5 FTE CAMP Assistant/.5 FTE FYI Assistant was notified of .5 FTE FYI Assistant layoff at the October 2021 Board of Trustees Meeting.

A request to utilize existing funds to increase the .5 FTE CAMP Assistant position to 1.0 FTE was approved by the CAMP grant monitor for 1/1/2022-6/30/2022.

As such, the .5 FTE CAMP Assistant position held by Jessica Sanchez shall move to a 1.0 FTE temporarily, as approved, from 1/1/2022-6/30/2022.

Effective January 1, 2022-June 30, 2022

Ms. Sanchez shall be a 1.0 FTE CAMP Assistant

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the transfer of Jessica Sanchez, CAMP Assistant, effective January 1, 2022.

ITEM NO: 5.6
DATE: December 15, 2021

SUBJECT: RESIGNATION – CLASSIFIED

SYNOPSIS:

Resignation - Classified

RECOMMENDATION:

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

ANALYSIS:

Lauren Simmonds
Career Center Specialist
Effective: January 14, 2022

Reference Board Policy 7350, Resignations

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Lauren Simmonds, Career Center Specialist, effective January 14, 2022.

ITEM NO: 5.7
DATE: December 15, 2021

SUBJECT: RESIGNATION – EDUCATIONAL ADMINISTRATOR

SYNOPSIS:

Resignation – Educational Administrator

RECOMMENDATION:

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

ANALYSIS:

Dennis Aseltyne
Dean of Applied Academics
Effective: June 30, 2022

Reference Board Policy 7350, Resignations

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the resignation of Dennis Aseltyne, Dean of Applied Academics, effective June 30, 2022.

ITEM NO: 5.8
DATE: December 15, 2021

SUBJECT: WORKING OUT OF CLASS COMPENSATION

SYNOPSIS:

Due to temporary additional basic needs coordination to a position, Classified staff has been assigned additional duties.

RECOMMENDATION:

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

ANALYSIS:

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

Naoto Horiguchi – Student Life Specialist
Due to duties completed during program onboarding coordination
Period: 1/1/2022-6/31/2022
Compensation: 5% increase

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the Working out of Class of: Naoto Horiguchi

ITEM NO: 6.1
DATE: December 15, 2021

SUBJECT: FISCAL REPORT AS OF OCTOBER 31, 2021

SYNOPSIS:

A report on District fiscal data as of October 31, 2021

RECOMMENDATION:

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

ANALYSIS:

The fiscal report as of October 31, 2021 is submitted as information. The Board of Trustees is requested to accept the report.

Reference Board Policy 6300, Fiscal Management

MOTION/ACTION:

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

Mendocino-Lake Community College District
General Fund
2021/22 Fiscal Report as of October 31, 2021

	2021/22 Working Budget	Year-to-date Actuals	Balance	%	
				Rec/Exp	
REVENUE					
	Beginning Fund Balance	\$9,805,740			
FEDERAL					
	Federal Forest Reserve	\$35,000	\$0	\$35,000	0%
	Federal Work Study	120,000	0	120,000	0%
	CAMP	562,169	107,116	455,053	19%
	PELL Grant Administration	7,500	0	7,500	0%
	HEP	554,592	58,396	496,196	11%
	HSI	176,772	61,655	115,117	35%
	CTEA	144,615	0	144,615	0%
	HEERF	5,095,955	1,751,322	3,344,633	34%
	Other Federal Revenue	118,702	0	118,702	0%
	TOTAL FEDERAL SOURCES	\$6,815,305	\$1,978,489	\$4,836,816	29%
STATE					
	State General Apportionment	\$10,674,287	\$3,864,222	\$6,810,065	36%
	Education Protection Account	2,927,190	731,797	2,195,393	25%
	Board of Governors Grant	37,774	14,354	23,420	38%
	Student Equity and Achievement	1,742,932	873,653	869,279	50%
	Part-time Faculty Office Hours	11,000	0	11,000	0%
	FT Faculty Hiring	329,884	118,723	211,161	36%
	Part-time Faculty Compensation	109,002	34,606	74,396	32%
	AEBG Adult Education Block Grant	2,155,323	928,978	1,226,345	43%
	CTE Strong Workforce Program	3,479,033	2,486,898	992,135	71%
	Construction State Grant	813,790	813,790	0	100%
	Other Categorical Apportionments	1,271,871	1,269,387	2,484	100%
	TANF	40,959	0	40,959	0%
	DSPS	477,485	227,970	249,515	48%
	CALWORKS	287,706	151,701	136,005	53%
	BFAP	172,560	64,573	107,987	37%
	EOPS	873,548	333,967	539,581	38%
	EOPS CARE	91,085	26,868	64,217	29%
	MESA	71,545	0	71,545	0%
	Other Categorical Program Allowances	290,325	160,722	129,603	55%
	State Subventions	211,829	0	211,829	0%
	Lottery	811,319	78,934	732,385	10%
	Mandated Cost Reimbursements	79,250	0	79,250	0%
	Other State Revenue	464,031	497,827	-33,796	107%
	TOTAL STATE SOURCES	\$27,423,728	\$12,678,970	\$14,744,758	46%
LOCAL					
	Property Taxes	\$10,630,918	\$0	\$10,630,918	0%
	Local Contributions/Grants/Donations	400,800	200,800	200,000	50%
	Contract Instructional Services	15,000	0	15,000	0%
	Rents/Leases (Facilities Use)	56,000	21,736	34,264	39%
	Interest	59,000	19,048	39,952	32%
	Community Extension	6,000	0	6,000	0%
	Student Fees	1,261,000	759,349	501,651	60%
	Bookstore Commission	10,000	0	10,000	0%
	Other Local Revenue	342,448	275,447	67,001	80%
	TOTAL LOCAL SOURCES	\$12,781,166	\$1,276,380	\$11,504,786	10%
	TOTAL REVENUES	\$47,020,199	\$15,933,839	\$31,086,360	34%
	TOTAL RESOURCES AVAILABLE	\$56,825,939			
EXPENDITURES					
	Certificated Salaries	\$13,310,212	\$3,601,797	\$9,708,415	27%
	Classified Salaries	7,414,014	2,188,943	5,225,071	30%
	Benefits	9,024,722	2,572,551	6,452,171	29%
	Subtotal Personnel Costs	\$29,748,948	\$8,363,291	\$21,385,657	28%
	Supplies	\$2,042,177	\$370,970	\$1,671,207	18%
	Services	6,880,372	1,350,593	5,529,779	20%
	Capital Outlay	4,206,520	1,062,409	3,144,111	25%
	Transfers/Other Outgo	5,589,549	622,381	4,967,168	11%
	TOTAL EXPENDITURES	\$48,467,566	\$11,769,644	\$36,697,922	24%
	Ending Fund Balance	\$8,358,373			
	TOTAL EXPENDITURES/CONTINGENCY	\$56,825,939			

ITEM NO: 6.2
DATE: December 15, 2021

SUBJECT: AUTHORIZATION FOR REMOTE TELECONFERENCE MEETINGS -
RESOLUTION #12-21-01

SYNOPSIS:

Adoption of Resolution #12-21-01, Authorization for Remote Teleconference Meetings

RECOMMENDATION:

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

ANALYSIS:

Assembly Bill AB361 provides legislation that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions. Those conditions include:

1. If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:
 - A. The legislative body has reconsidered the circumstances of the state of emergency.
 - B. Any of the following circumstances exist:
 1. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 2. State or local officials continue to impose or recommend measures to promote social distancing.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby adopt Resolution #12-21-01 and authorizes the continuation of virtual meetings pursuant to the conditions as outlined in Assembly Bill 361 as presented.

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

RESOLUTION 12-21-01

**AUTHORIZATION FOR REMOTE TELECONFERENCE MEETINGS PURSUANT
TO BROWN ACT PROVISIONS INCLUDED IN ASSEMBLY BILL (AB) 361 (RIVAS)**

WHEREAS, the Mendocino-Lake Community College District is committed to preserving and nurturing public access and participation in meetings of the Board of Trustees; and

WHEREAS, all meetings of Mendocino-Lake Community College District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950–54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19); and

WHEREAS, on April 15, 2020, the Board of Trustees of Mendocino-Lake Community College District officially declared a state of emergency for the district; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings; and

WHEREAS, following the issuance of Executive Order N-29-20, the Mendocino-Lake Community College District Board of Trustees began to conduct all public meetings virtually using the Zoom teleconference platform and has continued conducting all public meetings virtually since that time; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which indicated that the authorization for holding virtual meetings outlined in Executive Order N-29-20 would expire on September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed [Assembly Bill \(AB\) 361 \(Rivas\)](#) as urgency legislation to be effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions; and

WHEREAS, AB 361 amends the Brown Act (Government Code Section 54953) to add the following:

(e)(1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following:

C. If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District finds that the March 4, 2020, declaration of a State of Emergency due to the COVID-19 pandemic by Governor Gavin Newsom remains active and that the state of

emergency continues to directly impact the ability of members of the public to meet safely in person.

BE IT FURTHER RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District authorizes the continuation of virtual meetings pursuant to Assembly Bill 361 (Rivas); and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon its adoption and shall be effective until the earlier of 30 days from the date of adoption or such time the Board of Trustees adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Trustees of the Mendocino-Lake Community College District may continue to teleconference without compliance with of paragraph (3) of subdivision (b) of Government Code section 54953.

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

PASSED AND ADOPTED THIS 15th day of December, 2021, by the Board of Trustees of the Mendocino-Lake Community College District of Mendocino and Lake Counties, California.

Timothy Karas, Secretary
Board of Trustees

Date

SUBJECT: 2020/2021 AUDIT REPORT

SYNOPSIS:

The independent auditor will present the annual audit report for fiscal year 2020/2021.

RECOMMENDATION:

The Superintendent/President recommends the Board of Trustees formally receive the Mendocino-Lake Community College District Audit Report for the year ended June 30, 2021, as presented by Cossolias/Wilson/Dominquez/Leavitt (CWDL) CPAs.

ANALYSIS:

John Dominquez, CPA, Audit Partner, representing CWDL, will present the 2020/2021 fiscal year audit of all District funds and accounts to the Board of Trustees.

Following Board of Trustees' receipt of the 2020/2021 Audit Report presentation, copies will be made available for public review at the Office of the Superintendent/President, Office of Fiscal Services, the Library, and will be posted on the college website.

Reference Board Policy 6400, Financial Audits

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby formally receive the Mendocino-Lake Community College District Audit Report for the year ended June 30, 2021.

SUBJECT: COAST CENTER ATTENDANCE ALLOWANCE REQUEST DUE TO EMERGENCY CONDITIONS – RESOLUTION #12-21-02

SYNOPSIS:

Request for continuance of Coast Center Funding of 250 FTES.

RECOMMENDATION:

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

ANALYSIS:

The Attendance Allowance Request Due to Emergency Conditions (CCFS-313) allows the District to request an extension for the Mendocino College Coast Center to reach 250 Full-Time Equivalent Students (FTES) and maintain Center funding at this level.

The original agreement with the Chancellor's Office required that the Coast Center reach 250 FTES by the 2020-2021 academic year. The Center was on target to reach this goal, achieving 224 FTES in 2019-2020 even though all courses were offered online in Summer 2020. However, in the context of the COVID-19 Pandemic, almost no classes were offered in person at the Coast Center in 2020-2021. Therefore, very few FTES were reported there.

The District is requesting to institute a new deadline of 2024-2025 to reach the 250 FTES. The Attendance Allowance Request provides narrative to further support this request.

Board Policy 6300 - Fiscal Management

MOTION/ACTION:

RESOLVED, that the Mendocino-Lake Community College District Board of Trustees does hereby approve the Coast Center Attendance Allowance Request Due to Emergency Conditions.

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

RESOLUTION 12-21-02

**AUTHORIZATION FOR COAST CENTER ATTENDANCE REQUEST DUE TO
EMERGENCY CONDITIONS**

WHEREAS, part of the approved transfer for the Mendocino-Lake Community College District to take over the operation of the Coast Center in Fort Bragg from College of the Redwoods, the District was required to reach 250 FTES in fiscal year 2020/2021 to continue receiving Center Funding; and

WHEREAS, prior to the COVID pandemic, the District was on target to grow enrollments to meet the Center Funding requirement of 250 FTES; and

WHEREAS, due to the COVID pandemic, very few classes were offered at the Coast Center location during fiscal year 2020/2021.

BE IT RESOLVED, that the Mendocino-Lake Community College District is requesting to continue receiving funding at the Coast Center at the 250 FTES level while the District rebuilds the schedule and enrollments.

NOW, THEREFORE, BE IT RESOLVED, that the reset for reporting 250 FTES at the Coast Center be three years in 2024/2025.

TeMashio Anderson _____
Marie Myers _____
Noel O'Neill _____
John Tomkins _____

Xochilt Martinez _____
Ed Nickerman _____
Robert Jason Pinoli _____

PASSED AND ADOPTED THIS 15th day of December, 2021, by the Board of Trustees of the Mendocino-Lake Community College District of Mendocino and Lake Counties, California.

Timothy Karas, Secretary
Board of Trustees

Date

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

ATTENDANCE ALLOWANCE REQUEST DUE TO EMERGENCY CONDITIONS

(This form is for districts seeking general and categorical apportionment financial relief and a 175-day waiver due to adverse conditions impacting their districts, pursuant to Title 5, Section 58146.)

College: Mendocino College Coast Center
 District: Mendocino-Lake Community College District

SECTION I. NATURE OF REQUEST AND EMERGENCY

A. Period of Emergency: From Summer 2020 To Fall 2021
 (Indicate day(s) and if partial days are involved indicate time of day.)

B. Is this a request for waiver of the 175-day requirement?
NO

C. Number of days the regular day college will be maintained during the academic year _____ (T5 58142)

D. Briefly describe the nature of the emergency (attach additional pages if necessary).

Due to COVID, very few classes were offered at the Mendocino College Coast Center location. As a result, we did not reach 250 FTES for that location and the fiscal year 2020-2021 was the year we needed to reach that threshold. We were on target to grow enrollments until the pandemic derailed our planned schedule of classes. We are requesting to continue to fund the Coast Center at the 250 FTES level while we rebuild our schedule and enrollments. We do not expect to have a normally schedule semester until Spring 2022 at the earliest. Ideally, the 250 FTES would reset for reporting in 2020-2021 for three years with a new requirement of hitting the threshold in 2024-2025.

The attached narrative explains the timeline, FTES targets and achievements up until Spring 2020..

If the full-time equivalent student (FTES) of the district has not been materially decreased and only a waiver of the 175-day requirement is requested, do not complete Section II.

SECTION II. STUDENT CONTACT HOURS – see attached for explanation of FTES history

Except in extreme cases, only courses on positive attendance should be impacted.

Time Period	Number of Days Instructional Activities Were Scheduled	Total Student Contact Hours Generated in Courses	
		Noncredit	Credit
A. Week(s) of the emergency			
B. The two weeks immediately preceding the emergency.*			
C. The two weeks immediately succeeding the emergency.*			

* For the same courses affected by the emergency conditions.

Please attach any information which will substantiate the above data.

District Contact Information:

Name Debra Polak, Vice President of Academic Affairs

Phone No. 707.468.3068 or dpolak@mendocino.edu

(See Certification on Page 2)

SECTION III: CATEGORICAL: (Attach separate documentation/justification describing the categorical programs you are seeking relief for)

SECTION IV. CERTIFICATIONS

Failure to complete the following certifications as required will cause this report to be returned or disallowed.

AFFIDAVIT OF DISTRICT GOVERNING BOARD

At least a majority of the members of the Governing Board shall execute the affidavit provided for this form.

We, members constituting a majority of the Governing Board of the Mendocino-Lake Community College District hereby swear (or affirm) that the foregoing statements are true and based on official district records.*

Subscribed and sworn to (or affirmed) before me, this 15th day of December, 2021.

Mendocino-Lake Community College District

Noel O'Neill, Trustee

Xochilt Martinez, Trustee

Marie L. Myers, Trustee

Robert Jason Pinoli, Board President

Philip (Ed) Nickerman, Trustee

John Tomkins, Trustee

TeMashio Anderson, Trustee

Tim Karas, Secretary to the Board

*Note: This oath may be administered by any person authorized to administer oaths, including holders of positions mentioned in Education Code Section 60, but excluding school trustees and members of board of education.

**Mendocino College Coast Center
Attendance Allowance Request Due to Emergency Conditions (CCFS 313)
Additional Information for Section II.**

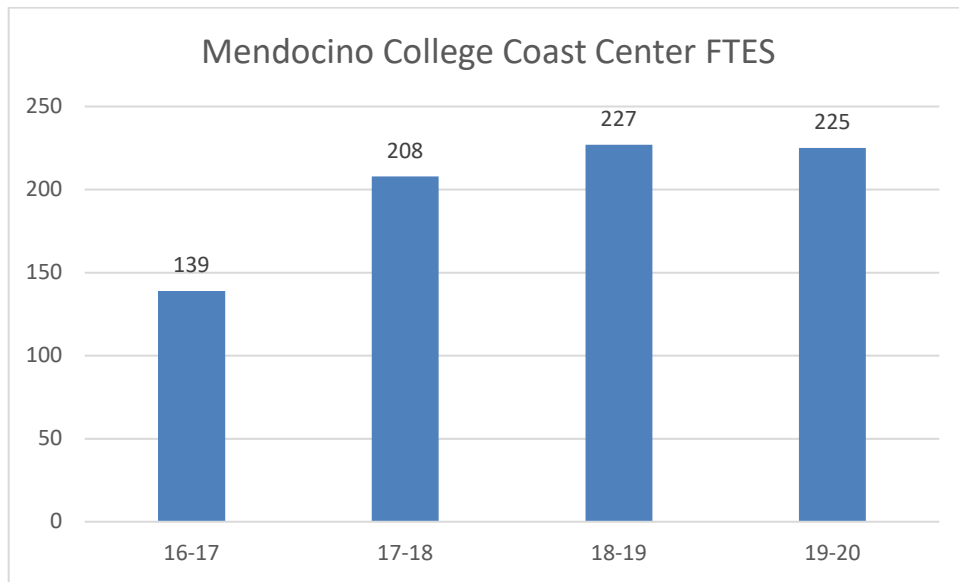
At the request of College of the Redwoods (CR), The Mendocino Lake Community College District (MLCCD) first entered an agreement to offer classes at the CR's Coast Center, located in Fort Bragg in Fall 2014. This was accomplished through a Memorandum of Understanding (MOU). This MOU began the complicated process of the eventual transfer of the Center and the territory served by the Center to MLCCD in Fall 2017. This process required approval by many entities, including the Chancellor's Office, the County Office of Education, and the Accreditation Commission for Community and Junior Colleges (ACCJC).

At the time of the transfer, the Center was funded at the 250 FTES threshold. The Chancellor's office granted MLCCD an allowance of three years to build enrollments to that level. The fiscal year 2020-2021 was the first year MLCCD would be required to reach 250 FTES

to maintain funding at that level. The Coast Center was on target to reach that FTES target but its progress was derailed by the COVID-19 Pandemic.

In fact, during the 19-20 fiscal year, the Coast Center reached 225 FTES. This was without any FTES recorded in Summer 2020 since that summer, due to the pandemic, the District only offered online instruction.

The chart below shows the growth of FTES at the Coast Center in the years prior to the pandemic:



There are a number of initiatives that were being implemented and planned to ensure 250 FTES during the 20-21 fiscal year that were unable to realize their impact due to the pandemic. These include:

- A summer Upward Bound program for high school students to enroll in college classes on the Coast Center campus
- The development of the Coast Center with a pre-Allied Health pathway, including offering high value science labs such as Chemistry, Anatomy, Physiology and Human Biology. These classes are highly impacted on the main campus and were expected to be well enrolled; however, they were not offered as these classes were offered fully online during the 20-21 fiscal year.
- New dual enrollment offerings including the development of CCAP agreements at three Coast high schools.
- More strategic scheduling and marketing of classes

District leadership was very confident about reaching 250 FTES in 20-21 prior to the onset of the pandemic. It was likely, in fact, that 250 would have been reached in 19-20 with the strong summer we expected. Instead, there were very few classes offered in person and negligible FTES earnings. Spring 2022 will see the first "back to normal" schedule at the Center, including the implementation of the strategies listed above. We expect it will take some time to re-build enrollments. Therefore, we are requesting to postpone the requirement to reach 250 FTES to 2024-2025.

Email the completed report to:

ccfs320admin@cccco.edu

SUBJECT: BOARD POLICY ADDITIONS AND REVISIONS – SECOND
READING

SYNOPSIS:

New and revised board policies are presented for adoption.

RECOMMENDATION:

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

ANALYSIS:

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

The following policies were reviewed by the Board of Trustees ad-hoc committee on October 21, 2021; shared with the President's Policy Advisory Committee on October 29, 2021 and are now presented to the Board of Trustees for review and final approval.

Board Policy 2015 – Student Member – This revised legally required board policy has been revised using the League template as a guide to reflect the legally required language. The policy was last updated in May 2013 and was previously listed as Board Policy 202.

Board Policy 2110 – Vacancies on the Board – This legally required board policy has been revised to remove the previously reference to the administrative procedure.

Administrative Procedure 2110.1 – Vacancies on the Board – This legally required administrative procedure has been revised to include a statement regarding the dispersal of information related to board vacancies.

Board Policy 2305 – Annual Organizational Meeting – This legally required board policy has now been revised to reflect the legally mandated period of time for holding the meeting as well as the revised Educational Code sections.

Board Policy 2310 – Regular Meetings of the Board – This legally required board policy has now been revised to include the section regarding meetings held during proclaimed states of emergency.

Board Policy 2315 – Closed Sessions – This legally required board policy has been revised to now include an additional government code reference.

Board Policy 2320 – Special and Emergency Meetings – This legally required board policy has been revised to remove the previously included reference to the administrative procedure.

Administrative Procedure 2320.1 – Special and Emergency Meetings – This legally required administrative procedure has been revised to reflect the removal of the reference to more than one student trustee.

Board Policy 2330 – Quorum and Voting – This legally required board policy has been revised to now include a reference to the authorization and issuance of bonds.

Board Policy 2340 – Agendas – This legally required board policy has been revised to reflect the removal of the administrative procedure reference and to include the proper references.

Board Policy 2360 – Minutes – This legally required board policy has been reviewed and no changes were deemed as necessary.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt Board Policy 2015 – Student Member; Board Policy 2110 – Vacancies on the Board; Administrative Procedure 2110.1 – Vacancies on the Board; Board Policy 2305 – Annual Organizational Meeting; Board Policy 2310 – Regular Meetings of the Board; Board Policy 2315 – Closed Sessions; Board Policy 2320 – Special and Emergency Meetings; Administrative Procedure 2320.1 – Special and Emergency Meetings; Board Policy 2320 – Quorum and Voting; Board Policy 2340 - Agendas and Board Policy 2360 – Minutes as presented.

**STUDENT TRUSTEE MEMBER**

The Board of Trustees of Mendocino-Lake Community College District shall include one **non-voting** student member. The term of office shall be one year, commencing and ending on May 15 of each year. **Student trustees may serve a maximum of two one-year terms.**

The student member shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall meet and maintain a grade point average of 2.0 or higher.

~~The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. As a member of a group that uses College services and programs, the Student member offers a student perspective in discussions but is not necessarily an advocate for student issues. The Student member has the same responsibility as all trustees to make board decisions that benefit the community as a whole. The Student member is encouraged to participate in the discussion of issues and agenda items in open session.~~ **The student member shall be responsible for attending the meetings of the Board of Trustees. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.**

On or before May 15 of each year, the Board shall consider whether to afford the student member any of the following privileges:

- **The privilege to make and second motions;**
- **The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board;**
- **The privilege to attend closed sessions, other than closed session on personnel or collective bargaining matters;**
- **The privilege to receive compensation for meeting attendance to the same extent as publicly elected trustees (see Board Policy 2725 titled Board member Compensation);**
- **The privilege to serve a term commencing on May 15**

~~The student member shall be elected or appointed by the student body in accordance with the Constitution of the Associated Students of Mendocino College. (now included in BP 2105 & AP 2105.1)~~

~~The Board of Trustees may grant the Student member any or all of the following privileges in accordance with Education Code 72023.5:~~

- ~~Make and second motions~~

Adopted: September 10, 2008

Revised: May 1, 2013

October 2021

- ~~Make advisory votes~~
- ~~Be compensated as specified in Policy 209~~

~~Any change in the rights and privileges of the Student Trustee shall be adopted by the Board of Trustees by May 15 of each year. Such rights and privileges shall be effective until May 15 of the following year.~~

~~The Student member shall receive orientation from the Superintendent/President and will be mentored by a Board member appointed by the Board.~~

~~The Student member is encouraged to participate in educational opportunities for Student Trustees. All travel expenses for conferences or statewide meetings shall be covered by the Associated Students of Mendocino College.~~

Reference: Education Code Section 72023.5



BOARD POLICY

No. 2110

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

VACANCIES ON THE BOARD

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code Section 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

The Superintendent/President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

~~See Administrative Procedures 2110.1.~~

References: Education Code Sections 5090 et seq.,
Government Code Section 1770



ADMINISTRATIVE PROCEDURES

No. 2110.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

VACANCIES ON THE BOARD

When the Board determines to fill the vacancy by appointment, the Superintendent/President shall assure that there is ample publicity regarding the vacancy and adequate information for prospective candidates. Publicity shall include posting in three public places in the District and publication in a newspaper of general circulation. **In a large rural district serving many communities, the district supports broad dispersal of information related to board vacancies.** *(Note: This publication, which is required by Government Code Section 6061, is only required to be published once.)*

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board.

Persons applying for appointment to the Board shall receive a letter from the Superintendent/President containing information about the District and the Board, which should include a candidate information sheet to be completed and returned by a specific date.

The Board may request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

Each Board member will review all candidate information sheets, with final selection made by a majority vote of the Board members at a public meeting called for that purpose.

Whenever a provisional appointment is made, the Board shall, within 10 days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. It shall also publish a notice in a newspaper of general circulation. *(Note: This publication, which is required by Government Code Section 6061, is only required to be published once.)*

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the Board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following his or her appointment.

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for governing board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

References: Education Code Section 5090 et seq.;
Government Code Sections 1770 and 6061



BOARD POLICY

NO. 2305

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

ANNUAL ORGANIZATIONAL MEETING

The annual organizational meeting of the Board will be held ~~on a day~~ within a **the** 15-day period that commences with the ~~first~~ **second** Friday in December.

The purpose of the annual organizational meeting is to elect a President, Vice President, and Clerk and conduct any other business as required by law or determined by the Board.

Reference: Education Code Sections **35143 and 72000(c)(2)(A)**

Adopted: December 19, 1978

Revised: April 7, 1982

October 1, 2003

September 19, 2007

September 14, 2011

February 10, 2016

October 2021



REGULAR MEETINGS OF THE BOARD

Regular meetings of the Board shall be held on the second Wednesday of the month. Regular meetings of the Board shall normally be held at 1000 Hensley Creek Road, Ukiah, California.

A notice identifying the location, date and time of each regular meeting of the Board shall be posted at least ten days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Ralph M. Brown Act provisions, except as required or permitted by law.

Meetings During Proclaimed States of Emergency

- 1. Prior to January 1, 2024, the Board may hold a regular meeting, or special or emergency meetings as defined in BP 2320 Special and Emergency Meetings, virtually through voice or video teleconferencing services during a proclaimed state of emergency under the provisions of the Brown Act.**

In order for the Board to meet virtually during a proclaimed state of emergency, the Board will make findings by majority vote, as required by the Brown Act.

If the Board elects to meet virtually during a proclaimed state of emergency, the District will comply with relevant provisions of the Brown Act regarding the posting of agendas, public access to meetings through call-in or internet-based service options, public participation, and limits on Board action in the event of a meeting disruption due to interruption of teleconferencing services.

During proclaimed states of emergency, the Board is not required to provide a physical location from which members of the public may attend or provide public comment.

Reference: Education Code Section 72000(d)
Government Code Sections 54952.2, 54953 et seq.; and 54961

Adopted: December 19, 1978
Revised: April 7, 1982
September 8, 2010
February 10, 2016
October 2021



BOARD POLICY

No. 2315

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

CLOSED SESSIONS

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least 24 hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Superintendent/President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of

the Board. The employee shall be given at least 24 hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

Reference: Education Code Section 72122;
Government Code Sections 54956.8, 54956.9, 54957, **54957.1**, 54957.6, and
11125.4



SPECIAL AND EMERGENCY MEETINGS

Special meetings may from time to time be called by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disaster, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Superintendent/President shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

See ~~Administrative Procedure 2320.1~~

Reference: Education Code Section 72129
Government Code Sections 54956, 54956.5, and 54957

Adopted: December 19, 1978
Revised: April 7, 1982
September 8, 2010
February 10, 2016
October 2021



ADMINISTRATIVE PROCEDURES

No. 2320.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

SPECIAL AND EMERGENCY MEETINGS

Whenever a special meeting of the governing board is called, the Superintendent/President shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The Superintendent/President shall also ensure that the following notices of the meeting are delivered either personally or by other means:

Written notice to each member of the governing board, including any student trustee(s)-

Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

The written notice must be received at least 24 hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The notice may be waived by members of the governing board in writing either prior to or at the time of the meeting.

Whenever an emergency meeting of the Governing Board is called, the Superintendent/President shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Superintendent/President shall provide the newspapers, radio stations and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

References: Education Code Sections 72023.5 and 72129;
Government Code Sections 54956 and 54956.5



QUORUM AND VOTING

A quorum of the Board shall consist of a simple majority of board members. The Board shall act by majority vote of all of the membership of the Board, except as noted below.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a two-thirds majority of all members of the Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property;
- **Resolution to pursue the authorization and issuance of bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution.**

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

Reference: Education Code Section **15266**, 72000(d)(3), 81310 et seq., 81365, 81511, 81432;
Government Code Sections 53094, and 54950 et seq.;
Code of Civil Procedure Section 1245.240

Adopted: December 19, 1978
Revised: April 7, 1982
September 8, 2010
February 10, 2016
October 2021



BOARD POLICY

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

NO. 2340

BOARD AGENDAS

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Superintendent/President in consultation with the Board President.

Agenda items submitted by members of the public must be received by the office of the Superintendent/President not later than ten working days prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board’s agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.

~~See Administrative Procedure 2340-1~~

References: **Education Code Sections 72121 and 72121.5;**
 Government Code Sections 6250 et seq, and 54954 et seq.

Adopted: *April 8, 2015*
Revised: *October 2021*

Page 1 of 1



BOARD POLICY

NO. 2360

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

MINUTES

The Superintendent/President shall cause minutes to be taken at all meetings of the Board. The minutes shall contain a record of all actions taken by the Board. The minutes shall record the names of the Board members present including their arrival to and departure from the meeting. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Reference: Education Code Section 72121(a),
Government Code 54957.5

Adopted: December 19, 1978
Revised: April 7, 1982
September 8, 2010
February 5, 2020
Reviewed: October 2021

SUBJECT: BOARD POLICY DELETION – SECOND READING

SYNOPSIS:

Deletion of Board Policy 317 is requested.

RECOMMENDATION:

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

ANALYSIS:

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

Board Policy 317 – Political Activity on Campus – This board policy was revised and replaced with Board Policy 7370 – Political Activity. At the time Board Policy 7370 was presented, the previous policy was not reviewed as an update and subsequently removed from the list once Board Policy 7370 was approved. Therefore, we would like to respectfully request the deletion of Board Policy 317 at this time.

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby approve deletion of Board Policy 317 as presented.



BOARD POLICY

No. 317

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

POLITICAL ACTIVITY ON CAMPUS

No District funds, services, supplies or equipment, including District mailboxes and bulletin boards, shall be used for the purpose of urging the support or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board of the district. This policy does not pertain to elections for campus constituent groups.

Employees are prohibited from engaging in political activity during working hours. However, nothing in this policy shall be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time. "Nonworking time" means time outside an employee's working hours, whether before or after the workday or during the employee's lunch period or other scheduled work breaks during the day.

Employees are not prohibited from wearing buttons or imprinted apparel supporting a particular candidate or position, as long as it does not disturb classrooms or the orderly conduct of business. Employees may engage in political discussions, campaigning or soliciting one-on-one during non-working hours away from any work area where someone might be disturbed by the conversation.

Political forums are acceptable if under the control of the District and if made available to all sides on an equitable basis. Public resources may be used for such informational efforts.

No one who holds any office or position of employment or who is seeking election or appointment to a local agency shall use his or her position, office, authority, or influence to urge or discourage any political action of a District employee.

The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding ballot measures.

Reference: Education Code 7050-7058, Government Code 3543.1 (b) and 8314

Also see Policy 509 Freedom of Speech, Assembly, and Expression



BOARD POLICY

No. 7370

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

POLITICAL ACTIVITY

Employees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

References: Education Code Sections 7054 and 7056
Government Code Section 8314

SUBJECT: COLLEGE AND CAREERS ACCESS PATHWAYS (CCAP) AGREEMENT –
SECOND READING

SYNOPSIS:

New College and Careers Access Pathways (CCAP) Partnership Agreement is presented for approval.

ANALYSIS:

CCAP agreements came about from AB 288 passed in 2015. They are agreements between governing boards of community college districts and K-12 districts. The agreements offer or expand dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education. The goal is to develop seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve college and career readiness.

CCAP agreements allow for students to enroll in up to 15 units per term; classes do not have to be open to the public; classes must be part of a pathway; agreements must be presented to the governing board twice at subsequent meetings and submitted to the Chancellor's Office for approval; and there are additional reporting requirements including data sharing agreements.

In adopting the attached CCAP agreement, the Governing Board of Mendocino-Lake Community College District and Leggett Valley Unified School District certify compliance with the following regulations required for the adoption of said CCAP agreement.

- 1) CCAP agreements shall be presented as an information item at an open public meeting of each governing board EC Section 76004 (b). Leggett Valley Unified School District CCAP agreement was presented for first reading at the November 10, 2021 meeting.
- 2) The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed AB 288 CCAP agreement.

Reference Board Policy 5010 - Admission, Enrollment and Attendance

Reference Administrative Procedure 5011.2 - Admission and Concurrent Enrollment of High School and Other Young Students - College and Career Access Pathways (CCAP)

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby approve the College and Careers Access Pathways agreement with the Leggett Valley Unified School District as presented.

**College and Careers Access Pathways Partnership (CCAP) Agreement Between
Mendocino-Lake Community College District and Leggett Valley Unified School District**

Agreement No: _____

Dated: _____

I. RECITALS

Whereas, Assembly Bill No. 288, approved by the Governor and filed with the Secretary of State on October 5th, 2015 allows the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness,

And whereas, allowing a greater and more varied segment of high school pupils to take community college courses can provide numerous benefits, such as reducing the number of high school dropouts, increasing the number of community college students who transfer and complete a degree, shortening the time to completion of educational goals, and improving the level of preparation of students to successfully complete for credit, college level courses,

And whereas, through dual enrollment partnerships, school districts and community college districts can create clear pathways of aligned, sequenced coursework that will allow students to more easily and successfully transition to for credit, college level coursework leading to an associate degree, transfer to the University of California or the California State University, or to a program leading to a career technical education credential or certificate,

The Mendocino-Lake Community College District (MLCCD) and Leggett Valley Unified School District (LVUSD) have entered into the following agreement.

II. LEGAL AUTHORITY AND ADOPTION

Assembly Bill 288 authorizes a community college district and a high school district to enter into a CCAP partnership provided that both districts have approved a CCAP Partnership Agreement, which shall govern the partnership.

In adopting this CCAP Partnership Agreement, the governing boards of the Mendocino-Lake Community College District and the Leggett Valley Unified School District, certify compliance with the following regulations required for the adoption of a CCAP Partnership Agreement:

CCAP Partnership agreements shall be presented as an informational item at an open public meeting of each governing board EC § 76004(b).

The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed AB 288 CCAP Partnership Agreement.

Furthermore, the governing boards of Mendocino-Lake Community College District and Leggett Valley Unified School District agree that a copy of this CCAP Partnership Agreement shall be filed with the Chancellor's Office of the California Community Colleges, with the understanding that the Chancellor of

the California Community Colleges may void this CCAP Partnership Agreement if it is determined to not comply with the intent of the requirements of EC § 76004.

III. TERMS

a. Number of students served

Under this partnership, agreement up to a maximum of 250 School students will be served annually, with the college claiming up to a maximum of 50 FTES annually.

b. Assessment of students

The assessment of the pupil's ability to benefit from participation in courses offered under the agreement shall be made by the Leggett Valley Unified School District high school principal or the principal's designee. Only students whom are deemed, by the principal or the principal's designee, to have the ability to benefit from participation in the CCAP courses will be eligible to enroll in courses authorized through the CCAP. Furthermore, Mendocino-Lake Community College District reserves the right to require that students participating in the CCAP meet the course prerequisites or co-requisites, as described in the college catalog, for courses included in the CCAP.

c. Pathway/Course Offerings

Additional pathway/course offerings may be considered, including those from CSU/IGETC GE and CTE course lists.

The courses to be offered shall include college readiness, career and technical education, general education, basic skills, and transfer pathway courses. Courses shall be offered on one or more Leggett Valley Unified School District campuses during the school day. The pathways, which may be offered under this agreement, include:

Career Technical Education (CTE) pathway courses, which are part of a degree or certificate, outlined in the Mendocino College Catalog and are considered core requirements for a specific CTE area including CTE pathways listed in APPENDIX I (see *Degrees and Certificates Offered at MCC* for a complete list).

General education breadth courses needed for an AA or AS degree which also satisfy CSU and UC system transfer pathways as denoted in the Mendocino College Catalog for areas A through E and basic skill courses, including courses listed in APPENDIX I.

d. Information Sharing

MLCCD shall provide LVUSD with the student's final grade for all coursework undertaken as part of a CCAP agreement so that the high school may determine the appropriate number of high school credits to be awarded, if any. LVUSD shall provide MLCCD with transcripts for all students participating in the CCAP and high school graduation rates among students participating in the CCAP.

e. Points of Contact

The point of contact regarding the provisions of this agreement, for the MLCCD, shall be the MLCCD Vice President of Academic Affairs, Debra Polak. The point of contact regarding the provisions of this agreement, for Leggett Valley Unified School District, shall be the Leggett Valley Unified School District, Superintendent/Principal, Jeffrey Ritchley. The point of contact regarding implementation and

administration of the CCAP shall be the Dean of Centers, or designee, at Mendocino College, Amanda Xu, and the Principal, or designee, at one or more high school sites of Leggett Valley Unified School District. The following is specific contact information:

1. Vice President of Academic Affairs, Debra Polak
Mendocino-Lake Community College District
1000 Hensley Creek Rd.
Ukiah CA 95482
EMAIL dpolak@mendocino.edu
PHONE 707-468-3068

2. Superintendent/Principal, Jeffrey Ritchley
Leggett Valley Unified School District
1 School Way,
Leggett, CA 95585
EMAIL: jritchley@leggett.k12.ca.us
PHONE: 707-925-6285

3. Dean of Centers, Amanda Xu
Mendocino-Lake Community College District
1000 Hensley Creek Rd.
Ukiah CA 95482
EMAIL axu@mendocino.edu
PHONE 707-468-3605 or 707-468-3613

f. Employer of Record

MLCCD shall be the employer of record for purposes of assignment monitoring and reporting. (See section XII a. of this agreement for guidance regarding instructors that are not paid employees of the community college district.)

g. Teacher Quality Mandates

Leggett Valley Unified School District shall assume reporting responsibilities pursuant to applicable federal teacher quality mandates.

IV. CERTIFICATIONS

MLCCD shall insure that:

- a. any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in EC § 87010, or any controlled substance offense as defined in EC § 87011
- b. that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus
- c. that a community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus

- d. that a community college course that is oversubscribed or has a waiting list shall not be offered in the AB 288 CCAP Partnership Agreement

LVUSD shall insure that:

- a. any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus

V. ENROLLMENT

- a. MLCCD shall grant priority enrollment and registration, that is equivalent to the priority assigned to a student attending a middle college high school as described in EC § 11300 and consistent with provisions in EC § 76001(e), to a pupil seeking to enroll in a Mendocino College course that is required for the pupil's CCAP partnership program.
- b. MLCCD shall limit enrollment in community college courses offered at one or more Leggett Valley Unified School District high school campuses during the regular school day solely to eligible high school students.
- c. Mendocino-Lake Community College District may allow a special part-time student participating in the AB 288 CCAP Partnership to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied (EC § 76004(p)):
 - i. The units constitute no more than four community college courses per term,
 - ii. The units are part of an academic program that is part of a CCAP partnership agreement,
 - iii. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

VI. STUDENT FEES

- a. High school pupils enrolled in courses offered through this CCAP agreement shall not be assessed or charged a fee prohibited by EC § 49011, including a fee charged to a pupil, or a pupil's parent or guardian, as a condition for course registration or for textbooks, supplies, materials, and equipment needed to participate in the course. EC §§ 49010 et seq.; 76004(f)
- b. High school pupils enrolled in courses offered through this CCAP Partnership Agreement, that are properly classified as having "special part-time student" status as described by EC § 76004(p), shall be exempt from the following community college fee requirements [EC § 76004(q)]:
 - i. Student Representation Fee. EC § 76060.5
 - ii. Nonresident Tuition Fee. EC § 76140 6
 - iii. Transcript Fees. EC § 76223
 - iv. Course Enrollment Fees. EC § 76300
 - v. Health Services Fees

VII. STATE APPORTIONMENT

MLCCD and LVUSD agree that:

- a. A district shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. EC § 76004(r)
- b. The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to a CCAP agreement is authorized attendance for which the community college district shall be credited or reimbursed pursuant to EC § 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. EC §76004(s)

VIII. REPORTING

MLCCD, in conjunction with LVUSD, shall report annually to the State Chancellor's Office all of the following information:

- a. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
- b. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
- c. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
- d. The total number of Full-Time Equivalent Student (FTES) generated by CCAP partnership participants

IX. CTE PROGRAMS

MLCCD, prior to establishing a vocational or occupational training program (career technical education programs) with LVUSD, shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program. EC § 78015 et seq.

X. RESPONSIBILITIES

a. Instruction and Educational Program

MLCCD shall be responsible for the educational program(s) and for the content and instruction of the courses offered through the CCAP.

b. Facilities

LVUSD shall be responsible for the provision of the facilities for courses offered on one or more Leggett Valley Unified School District campuses as part of this CCAP.

c. Books and Supplies

MLCCD and LVUSD shall agree on how books and supplies will be provided for a CCAP course prior to offering such a course.

d. Support Services

LVUSD and MLCCD will share responsibility for insuring that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring).

Table #1: Responsibilities under MLCCD and LVUSD CCAP Partnership Agreement

	Mendocino College	Leggett Valley Unified School District	Explanation
Facilities		x	In addition to their high school coursework, CCAP participants will have the opportunity to take college coursework on Leggett Valley Unified School District campuses during the school day in LVUSD facilities.
Instruction and Educational Program	x		CCAP participants will take Mendocino College courses, which shall include college readiness, career and technical education, general education, and transfer pathway courses.
Books		x	As a CCAP participant shall not be charged for textbooks, supplies, materials, and equipment needed to participate in the course, a source must be identified for providing books, supplies, materials and equipment prior to offering the course. In most instances, the college shall provide instruction and books shall be provided by the high school. No CCAP course shall be offered without prior agreement between the college and the high school as to which organization shall be responsible for the provision of the textbooks, supplies, materials, and equipment needed by participants in the course.
Counseling and Guidance	x	x	Mendocino College and LVUSD Schools shall collaborate to provide CCAP participants with appropriate counseling and guidance.
Assessment and Placement	x	x	Mendocino College and LVUSD Schools shall collaborate to provide CCAP participants with appropriate assessment and placement services.
Tutoring	x		Mendocino College shall be responsible for the provision of tutoring for college course when appropriate.

XI. PROCEDURES, TERMS, AND CONDITIONS

a. Enrollment Process and Period

Students will be added to the CCAP courses held on the Leggett Valley Unified School District campuses through registration conducted on site at Leggett Valley Unified School District campuses. CCAP students will be granted level three priority registration and may also enroll in additional college courses held outside of the normal school day (exp. online courses, summer school courses).

b. Class Hours

The timing of the courses shall be set by mutual agreement between Mendocino College and Leggett Valley Unified School District.

c. Evaluation of Students

College faculty instructing the course shall be responsible for the supervision and evaluation of the students. LVUSD shall be responsible for assigning high school credit for the coursework CCAP students complete where appropriate.

d. Course timing and length

MLCCD shall insure that: the appropriate number of class hours are scheduled to meet the performance objectives of the course; the enrollment period for each CCAP course falls within the normal school day within which courses are offered at one or more Leggett Valley Unified School District high school campuses; and that high school students participating in the CCAP are not required to attend class on dates in which the high school is not in session. The high school may require students to attend class on dates in which the college is not in session. Instruction may not be scheduled on legal holidays. Under the circumstance that a CCAP class begins after the start of, or concludes prior to the end of the high school term, it will be the responsibility of LVUSD to arrange additional instruction if required by LVUSD. Scheduling classes outside of the Mendocino College term is at the sole discretion of MLCCD.

e. Conduct and Discipline

CCAP participants shall comply with the standards of student conduct as described under Mendocino-Lake Community College District Board Policy 5500, Administrative Procedure 5500.1. These regulations are designed to represent reasonable standards of conduct. Violations of the code may subject individuals to disciplinary action, which is consistent with the requirements of due process.

The faculty shall be responsible for discipline within the classroom. Should the instructor need to remove a student from a class session they shall notify the principal or principal's designee at the appropriate LVUSD high school campus immediately.

XII. CANCELLATION AND TERMINATION

The following agreement may be canceled by written notification from either district to the other district. Should the cancellation be made during a period when a CCAP course is being offered the cancellation will take effect prior to the subsequent term.

XIII. INSTRUCTION FOR APPORTIONMENT

MLCCD shall provide documentation that instruction claimed for apportionment under this agreement/contract is under the immediate supervision and control of an employee of the district who has met the minimum qualifications for instruction in the discipline of the course in a California community

college. Instructors shall provide the supervision and control necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity (generally, faculty must be physically present in the classroom or lab or within line of sight of the students). Cal. Code Regs., Title 5, §§ 58050, 58051, 58056, 58058

- a. Where the instructor is not a paid employee of MLCCD, the district shall have an additional written agreement/contract with each instructor requiring student attendance and FTES be reported by the instructor as required by the college or community college district and stating that MLCCD has the primary right to control and direct the instructional activities of the instructor. Cal. Code Regs., Title 5, § 58058(b)
- b. MLCCD shall demonstrate control and direction through such actions as providing the instructor an orientation, instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly on-campus instructors.
- c. Attendance at a MLCCD dual enrollment orientation is required for instructors of CCAP courses prior to each term that they teach a CCAP course.
- d. To claim Average Daily Attendance (ADA) for K12 funding, the K12 district must determine how many instructional minutes a student is offered and scheduled for, as well as that student's attendance during the K12 school day. If a high school student has been scheduled for the minimum instructional minutes per day under the immediate supervision and control of a certificated employee of the school district and has been offered a full schedule, the district may claim attendance towards apportionment for that student for each day the student attends at least some part of the instructional day at the high school. If that student then goes to a college course that meets the requirements to claim Full Time Equivalent Student (FTES), the college may also claim full apportionment for that student in that college course.

More information on apportionment is available here:

- The Budgeting and Funding sections of the Career Ladders Project Toolkit, Frequently Asked Questions: <http://www.careerladdersproject.org/areas-of-focus/pathways/cccode/>
- Interview with Wendi McCaskill on Instructional Minutes: http://www.careerladdersproject.org/wp-content/uploads/2015/12/FC1_Wendi-McCaskill_Interview_DETTOOLS.pdf
- Pages 40-42 of the CIO Manual: <http://curriculum.cccco.edu/Content/publicpagefiles/CIO%20Manual.pdf>

XIV. MINIMUM QUALIFICATIONS

Mendocino-Lake Community College District shall ensure that minimum qualifications for instructors teaching agreement / contract courses and instructor qualifications are consistent with requirements in other similar courses given by the college or community college district. Cal. Code Regs., Title 5, § 53410.

XV. PUBLIC ACCESS

The districts acknowledge that enrollment in the courses described in this CCAP partnership agreement, which are offered during the school day at one or more LVUSD campuses, shall be limited to CCAP participants and shall not be open to the general public.

The districts further acknowledge that courses, which are not part of this CCAP, must continue to meet the following requirements:

- a. Courses, which are not part of this CCAP agreement, must be held at facilities, which are clearly identified as being open to the general public, noting that students may be required to meet course or program prerequisites.
- b. Courses, which are not covered by this CCAP agreement, must be open to any person who has been admitted to the college and has met any applicable prerequisites. Cal. Code Regs., Title 5, §§ 51006, 58106,

Furthermore, the district policy on open enrollment (Cal. Code Regs., Title 5, § 55005) along with a description of the course and information about whether the course is offered for credit and is transferable must be published in the college catalogue, schedule of classes, and any addenda to the schedule of classes. Cal. Code Regs., Title 5, § 51006,

Degree and certificate programs must have been approved by the California Community Colleges Chancellor's Office and courses that make up the programs must be part of the approved programs, or the college must have received delegated authority to separately approve those courses locally. Cal. Code Regs., Title 5, § 58050(a) (1).

XVI. CONSISTENCY, ATTENDANCE AND GRADES

MLCCD shall ensure that procedures are put into place by the college to ensure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. Cal. Code Regs., Title 5, § 55002, 58050(a) (5).

Permanent records of student attendance, grades, and achievement will be maintained by the college. Additional CCAP participant records, which are maintained by the high school, such as students' GPA or high school graduation status, will be submitted on a schedule agreed upon between the college and LVUSD. Cal. Code Regs., Title 5, § 55021; 55040; 58030.

XVII. FULL COMPENSATION / CERTIFICATION

MLCCD shall certify that it has not received full compensation, from any public or private agency, individual or group, for the direct education costs of the courses offered through this partnership agreement. EC § 84752; Cal. Code Regs., Title 5, § 58051.5. MLCCD shall obtain certification from the school district verifying that the instructional activity to be conducted will not be fully funded by other sources. EC § 84752; Cal. Code Regs., Title 5, § 58051.5.

XVIII. DISTRICT BOUNDARIES

MLCCD and LVUSD agree that if the course(s) in this CCAP agreement will be located outside the boundaries of the district, the district must comply with the requirements of Title 5, sections 55300 et seq., concerning approval by adjoining high school or community college districts and use of non-district facilities.

XIX. RECORD KEEPING AND COMPUTATION

MLCCD acknowledges that in all cases, standard FTES computation rules, support documentation, course section tabulations, and record retention requirements continue to apply, including as prescribed by Cal. Code Regs., Title 5, §§ 58003.1 et seq. , 58020 et seq., 58030 and 59020 et seq.

XX. ACCESS AND ACCOMMODATIONS

Upon identifying themselves to the instructor and the college, students with disabilities shall receive reasonable accommodation for learning and evaluation.

XXI. HOLD HARMLESS AGREEMENT AND INSURANCE

- a. To the fullest extent permitted by law, MLCCD shall indemnify and hold harmless LVUSD, its directors, officers and employees, from any and all liability claims, damages, costs and expenses, including attorney's fees, caused by or resulting from the negligent or intentional acts or omissions of MLCCD or any of MLCCD's employees. LVUSD shall indemnify and hold harmless MLCCD, its directors, officers, and employees, from any and all liability, claims, damages, costs and expenses, including attorney's fees, caused by or resulting from the negligent or intentional acts or omissions of LVUSD or any of LVUSD's employees. Neither party shall cover any negligent acts or omissions of the other. In the event of any such claim is made, or suit filed, both Parties shall give the other prompt written notice thereof, and each shall have the right to defend or settle. A Party that intends to seek an indemnity or hold harmless from the other Party shall notify the other Party in writing thereof, and within a reasonable time after the Party knows or becomes aware of any claim arising out of, resulting from or relating to this Agreement that may or has resulted in a loss, describing (if known or determinable) the pertinent circumstances, all entities and persons involved, and the amount(s) being claimed, and shall not settle or resolve the claim until it has notified the other Party of the claim in accordance with the provisions of this subsection and given the other Party an opportunity to participate in and consent to the settlement or resolution of the claim, which consent the other Party shall not unreasonably withhold.
- b. Without limiting the above indemnification provision and during the term of this Agreement, LVUSD shall obtain and maintain, and shall require their subcontractors to obtain and maintain, liability insurance coverage in the amount of not less than one million dollars (\$1,000,000.00) to cover any classroom incident, accident, or illness. Each Party's insurance shall be primary to and not contributing with any other insurance or self-insurance programs maintained by the other Parties, and shall be provided and maintained at the Party's own expense.
- c. LVUSD agrees to provide a Certificate of Insurance verifying liability coverage in the amount of one million dollars. MLCCD and LVUSD agree to add and include each other's officials, officers, employees, agents and volunteers as an additionally insured in each other's general liability insurance coverage, throughout the term of this Agreement. Each Party shall provide written notice to the other of any change to said coverage.
- d. The Parties mutually agree to notify one another of any accident or incident relating to services performed under this Agreement, which involves injury, or property damage, which may result in the filing of a claim or lawsuit against any of the Parties, and, of any actual third party claim or lawsuit arising from or related to services under this Agreement.

ACCEPTED AND AGREED TO:

Jeff Ritchley, Superintendent
Leggett Valley Unified School District

Date

Tim Karas, E.D., Superintendent/President
Mendocino-Lake Community College District

Date

APPENDIX I: CCAP PROGRAMS AND CLASSES:

Mendocino College Career Access Pathways

1. Administration of Justice
2. Agriculture – Sustainable Small Farms Management
3. Business – Business Management & Business Entrepreneurship
4. Child Development
5. Computer Science – Computer Applications and Office Administration
6. Culinary Arts Management
7. Digital Arts and Media
8. Fire Science
9. Nursing
10. Sustainable Construction & Energy Technology – Construction
11. Woodworking

Mendocino College- College and Career Success Courses:

1. CCS 100 – Career Planning Success (1.5 – 3 units)
2. CCS 101 – Career and Life Planning (3 unit)

Mendocino College GE Courses for Transfer Pathway

1. ADJ 202 – Concepts of Criminal Law (3 units)
2. ART 207 – Survey of Western Art from Prehistory through the middle ages (3 units)
3. ART 208 – Survey of Western Art from Renaissance to the Contemporary Period (3 units)
4. COM 203 – Introduction to Public speaking (3 units)
5. CSC 201 – Computers and Computer Applications (3 Units)
6. ENG 200 – Reading and Composition (3 units)
7. HLH 200 – Health Education (3 units)
8. HST 202 – The United States to 1877 (3 units)
9. HST 203- The United States since 1865 (3 units)
10. HST 222- Native American History (3 units)
11. HST 250- Contemporary America: The People and the Issues (3 units)
12. MTH 200 Pre-calculus Mathematics (5 units)
13. MTH 220 – Statistics (4 units)
14. PSY 205- Introduction to Psychology (3 units)
15. SPN 200- Elementary Spanish I (4 units)
16. SPN 201- Elementary Spanish II (4 units)

Mendocino College Basic English and Math Courses PLUS*

1. MTH 79 – Mathematics for Technical Fields (3.0 units)
2. MTH 80- Intermediate Algebra for STEM and Business Majors (5.0 Units)
3. MTH 121- Trigonometry (4 units)
4. MTH 178 – Applied Math (4 units)
5. ENG 85 – Accelerated Preparation for College Writing (4.0)

*English and Math offerings include CSU transferable Math Classes for both STEM and non-STEM transfer pathways.

ITEM NO: 8.1.A
DATE: December 15, 2021

SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

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

ANALYSIS:

At the Foundation Board of Directors meeting on December 7, 2021, the Board approved an additional scholarship to be included in the faculty nominated Promise Scholarships. The Promise Scholarships will be divided into five categories including:

- Fine and Performing Arts & Language and Communication
- Business, Entrepreneurship and Local Industry
- Public Safety, Health and Human Services
- People, Culture and Society
- Technology, Science and Mathematics & Earth and Environmental Science

The Fall Appeal Letter was distributed via mail the last week of November.

The 2022 AAFG adoptions to date are 23 adoptions.

The annual Adopt A Fifth Grader donor recruitment packet for new and reoccurring donors is developed. The Foundation is mailing out the packet the week of December 13th for those donors wishing to have the donation be completed within the 2021 year.

Foundation staff has reviewed the 21/22 budget to date and expenses are tracking with the budget.

Foundation staff continues to prepare for the annual charitable contribution letters. These letters are typically mailed out in late January/early February.

22-23 Scholarship Application Season has begun! The application period opened on Monday, December 6, 2021 and will go through Tuesday, March 1, 2022. A scholarship flyer advertising the scholarship program has been developed. Scholarship Application workshops are being scheduled and conducted throughout.

Incoming Foundation Executive Director, Julie McGovern, will join the Foundation on Monday, January 3, 2022.

SUBJECT: FRIENDS OF THE MENDOCINO COLLEGE COASTAL FIELD STATION
AND NATURAL SCIENCES AFFILIATE

SYNOPSIS:

This is an informational report from Dr. Steve Cardimona

ANALYSIS:

From the Field

- The Coastal Field Station was host to a field outing of the Association for Women Geoscientists. Led by Sonoma County's Tom Williams, of Williams Geoadventures, this group of (fully vaccinated) scientists from across the country visited coastal northern California to study the unique plate boundary geology along the San Andreas Fault from Point Reyes to Point Arena. The Mendocino College Coastal Field Station was the perfect base for their northernmost component of this multi-day field experience.

From the Faculty

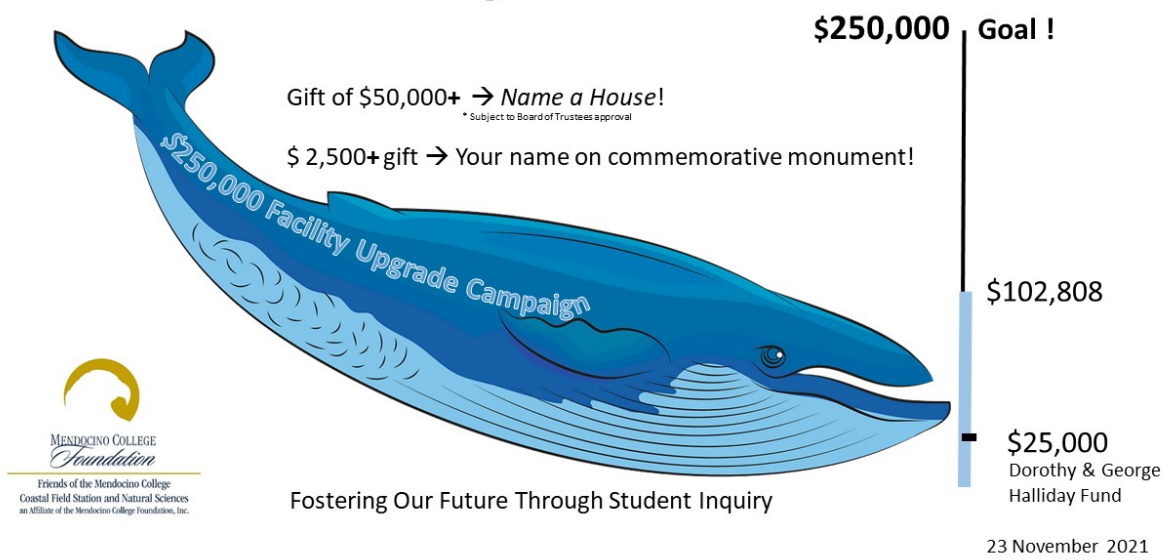
- In early October, earth science instructor Steve Cardimona met the Leadership Mendocino class of 2021 at the Point Arena Pier to talk about Mendocino College, natural science instruction and the unique facility that is the Coastal Field Station. Steve also enjoyed being a guest on the morning talk show Peggy's Place, on public radio KGUA Gualala, where he talked about local geology and Mendocino College.
- At the end of October, biology instructor Brianna Zuber took part in the 3rd annual ocean life symposium, that was livestreamed on KGUA public radio's YouTube channel. Dr. Zuber was a guest presenter, giving her talk on *The Weird and Wonderful: Ocean Oddballs and Peculiar Partnerships*.
- Steve Cardimona attended a Zoom symposium hosted by UFERN, the Undergraduate Field Experiences Research Network. Entitled *Community College Students in the Field: Successful Programs and Strategies*, the symposium was focused on the challenges of engaging community college students in field activities. One important takeaway was that for so many institutions, incorporating hands-on field experiences can be difficult as most community colleges do not have any field stations of their own. In sharp contrast, Mendocino College has had the amazingly unique Coastal Field Station now for 40 years, with which natural science faculty have been able to provide Mendocino College students with high-impact learning activities.
- Natural science faculty Brianna Zuber and Steve Cardimona have written letters of support for Mendocino College to be a partner in two research projects. One is for a proposal of researchers from UC Davis Bodega Marine Lab and San Francisco State University to do work on ocean acidification and hypoxia, with field work that could involve Mendocino College students. The other letter is for an Urban Streams Alliance project that could include having Mendocino College students participate in a citizen scientist stream monitoring program on the Gualala River.
- In November, Steve Cardimona toured the Coastal Field Station facility with Noel Woodhouse and Arthur Beeken, instructors in the Mendocino College construction program. The goal of the visit was to inspire ideas with an eye to how we might collaborate to support

both the construction program and the unique and important college facility that is in need of updates and deferred maintenance as well as innovative improvements.

From the Friends

- Building on the Foundation's donation to our affiliate of \$25K from the Halliday Trust fund, our capital campaign continues!
- Please consider participating in this campaign with your own donation, and help to support this college facility and all the students who gain the benefit of being able to access this amazing educational resource.

Mendocino College Coastal Field Station



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 Fall 2021 Academic Senates for California Community Colleges (ASCCC) Plenary session focused on three main areas – culturally responsive curriculum, student services, and support; equity-driven systems; and transfer. The general and breakout sessions addressed the legislative implications toward the main areas of focus and how we, ASCCC and faculty, can drive changes within our institutions and classrooms. In addition. Many of the resolutions addressed how to improve student access and success in our current environment (including the loss, sorrow, violence, isolation, racism, etc. we have experienced over the last 20 months). The program built on previous ASCCC Plenaries (of which I have reported) that focused empowering faculty to be leaders in the work to create diverse, equitable, inclusive and anti-racist colleges.

For example, using Open Educational Resources (zero and/or no cost textbooks) in classes provides an opportunity to address the lack of representation and propagation of stereotypes in the resources used in our courses. However, faculty lack the tools to evaluate and change Diversity, Equity and Inclusion (DEI) within the Open Educational resources (OER) they use. In response to this need, the ASCCC Online Educational Resource Initiative (OERI) formed a workgroup to generate supporting materials for faculty using and developing OERs. This workgroup has created the *OERI Inclusion, Diversity, Equity, and Anti-Racism (IDEA) framework*. The goal of which is to help faculty create more inclusive and culturally responsive resources for their courses by evaluating and identifying ways to improve the DEI of an OER. Locally, Senator John Rall (English) has been heading up our work on this front and we are finding more faculty opting for low cost course materials. Using OERs helps faculty create culturally responsive curriculum and equity-driven systems.

Competency-Based Education (CBE), is another example of how faculty can lead this effort. CBE courses and degrees are flexible and accessible pathways for our students to achieve degrees or certifications. In CBE, the goal is for students to meet outcomes at their own pace - students advance based on what they know and the skills they can demonstrate. The flexible nature of CBE lets students take time to work, spend time with family, and address life emergencies (like a pandemic). The challenges with CBE programs/courses are fitting a flexible system into a semester or academic year and addressing the needs of students at different points along the path. The Academic Senate is beginning to learn more about CBE and how we can incorporate this into our curriculum structure to increase degree completion and certificate achievement.

Of particular interest was the general session *From Equity Theory to Equity Practice*. In this session, Dr. Abdimalik Buul framed the discussion of equity through the lens of abolitionist teaching – working to remove the structures and ideas that create injustices by forming new, inclusive ones. To achieve abolitionist teaching, we must address the personal, interpersonal, institutional, and structural levels of racism within our classes, communities, and institutions. Part of the process is shifting how we view academic freedom and our roles within the institution. Not only do we have the freedom to teach different content in our courses, but we also can "remove the shackles of colonized" practices and ideas. The Academic Senate will be working to lead the faculty to focus on our roles as intellectuals and institutional agents instead of working as academics and agents of the institution.

I want to acknowledge and thank Senator Greg Allen (Chemistry) for his significant contribution to this Board of Trustees report.

Classified Senate:

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

1. We are very pleased to announce that this year's Classified Senate Holiday FunRaiser was the most successful Holiday FunRaiser to date. We set a new record of \$5054 raised for the Classified Senate Student Scholarship Fund. This would not have been possible without the generosity of our donors- including Trustee Ed Nickerman who donated three bottles of his locally made Hard Apple Cider. Superintendent Karas was the high bidder on Trustee Nickerman's donation. Trustee Nickerman also participated in bidding on Silent Auction Items for Lake County restaurant gift cards. Thank you, Trustee Marie Myers for participating in bidding on multiple Silent Auction items and also for your direct donation check. Thank you, Trustee Xochilt Martinez for participating in the Silent Auction and Wine Pull portion of our Holiday FunRaiser.

Our Silent Auction featured educational/self-improvement book sets, handmade items, unique gift baskets, culinary delights, and some fantastic gift certificates to local district businesses. The selection this year was astounding.

Our ever popular Wine Pull featured the most bottles we have ever had and also sold out faster than in any past year. A flat \$15 donation gave participants a guaranteed bottle of wine that we drew at random from the selection of bottles that were donated by local vineyards/wineries and staff. There were many extra special bottles this year from very generous donors, notably including Vice President Eileen Cichocki's family.

Our third way of raising money for student scholarships during the 13th Annual Holiday FunRaiser was the Gift Card Wreath Opportunity Drawing. Mendocino College Administration donated a variety of gift cards that we divided on to two separate wreaths. This year the Gift Card Wreaths were valued at \$390 and \$385 and the amount we raised in \$5 drawing entries far exceeded that, making students the real winners alongside Ben Kohler and Marianna Martinez who won the random drawings.

We thank our IT Department for helping our elves set up seamless transition from the News Room to the North Pole!

Considering we were unable to host an event where guests could visit in person and place bids/donate, this was truly the best possible outcome. If you were able to join us via Zoom, you saw how our IT Department was crucial to this event's success.

By the grace of everyone's generosity and holiday spirit, we officially pulled off the most successful Classified Senate Holiday FunRaiser for Student Scholarships in history! Thank you, from the bottom of our Elf Pack hearts!

2. Classified Staff continue to navigate the changes on campus in relation to COVID-19 precautions and requirements. There have been difficulties with the Vaccination Mandate/ Testing Requirements including delayed test results indicating unvaccinated Classified Staff are not allowed on campus. As the entire district aligns with the new requirements, Classified Staff will continue to remain flexible and resilient.

3. The Classified Senate is planning for a smooth transition for Isabel Lopez to take the reigns as Classified Senate President on January 14th. We are allowing nominations for a Vice President to help her hopefully as well as she has helped me. Classified Senate will continue to operate with open communication, positive intention, and diplomatic leadership with a focus on Professional Development opportunities for Classified Staff.

Management/Supervisory/Confidential:

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

The Management Team met on November 30, 2021 and discussed the following agenda items:

- COVID Update – Alyson Bailey, reviewed and gave overview of the MendoMobile App. Management is up to speed on downloading and using this App.
- The Management Team and the President's Office are going sponsor a Holiday Breakfast where faculty and staff are cordially invited.
- Human Resources – New topic for us is Cyber responsibility. There is a new training through Keenan we need to complete. Thanks to David Johnston and his group for putting this information together.
- North Far North/Leading From the Middle project for Fall 2020 – Developed SAO Survey, student outcomes will support Student Support Areas, to reflect Guided Pathways Pillars- to be used in next Program Review cycle.
- Updated Website migration happening soon, refrain from editing website until migration complete.
- Athletics – Fall sports concluded with good participation, Men's and Women's Basketball is starting now
- Schats will be open in the Spring 8am-2pm M-Th. Management is looking into getting food truck(s) here on Friday.
- Management Team MOUs for COVID-19 Discipline Protocols, edits and approval, via survey form.

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

SUBJECT: BOARD POLICY ADDITIONS AND REVISIONS – FIRST READING

SYNOPSIS:

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

ANALYSIS:

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

Board Policy 1200 – District Mission – This policy was last updated in June 2019 and has now been revised based on input from the various campus constituent groups and committees. The policy was reviewed by the President's Policy Advisory Committee on October 29, 2021; shared with the various constituent groups for input and feedback and finalized at their meeting on November 29, 2021. With this in mind, it is now presented to the Board of Trustees for final approval.

The following policies were reviewed by the Board of Trustees ad-hoc committee on November 18, 2021; shared with the President's Policy Advisory Committee on November 29, 2021 and are now presented to the Board of Trustees for review and final approval.

Board Policy 2210 – Officers – This new legally required board policy has been created using the League template as a guide to reflect the legally required language. The information included in this policy was previously contained in AP 204.1 which has now been deleted.

Board Policy 2345 – Public Participation at Board Meetings – This legally required board policy has been revised to change the reference from his/her to their and to make the changes deemed necessary due to changes in the law. This policy was last updated in April 2015.

Board Policy 2350 – Speakers – This new legally required board policy has been created using the league template as a guide.

Board Policy 2355 – Decorum – This legally required board policy was last updated in May 2021. There are no recommended changes to the current version therefore it is brought forward as review only.

Board Policy 2410 – Board Policies and Administrative Procedures – This legally required board policy was last updated in September 2014 and has been revised to now include additional Accreditation Standards as well as a statement regarding regular assessment.

Board Policy 2430 – Delegation of Authority to the Superintendent/President – This legally required board policy has been revised to change the reference from him/her to them. This policy was last updated in June 2015.

Board Policy 2715 – Code of Ethics/Standards of Practice – This legally required board policy has been revised using the league template as a guide. It was last updated in May 2008 and was previously listed as Board Policy 208.

Board Policy 2745 – Board Self-Evaluation – This legally required board policy has been revised to include the evaluation process as well as the establishment of a procedure statement. This policy was last updated in March 2018.

Board members will review the policies and may offer suggestions for changes as deemed necessary. Discussion and/or adoption of the policies will take place at the February 2022 Board meeting.



DISTRICT MISSION

The mission of the Mendocino-Lake Community College District is:

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

The mission is evaluated and revised on a regular basis.

Reference: ACCJC Accreditation Standard I.A



OFFICERS

NEW

At the annual organizational meeting, the Board shall elect from among its members a President of the Board.

The terms of officers shall be for one year.

The Superintendent/President shall serve as Secretary of the Board.

The duties of the President of the Board are:

- Preside over all meetings of the Board;
- Call emergency and special meetings of the Board as required by law;
- Consult with the Superintendent/President on board meeting agendas;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Assure Board compliance with policies on board education, self-evaluation and Superintendent/President evaluation;
- Represent the Board at official events or ensure board representation.

The duties of the Vice President of the Board are:

- In the absence of the President, serve as President of the Board and preside at any regular and/or special meetings; and
- Perform any duties as assigned by the President or Board.

The duties of the Clerk are:

- Certify as legally required board actions.
- In the event of the absence of the President and Vice President, serve as President.

The duties of the Secretary are:

- Notify members of the Board of regular, special, emergency and adjourned meetings;
- Prepare and post Board meeting agendas;
- Have prepared for adoption minutes of Board meetings;
- Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Board;
- Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Clerk of the Board.

Reference: Education Code Section 72000



PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

1. There will be a time at each regularly scheduled board meeting for the general public to comment on any items not on the agenda ~~related to the business of the Board of Trustees in accordance with the District Code of Conduct.~~
2. Members wishing to present such items shall submit a written request at the beginning of the meeting to the Superintendent/President that summarizes the item and provides ~~his or her~~ **their** name and organizational affiliation, if any. No action may be taken by the Board on such items. Members of the public may also place items on the prepared agenda in accordance with BP 2340 titled Agendas.

A written summary of the item must be submitted to the Superintendent/President at least ten working days prior to the board meeting. The summary must be signed by the initiator, contain ~~his/her~~ **their** residence or business address, and organizational affiliation, if any.

Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the Board meeting. ~~Written communication regarding items on the Board's agenda should reach the office of the Superintendent/President not later than five working days prior to the meeting at which the matter concerned is to be before the Board.~~ All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

~~See Administrative Procedure 2345-1~~

References: Education Code Section 72121.5;
Government Code Sections 54954.3 and 54957.5

Adopted: December 19, 1978
Revised: September 2, 1998
April 8, 2015
November 2021



SPEAKERS

NEW

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
- They shall complete a written request to address the Board at the beginning of the meeting at which they wish to speak.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the President of the Board.
- Each speaker will be allowed a maximum of five minutes per topic. Thirty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.

Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

Reference: Education Code Section 72121.5
Government Code Section 54950 et seq.



BOARD POLICY

No. 2355

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

DECORUM

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

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

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

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

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

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

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

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



BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board will be adopted, revised, added to or amended at any regular board meeting by a majority vote ~~as appropriate~~. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. **The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.**

Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Superintendent/President.

The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees and the public through the Superintendent/President and the district web site.

~~See Administrative Procedures AP 2410.1~~

References: Education Code Section 70902
Accreditation Standard ~~IV.B.1.b & c~~ **IV.C.7, IV.D.4, I.B.7, and I.C.5**



DELEGATION OF AUTHORITY TO THE SUPERINTENDENT/PRESIDENT

The Board of Trustees of the Mendocino-Lake Community College District delegates to the Superintendent/President of the District the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Superintendent/President may delegate any powers and duties entrusted to ~~him/her~~ **them** by the Board including the administration of the main campus and the centers but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President is empowered to reasonably interpret board policy. In situations where there is no Board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It ~~shall be~~ **is** the duty of the Superintendent/President to inform the Board of such action and to recommend written Board policy if one is required.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Superintendent/President.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Superintendent/President shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Superintendent/President, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be available to all trustees.

The Superintendent/President shall act as the professional advisor to the Board in policy formation.

References: Education Code Sections 70902(d), 72400;
ACCJC Accreditation Standards IV.B.5, IV.C.12, and IV.D.1



BOARD POLICY

No. 208 2715

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

~~BOARD OF TRUSTEES~~ CODE OF ETHICS/STANDARDS OF PRACTICE

~~The Board of Trustees of Mendocino-Lake Community College District consists of seven members elected (or appointed) at large but residing in specific areas and one Student Trustee elected or appointed by the Associated Student Body. Individual members perform their duties in accordance with their oaths of office and are committed to serving the educational needs of the citizens of the district, regardless of race, color, religion, sex, marital status, national origin, age or disability.~~

~~Trustees will adhere to the following principles. The Board maintains high standards of ethical conduct for its members. It is their responsibility~~ **Members of the Board are responsible for to:**

- **Acting only in the best interests of the entire community;** ~~recognize that the primary duty of the Board is to represent the entire District while maintaining independence from special interests or other politically-active, narrowly- focused groups.~~
- **Ensuring public input into Board deliberations; adhering to the law and spirit of the open meeting laws and regulations.**
- **Preventing conflicts of interest and the perception of conflicts of interest.**
- **Exercising authority only as a Board;** ~~base personal decisions upon all available facts, vote their honest convictions without bias, abide by and uphold the final majority decisions of the Board.~~
- **Using appropriate channels of communication.**
- **Respecting others; acting with civility;** ~~work with fellow trustees in a spirit of cooperation so that all issues especially those which are controversial are debated openly and fairly.~~
- **Being informed about the District, educational issues, and responsibilities of trusteeship.**
- **Devoting adequate time to Board work.**
- **Maintaining confidentiality of closed sessions.**
- ~~remember that as an individual, A trustee has no legal authority outside the meetings of the board, and conducts relationships with college staff, students, the local citizenry, and the media on that basis.~~
- ~~devote time, thought and study to their duties as board members so that they may render effective and creditable service.~~
- ~~conduct business under the provisions of the Ralph M. Brown Act, taking official actions in public sessions, yet maintaining the confidentiality of closed session deliberations by not releasing or discussing confidential matters or information.~~
- ~~recognize that, absent a financial conflict of interest, every board member has a legal duty to vote affirmatively or negatively on all action items and that as a member of a legal entity, the Board member can neither relinquish nor delegate this responsibility to any other individual or group.~~
- ~~confine Board action to policy determination, planning, evaluation, and maintaining the fiscal stability of the District. Delegate to and support the authority of the Superintendent/President for the execution of these items on a day to day basis.~~
- ~~use the powers of the office honestly and constructively, communicating and promoting the needs of the community to the college, and the needs of the college to the community.~~

Adopted: March 4, 1992
Revised: April 5, 2000
May 7, 2008
November 2021

Page 1 of 2

- ~~• encourage the active involvement, within the shared governance process, of students, employees and citizens of the district with respect to their recommendations on policy development and regulations, and consider others' perspectives as issues are discussed.~~
- ~~• enhance potential as board members by participating in educational conferences, workshops and training sessions offered by local and state organizations and be informed about the actions of the State and Federal government and the positions taken by trustee organizations on those actions.~~
- ~~• support the District's Mission and Vision statements by working in harmony as a board, bearing in mind public education is the most effective means by which our representative democracy is preserved and perpetuated.~~

Violation of the Law and/or the Board's Code of Ethics:

The Superintendent/President and Board President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of the Board's **Policy 2715 (Code of Ethics) policy** will be addressed by the President of the Board, who will first discuss the violation with the ~~Trustee~~ **Board member** to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Board President may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board President (or committee) and may include a recommendation to the Board to censure the ~~Trustee~~ **Board member**. Censure is an official expression of disapproval passed by the Board. If the President of the Board is perceived to have violated the code, the Vice President of the Board is authorized to pursue resolution.

~~If illegal or unethical behavior occurs during a Board meeting (such as remaining at the Board table when the trustee has a conflict of interest, engaging in debate or discussion with audience members on topics not on the agenda, attacking a speaker or staff member or not following the Board's meeting procedures), the President of the Board can state what the expectations and standards are of Board behavior and/or state that the behavior or violation does not meet Board policy.~~

Reference: Accreditation Standard ~~IV.B.1.a, e, & h~~ **IV.C.11**

**BOARD SELF-EVALUATION**

The Board is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning. ~~To this end, a self-evaluation shall be conducted annually. To that end, the Board has established the following processes:~~

The board is committed to having an annual self-evaluation meeting no later than December, at a date selected at the board's annual organizational meeting. The process for self-evaluation shall be recommended to and approved by the Board.

A committee of the Board shall be appointed to determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board policies regarding board operations, as well as criteria defining board effectiveness promulgated by recognized practitioners in the field.

The criteria for the Board's self-evaluation shall also include performance goals and objectives related to the District's and the Board's commitment to anti-racism, diversity, equity, and inclusion.

Additionally, all members of the District staff who regularly participate in Board meetings will be given the opportunity to provide meaningful input to the Board in their self-evaluation process. Staff evaluations will be submitted to the Superintendent/President or designee who will summarize them without reference to the source. The summary will be forwarded to the Board President for inclusion in the final trustee evaluation summary.

The Superintendent/President may also provide the Board with comments and perspectives about the performance and accomplishments of the Board during the previous year and may suggest goals for the following year.

If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the Board President or designee.

A summary of the evaluations will be presented and discussed at a Board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

~~The Board will establish procedures to assess its own performance.~~

Reference: Accreditation Standard IV.C.10 (formerly IV.B.1.e & g)

Adopted: September 7, 1994

Revised: August 26, 2006

September 15, 2012

March 14, 2018

November 2021

SUBJECT: DECENNIAL REDISTRICTING

SYNOPSIS:

An update report on the District decennial redistricting process is submitted as information.

ANALYSIS:

Issue

The decennial census marks the time for certain local government entities to redistrict, including community college districts. The Mendocino-Lake Community College District (MLCCD) is subject to mandatory redistricting pursuant to Education Code 5019.5. If the MLCCD does not redistrict before March 1, 2022, the county committee on school re-organization is required to redistrict by April 30, 2022.

Background

California Community College District governing boards are subject to the federal Voting Rights Act and the one person, one vote principle of the Fourteenth Amendment of the U.S. Constitution. The Voting Rights Act prohibits electoral systems that deny or abridge the voting rights of protected racial and language minority groups. The one person, one vote principle requires that governing board member districts be as equal in population as possible and that election systems that are at-large meet the one person, one vote test. In the MLCCD, the trustees are required to be residents of a particular trustee areas and their districts must meet the requirements of the Voting Rights Act.

This section requires school agencies that are divided into trustee areas (by which individual trustees are elected by the registered voters within that area) to adjust the boundaries of those trustee areas consistent with the results of the most recent census. Boundaries need to be adjusted to satisfy at least one of the following conditions:

- a) The population of each area is, as nearly may be, the same proportion of the total population of the district as the ratio that the number of governing board members elected from the area bears to the total number of members of the governing board. For example, if a district has five trustees and elects one trustee from each of five trustee areas, each district should have approximately one-fifth of the total population in each trustee area; or
- b) The population of each area is, as nearly as may be, the same proportion of the total population of the district as each of the other areas. The general guideline is that the largest trustee area should be no more than 10% more populous than the smallest trustee area in the district, although districts should, to the greatest extent practicable, try to make the trustee areas as close in size by population as possible.

Process

MLCCD is working with Mendocino County planning demographer to ensure voting rights to protected racial and language minority groups; and that the seven trustee areas in the MLCCD are as equal in population as possible.

This will be the first comprehensive redistricting since the previous census in 2011. This process will be the final step in the incorporation of the former College of the Redwoods territory to MLCCD. Due to the census cycle a comprehensive redistricting process was not conducted in 2017.

The District held four feedback meetings, one at each location. Feedback received at these meetings, expressed at board meetings, or submitted to the District were shared with the demographer.

Based on 2021 census data and feedback, a draft district trustee areas map has been produced. Feedback on the draft map will be collected and shared with the demographer on January 3, 2022. A final draft map will be completed and submitted for approval.

Key Changes

The incorporation of the former Redwood Community College District territory into Mendocino-Lake Community College District required significant boundary adjustments to several trustees areas.

Overall, the 2021 average population per trustee area is 17,400. The variation from the least populated to most populated trustee area cannot exceed 10%. The draft map was the greatest variance of approximately 7%.

Trustee Area Population, 2021 Draft Map

Trustee Area 1 = 17,953

Trustee Area 2 = 17,857

Trustee Area 3 = 17,294

Trustee Area 4 = 16,693

Trustee Area 5 = 17,496

Trustee Area 6 = 16,923

Trustee Area 7 = 17,588

Trustee Area Population, 2021 Keeping current trustee area boundaries

Trustee Area 1 = 23,356

Trustee Area 2 = 13,696

Trustee Area 3 = 14,740

Trustee Area 4 = 23,835

Trustee Area 5 = 14,608

Trustee Area 6 = 15,228

Trustee Area 7 = 14,346

Based on the 2021 Census the average population per trustee area should be approximately 17,400. In the example above, none of the trustee areas meet this criteria. The greatest variance is 46%, which is above the legal threshold of 10%.

Redistricting Process: Key Dates

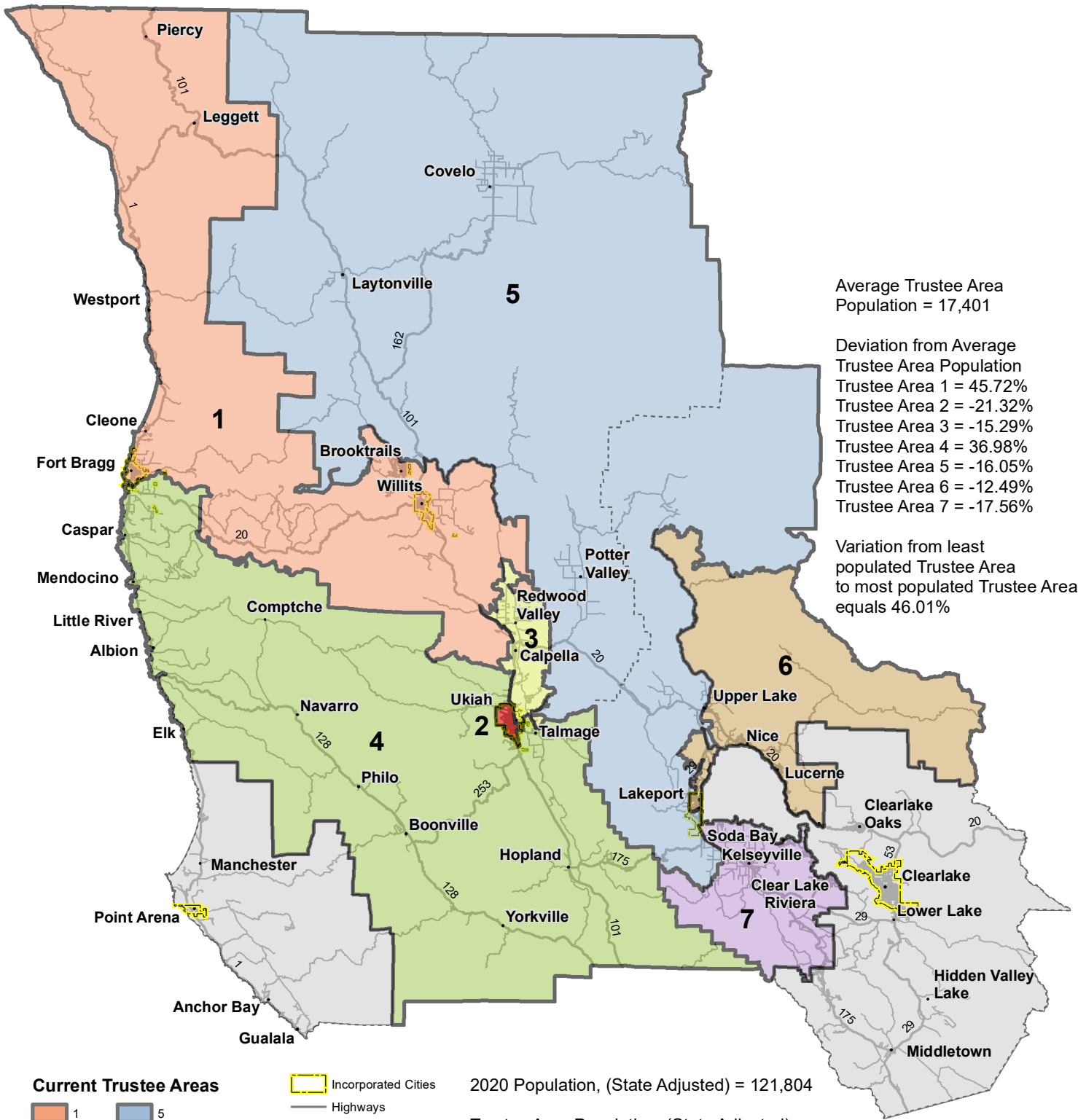
- **September, 2021:** Census Bureau to release redistricting data
- **October/November 2021:** 4 public feedback sessions
- **December 2021:** Mendocino County GIS staff completes draft map

- **January 2022:** Redistricting map(s) presented to Board for review
- **February 2022: Board** approval of redistricting map
- **February 28, 2022:** deadline for completion of redistricting process. (Educ. Code § 5019.5)
- **November 2022:** First Election of MLCCD Board of trustee under newly adopted trustee areas.

Process: Effect on Current Trustees

- No trustee's term cut short (see Educ. § 5021; Elec. Code § 22000(e)), but
- When their term ends, an incumbent can only run from the new trustee area in which they resides.

Mendocino-Lake Community College District Current Trustee Areas



Average Trustee Area
Population = 17,401

Deviation from Average
Trustee Area Population
Trustee Area 1 = 45.72%
Trustee Area 2 = -21.32%
Trustee Area 3 = -15.29%
Trustee Area 4 = 36.98%
Trustee Area 5 = -16.05%
Trustee Area 6 = -12.49%
Trustee Area 7 = -17.56%

Variation from least
populated Trustee Area
to most populated Trustee Area
equals 46.01%

Current Trustee Areas

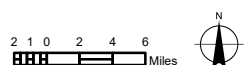
- 1
- 2
- 3
- 4
- 5
- 6
- 7

- Incorporated Cities
- Highways
- Roads

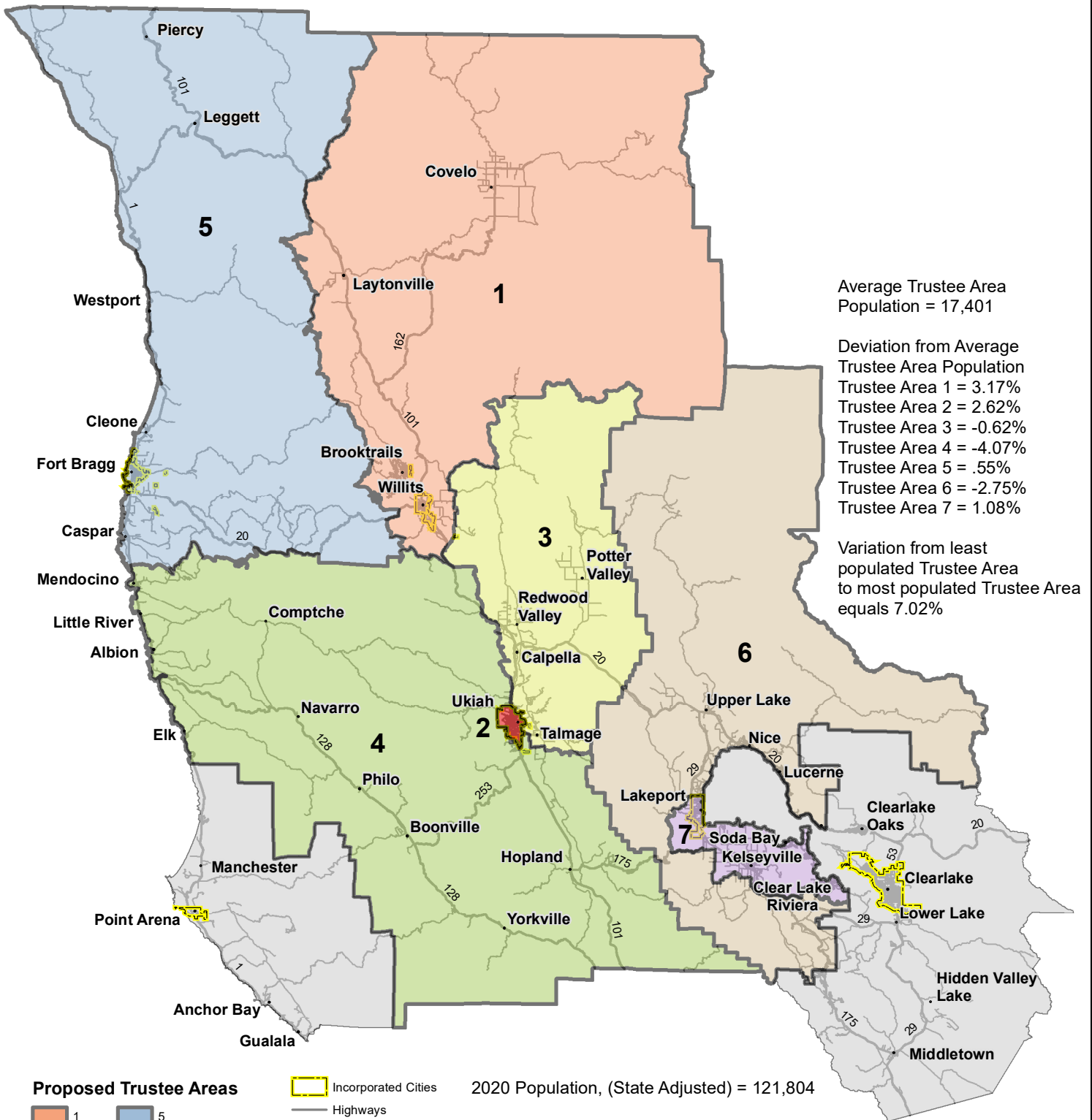
2020 Population, (State Adjusted) = 121,804

Trustee Area Population, (State Adjusted)
Trustee Area 1 = 25,356
Trustee Area 2 = 13,691
Trustee Area 3 = 14,740
Trustee Area 4 = 23,835
Trustee Area 5 = 14,608
Trustee Area 6 = 15,228
Trustee Area 7 = 14,346

Source: This map was prepared by the Mendocino County Department of Information Services, GIS Program, November 24, 2021.



Mendocino-Lake Community College District Proposed Trustee Areas, Draft 1



Average Trustee Area
Population = 17,401

Deviation from Average
Trustee Area Population
Trustee Area 1 = 3.17%
Trustee Area 2 = 2.62%
Trustee Area 3 = -0.62%
Trustee Area 4 = -4.07%
Trustee Area 5 = .55%
Trustee Area 6 = -2.75%
Trustee Area 7 = 1.08%

Variation from least
populated Trustee Area
to most populated Trustee Area
equals 7.02%

Proposed Trustee Areas

- 1
- 2
- 3
- 4
- 5
- 6
- 7

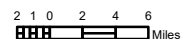
- Incorporated Cities
- Highways
- Roads

2020 Population, (State Adjusted) = 121,804

Trustee Area Population, (State Adjusted)

- Trustee Area 1 = 17,953
- Trustee Area 2 = 17,857
- Trustee Area 3 = 17,294
- Trustee Area 4 = 16,693
- Trustee Area 5 = 17,496
- Trustee Area 6 = 16,923
- Trustee Area 7 = 17,588

Source: This map was prepared by
the Mendocino County Department of Information Services,
GIS Program, November 24, 2021.



SUBJECT: COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) PARTNERSHIP AGREEMENT – FIRST READING

SYNOPSIS:

New College and Careers Access Pathways (CCAP) Partnership Agreement is presented for review and discussion.

ANALYSIS:

CCAP agreements came about from AB 288 passed in 2015. They are agreements between governing boards of community college districts and K-12 districts. The agreements offer or expand dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education. The goal is to develop seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve college and career readiness

CCAP agreements allow for students to enroll in up to 15 units per term; classes do not have to be open to the public; classes must be part of a pathway; agreements must be presented to the governing board twice at subsequent meetings and submitted to the Chancellor's Office for approval; and there are additional reporting requirements including data sharing agreements

In adopting the attached CCAP agreement, the Governing Boards of Mendocino-Lake Community College District and Willits Charter School certify compliance with the following regulations required for the adoption of said CCAP agreement:

- 1) CCAP agreements shall be presented as an information item at an open public meeting of each governing board EC §76004 (b).
- 2) The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed AB 288 CCAP agreement.

Reference Board Policy 5010, Admission, Enrollment and Attendance

Administrative Procedure 5011.2, Admission and Concurrent Enrollment of High School and Other Young Students – College and Career Access Pathways (CCAP)

**College and Careers Access Pathways Partnership (CCAP) Agreement
Between
Mendocino Lake Community College District and Willits Charter School**

Agreement No: _____

Dated: _____

XXII. RECITALS

Whereas, Assembly Bill No. 288, approved by the Governor and filed with the Secretary of State on October 5, 2015 allows the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness,

And whereas, allowing a greater and more varied segment of high school pupils to take community college courses can provide numerous benefits, such as reducing the number of high school dropouts, increasing the number of community college students who transfer and complete a degree, shortening the time to completion of educational goals, and improving the level of preparation of students to successfully complete for credit, college level courses,

And whereas, through dual enrollment partnerships, school districts and community college districts can create clear pathways of aligned, sequenced coursework that will allow students to more easily and successfully transition to for credit, college level coursework leading to an associate degree, transfer to the University of California or the California State University, or to a program leading to a career technical education credential or certificate,

The Mendocino-Lake Community College District (MLCCD) and Willits Charter School (WCS) have entered into the following agreement.

XXIII. LEGAL AUTHORITY AND ADOPTION

Assembly Bill 288 authorizes a community college district and a high school district to enter into a CCAP partnership provided that both districts have approved a CCAP Partnership Agreement which shall govern the partnership.

In adopting this CCAP Partnership Agreement, the governing boards of the MLCCD and the WCS certify compliance with the following regulations required for the adoption of a CCAP Partnership Agreement:

- 1) CCAP Partnership agreements shall be presented as an informational item at an open public meeting of each governing board EC § 76004(b).
- 2) The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed AB 288 CCAP Partnership Agreement.

Furthermore, the governing boards of MLCCD and WCS agree that a copy of this CCAP Partnership Agreement shall be filed with the Chancellor's Office of the California Community Colleges, with

the understanding that the Chancellor of the California Community Colleges may void this CCAP Partnership Agreement if it is determined to not comply with the intent of the requirements of EC § 76004.

XXIV. TERMS

h. Number of students served

Under this partnership, agreement up to a maximum of 250 School students will be served annually, with the college claiming up to a maximum of 50 FTES annually.

i. Assessment of students

The assessment of the pupil's ability to benefit from participation in courses offered under the agreement shall be made by the WSC high school principal or the principal's designee. Only students whom are deemed, by the principal or the principal's designee, to have the ability to benefit from participation in the CCAP courses will be eligible to enroll in courses authorized through the CCAP. Furthermore, MLCCD reserves the right to require that students participating in the CCAP meet the course prerequisites or co-requisites, as described in the college catalog, for courses included in the CCAP.

j. Pathway/Course Offerings

*Additional pathway/course offerings may be considered, including those from CSU/IGETC GE and CTE course lists.

The courses to be offered shall include college readiness, career and technical education, general education, basic skills, and transfer pathway courses. Courses shall be offered on one or more WCS campuses during the school day. The pathways which may be offered under this agreement include:

Career Technical Education (CTE) pathway courses which are part of a degree or certificate outlined in the Mendocino College Catalog and are considered core requirements for a specific CTE area including CTE pathways listed in APPENDIX I (see *Degrees and Certificates Offered at MCC* for a complete list).

General education breadth courses needed for an AA or AS degree which also satisfy CSU and UC system transfer pathways as denoted in the Mendocino College Catalog for areas A through E and basic skill courses, including courses listed in APPENDIX I.

k. Information Sharing

MLCCD shall provide WCS with the student's final grade for all coursework undertaken as part of a CCAP agreement so that the high school may determine the appropriate number of high school credits to be awarded, if any. WCS shall provide MLCCD with transcripts for all students participating in the CCAP and high school graduation rates among students participating in the CCAP.

l. Points of Contact

The point of contact regarding the provisions of this agreement, for the MLCCD, shall be the MLCCD Vice President of Academic Affairs, Debra Polak. The point of contact regarding the

provisions of this agreement, for WCS, Director Jennifer Lockwood. The point of contact regarding implementation and administration of the CCAP shall be the Dean of Centers, or designee, at Mendocino College, Amanda Xu, and College Career Counselor, Erin Vaccaro, or designee, at one or more high school sites of WCS. The following is specific contact information:

1. Vice President of Academic Affairs, Debra Polak
Mendocino-Lake Community College District
1000 Hensley Creek Rd. Ukiah CA 95452
EMAIL dpolak@mendocino.edu
PHONE 707-468-3068

2. Director, Jennifer Lockwood
Willits Charter School
1431 South Main St, Willits, CA 95490
EMAIL: jlockwood@willitscharter.net
PHONE: 707-459-5506

3. College and Career Counselor, Erin Vaccaro
Willits Charter School
1431 South Main St, Willits, CA 95490
EMAIL: evaccaro@willitscharter.net
PHONE: 707-459-5506

4. Dean of Centers, Amanda Xu
Mendocino-Lake Community College District
1000 Hensley Creek Rd. Ukiah CA 95452
EMAIL axu@mendocino.edu
PHONE 707-468-3605 or 707-468-3613

m. Employer of Record

MLCCD shall be the employer of record for purposes of assignment monitoring and reporting. (See section XII a. of this agreement for guidance regarding instructors that are not paid employees of the community college district.)

n. Teacher Quality Mandates

WCS shall assume reporting responsibilities pursuant to applicable federal teacher quality mandates.

XXV. CERTIFICATIONS

MLCCD shall insure that:

- e. any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in EC § 87010, or any controlled substance offense as defined in EC § 87011
- f. that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community

college faculty member teaching the same course at the partnering community college campus

- g. that a community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus
- h. that a community college course that is oversubscribed or has a waiting list shall not be offered in the AB 288 CCAP Partnership Agreement

WCS shall insure that:

- e. any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus

XXVI. ENROLLMENT

- d. MLCCD shall grant priority enrollment and registration, that is equivalent to the priority assigned to a student attending a middle college high school as described in EC § 11300 and consistent with provisions in EC § 76001(e), to a pupil seeking to enroll in a MLCCD course that is required for the pupil's CCAP partnership program.
- e. MLCCD shall limit enrollment in community college courses offered at one or more WCS high school campuses during the regular school day solely to eligible high school students.
- f. MLCCD may allow a special part-time student participating in the AB 288 CCAP Partnership to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied (EC § 76004(p)):
 - iv. The units constitute no more than four community college courses per term,
 - v. The units are part of an academic program that is part of a CCAP partnership agreement,
 - vi. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

XXVII. STUDENT FEES

- c. High school pupils enrolled in courses offered through this CCAP agreement shall not be assessed or charged a fee prohibited by EC § 49011, including a fee charged to a pupil, or a pupil's parent or guardian, as a condition for course registration or for textbooks, supplies, materials, and equipment needed to participate in the course. EC §§ 49010 et seq.; 76004(f)
- d. High school pupils enrolled in courses offered through this CCAP Partnership Agreement, that are properly classified as having "special part-time student" status as described by EC § 76004(p), shall be exempt from the following community college fee requirements [EC § 76004(q)]:

- vi. Student Representation Fee. EC § 76060.5
- vii. Nonresident Tuition Fee. EC § 76140 6
- viii. Transcript Fees. EC § 76223
- ix. Course Enrollment Fees. EC § 76300
- x. Health Services Fees

XXVIII. STATE APPORTIONMENT

MLCCD and WCS agree that:

- a. A district shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. EC § 76004 (r)
- b. The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to a CCAP agreement is authorized attendance for which the community college district shall be credited or reimbursed pursuant to EC § 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. EC §76004(s)

XXIX. REPORTING

MLCCD, in conjunction with WCS, shall report annually to the State Chancellor's Office all of the following information:

- a. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
- b. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
- c. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
- d. The total number of Full-Time Equivalent Student (FTES) generated by CCAP partnership participants

XXX. CTE PROGRAMS

- a. MLCCD, prior to establishing a vocational or occupational training program (career technical education programs) with WCS, shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program. EC § 78015 et seq.

XXXI. RESPONSIBILITIES

- a. Instruction and Educational Program
MLCCD shall be responsible for the educational program(s) and for the content and instruction of the courses offered through the CCAP.

f. Facilities

WCS shall be responsible for the provision of the facilities for courses offered on one or more WCS campuses as part of this CCAP.

g. Books and Supplies

MLCCD and WCS shall agree on how books and supplies will be provided for a CCAP course prior to offering such a course.

h. Support Services

WCS and MLCCD will share responsibility for insuring that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring).

Table #1: Responsibilities under MLCCD and WCS CCAP Partnership Agreement

	Mendocino College	Willits Charter School	Explanation
Facilities		x	In addition to their high school coursework, CCAP participants will have the opportunity to take college coursework on WCS campuses during the school day in WCS facilities.
Instruction and Educational Program	x		CCAP participants will take MLCCD courses which shall include college readiness, career and technical education, general education, and transfer pathway courses.
Books		x	As a CCAP participant shall not be charged for textbooks, supplies, materials, and equipment needed to participate in the course, a source must be identified for providing books, supplies, materials and equipment prior to offering the course. In most instances, instruction shall be provided by the college and books shall be provided by the high school. No CCAP course shall be offered without prior agreement between the college and the high school as to which organization shall be responsible for the provision of the textbooks, supplies, materials, and equipment needed by participants in the course.
Counseling and Guidance	x	x	MLCCD and WCS Schools shall collaborate to provide CCAP participants with appropriate counseling and guidance.

Assessment and Placement	x	x	MLCCD and WCS Schools shall collaborate to provide CCAP participants with appropriate assessment and placement services.
Tutoring	x		MLCCD shall be responsible for the provision of tutoring for college course when appropriate.

XXXII. PROCEDURES, TERMS, AND CONDITIONS

f. Enrollment Process and Period

Students will be added to the CCAP courses held on the WCS campuses through registration conducted on site at WCS campuses. CCAP students will be granted level 3-priority registration and may enroll in additional college courses held outside of the normal school day (exp. online courses, summer school courses).

g. Class Hours

The timing of the courses shall be set by mutual agreement between MLCCD and WCS.

h. Evaluation of Students

College faculty instructing the course shall be responsible for the supervision and evaluation of the students. WCS shall be responsible for assigning high school credit for the coursework CCAP students complete where appropriate.

i. Course timing and length

MLCCD shall insure that: the appropriate number of class hours are scheduled to meet the performance objectives of the course; the enrollment period for each CCAP course falls within the normal school day within which courses are offered at one or more WCS high school campuses; and that high school students participating in the CCAP are not required to attend class on dates in which the high school is not in session. The high school may require students to attend class on dates in which the college is not in session. Instruction may not be scheduled on legal holidays. Under the circumstance that a CCAP class begins after the start of, or concludes prior to the end of the high school term, it will be the responsibility of WCS to arrange additional instruction if required by WCS. Scheduling classes outside of the Mendocino College term is at the sole discretion of MLCCD.

j. Conduct and Discipline

CCAP participants shall comply with the standards of student conduct as described under MLCCD Board Policy (5500.1). These regulations are designed to represent reasonable standards of conduct. Violations of the code may subject individuals to disciplinary action, which is consistent with the requirements of due process.

The faculty shall be responsible for discipline within the classroom. Should the instructor need to remove a student from a class session they shall notify the principal or principal's designee at the appropriate WCS high school campus immediately.

XXXIII. CANCELLATION AND TERMINATION

The following agreement may be canceled by written notification from either district to the other district. Should the cancellation be made during a period when a CCAP course is being offered the cancellation will take effect prior to the subsequent term.

XXXIV. INSTRUCTION FOR APPORTIONMENT

MLCCD shall provide documentation that instruction claimed for apportionment under this agreement/contract be under the immediate supervision and control of an employee of the district who has met the minimum qualifications for instruction in the discipline of the course in a California community college. Instructors shall provide the supervision and control necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity (as a general rule, faculty must be physically present in the classroom or lab or within line of sight of the students). Cal. Code Regs., Title 5, §§ 58050, 58051, 58056, 58058

- e. Where the instructor is not a paid employee of MLCCD, the district shall have an additional written agreement/contract with each instructor requiring student attendance and FTES be reported by the instructor as required by the college or community college district and stating that MLCCD has the primary right to control and direct the instructional activities of the instructor. Cal. Code Regs., Title 5, § 58058(b)
- f. MLCCD shall demonstrate control and direction through such actions as providing the instructor an orientation, instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly on-campus instructors.
- g. Attendance at a MLCCD dual enrollment orientation is required for instructors of CCAP courses prior to each term that they teach a CCAP course.
- h. To claim Average Daily Attendance (ADA) for K12 funding, the K12 district must determine how many instructional minutes a student is offered and scheduled for, as well as that student's attendance during the K12 school day. If a high school student has been scheduled for the minimum instructional minutes per day under the immediate supervision and control of a certificated employee of the school district and has been offered a full schedule, the district may claim attendance towards apportionment for that student for each day the student attends at least some part of the instructional day at the high school. If that student then goes to a college course that meets the requirements to claim Full Time Equivalent Student (FTES), the college may also claim full apportionment for that student in that college course.

More information on apportionment is available here:

- The Budgeting and Funding sections of the Career Ladders Project Toolkit, Frequently Asked Questions: <http://www.careerladdersproject.org/areas-of-focus/pathways/ccccode/>
- Interview with Wendi McCaskill on Instructional Minutes: http://www.careerladdersproject.org/wp-content/uploads/2015/12/FC1_Wendi-McCaskill_Interview_DETTOOLS.pdf
- Pages 40-42 of the CIO Manual: <http://curriculum.cccco.edu/Content/publicpagefiles/CIO%20Manual.pdf>

XXXV. MINIMUM QUALIFICATIONS

MLCCD shall ensure that minimum qualifications for instructors teaching agreement / contract courses and instructor qualifications are consistent with requirements in other similar courses given by the college or community college district. Cal. Code Regs., Title 5, § 53410.

XXXVI. PUBLIC ACCESS

The districts acknowledge that enrollment in the courses described in this CCAP partnership agreement, which are offered during the school day at one or more WCS campuses, shall be limited to CCAP participants and shall not be open to the general public.

The districts further acknowledge that courses which are not part of this CCAP must continue to meet the following requirements:

- c. Courses which are not part of this CCAP agreement must be held at facilities which are clearly identified as being open to the general public, noting that students may be required to meet course or program prerequisites.
- d. Courses which are not covered by this CCAP agreement must be open to any person who has been admitted to the college and has met any applicable prerequisites. Cal. Code Regs., Title 5, §§ 51006, 58106,

Furthermore, the district policy on open enrollment (Cal. Code Regs., Title 5, § 55005) along with a description of the course and information about whether the course is offered for credit and is transferable must be published in the college catalogue, schedule of classes, and any addenda to the schedule of classes. Cal. Code Regs., Title 5, § 51006,

Degree and certificate programs must have been approved by the California Community Colleges Chancellor's Office and courses that make up the programs must be part of the approved programs, or the college must have received delegated authority to separately approve those courses locally. Cal. Code Regs., Title 5, § 58050(a) (1).

XXXVII. CONSISTENCY, ATTENDANCE AND GRADES

MLCCD shall ensure that procedures are put into place by the college to ensure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. Cal. Code Regs., Title 5, § 55002, 58050(a) (5).

Permanent records of student attendance, grades, and achievement will be maintained by the college. Additional CCAP participant records which are maintained by the high school, such as students' GPA or high school graduation status, will be submitted on a schedule agreed upon between the college and WCS. Cal. Code Regs., Title 5, § 55021; 55040; 58030.

XXXVIII. FULL COMPENSATION / CERTIFICATION

MLCCD shall certify that it has not received full compensation, from any public or private agency, individual or group, for the direct education costs of the courses offered through this partnership agreement. EC § 84752; Cal. Code Regs., Title 5, § 58051.5. MLCCD shall obtain certification from the school district verifying that the instructional activity to be conducted will not be fully funded by other sources. EC § 84752; Cal. Code Regs., Title 5, § 58051.5.

XXXIX. DISTRICT BOUNDARIES

MLCCD and WCS agree that if the course(s) in this CCAP agreement will be located outside the boundaries of the district, the district must comply with the requirements of Title 5, sections 55300 et seq., concerning approval by adjoining high school or community college districts and use of non-district facilities.

XL. RECORD KEEPING AND COMPUTATION

MLCCD acknowledges that in all cases, standard FTES computation rules, support documentation, course section tabulations, and record retention requirements continue to apply, including as prescribed by Cal. Code Regs., Title 5, §§ 58003.1 et seq. , 58020 et seq., 58030 and 59020 et seq.

XLI. ACCESS AND ACCOMMODATIONS

Upon identifying themselves to the instructor and the college, students with disabilities shall receive reasonable accommodation for learning and evaluation.

XLII. HOLD HARMLESS AGREEMENT AND INSURANCE

- e. To the fullest extent permitted by law, MLCCD shall indemnify and hold harmless WCS, its directors, officers and employees, from any and all liability claims, damages, costs and expenses, including attorney's fees, caused by or resulting from the negligent or intentional acts or omissions of MLCCD or any of MLCCD's employees. WCS shall indemnify and hold harmless MLCCD, its directors, officers, and employees, from any and all liability, claims, damages, costs and expenses, including attorney's fees, caused by or resulting from the negligent or intentional acts or omissions of WCS or any of WCS's employees. Neither party shall cover any negligent acts or omissions of the other. In the event of any such claim is made, or suit filed, both Parties shall give the other prompt written notice thereof, and each shall have the right to defend or settle. A Party that intends to seek an indemnity or hold harmless from the other Party shall notify the other Party in writing thereof, and within a reasonable time after the Party knows or becomes aware of any claim arising out of, resulting from or relating to this Agreement that may or has resulted in a loss, describing (if known or determinable) the pertinent circumstances, all entities and persons involved, and the amount(s) being claimed, and shall not settle or resolve the claim until it has notified the other Party of the claim in accordance with the provisions of this subsection and given the other Party an opportunity to participate in and consent to the settlement or resolution of the claim, which consent the other Party shall not unreasonably withhold.
- f. Without limiting the above indemnification provision and during the term of this Agreement, WCS shall obtain and maintain, and shall require their subcontractors to obtain and maintain, liability insurance coverage in the amount of not less than one million dollars (\$1,000,000.00) to cover any classroom incident, accident, or illness. Each Party's insurance shall be primary to and not contributing with any other insurance or self-insurance programs maintained by the other Parties, and shall be provided and maintained at the Party's own expense.
- g. WCS agrees to provide a Certificate of Insurance verifying liability coverage in the amount of one million dollars. MLCCD and WCS agree to add and include each other's officials, officers, employees, agents and volunteers as an additionally insured in each other's general liability insurance coverage, throughout the term of this Agreement. Each Party shall provide written notice to the other of any change to said coverage.

- h. The Parties mutually agree to notify one another of any accident or incident relating to services performed under this Agreement which involves injury or property damage which may result in the filing of a claim or lawsuit against any of the Parties, and, of any actual third party claim or lawsuit arising from or related to services under this Agreement.

ACCEPTED AND AGREED TO:

Jennifer Lockwood, Director
Willits Charter School

Date

Tim Karas, E.D., Superintendent/President
Mendocino-Lake Community College District

Date

APPENDIX I: CCAP PROGRAMS AND CLASSES

Mendocino College Career Access Pathways

1. Administration of Justice
2. Agriculture – Sustainable Small Farms Management
3. Business – Business Management & Business Entrepreneurship
4. Child Development
5. Computer Science – Computer Applications and Office Administration
6. Culinary Arts Management
7. Digital Arts and Media
8. Fire Science
9. Nursing
10. Sustainable Construction & Energy Technology – Construction
11. Woodworking

Mendocino College- College and Career Success Courses

1. CCS 100 – Career Planning Success (1.5 – 3 units)
2. CCS 101 – Career and Life Planning (3 unit)

Mendocino College GE Courses for Transfer Pathway

17. ADJ 202 – Concepts of Criminal Law (3 units)
18. ART 207 – Survey of Western Art from Prehistory through the middle ages (3 units)
19. ART 208 – Survey of Western Art from Renaissance to the Contemporary Period (3 units)
20. COM 203 – Introduction to Public speaking (3 units)
21. CSC 201 – Computers and Computer Applications (3 Units)
22. ENG 200 – Reading and Composition (3 units)
23. HLH 200 – Health Education (3 units)
24. HST 202 – The United States to 1877 (3 units)
25. HST 203- The United States since 1865 (3 units)
26. HST 222- Native American History (3 units)
27. HST 250- Contemporary America: The People and the Issues (3 units)
28. MTH 200 Pre-calculus Mathematics (5 units)
29. MTH 220 – Statistics (4 units)
30. PSY 205- Introduction to Psychology (3 units)
31. SPN 200- Elementary Spanish I (4 units)
32. SPN 201- Elementary Spanish II (4 units)

Mendocino College Basic English and Math Courses PLUS*

6. MTH 79 – Mathematics for Technical Fields (3.0 units)
7. MTH 80- Intermediate Algebra for STEM and Business Majors (5.0 Units)
8. MTH 121- Trigonometry (4 units)
9. MTH 178 – Applied Math (4 units)
10. ENG 85 – Accelerated Preparation for College Writing (4.0)

*English and Math offerings include CSU transferable Math Classes for both STEM and non-STEM transfer pathways.

ITEM NO: 9.1
DATE: December 15, 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.
- Site visits at all the sites including courses offered and equipment available.
- Board workshop for board members regarding the process and how we handle the public as a board
- An ongoing conversation about the role Student Trustees can have in their individual districts. Discussion would include what it would mean for the board. Trustee Martinez would also like to have more information about the role of the student trustee.